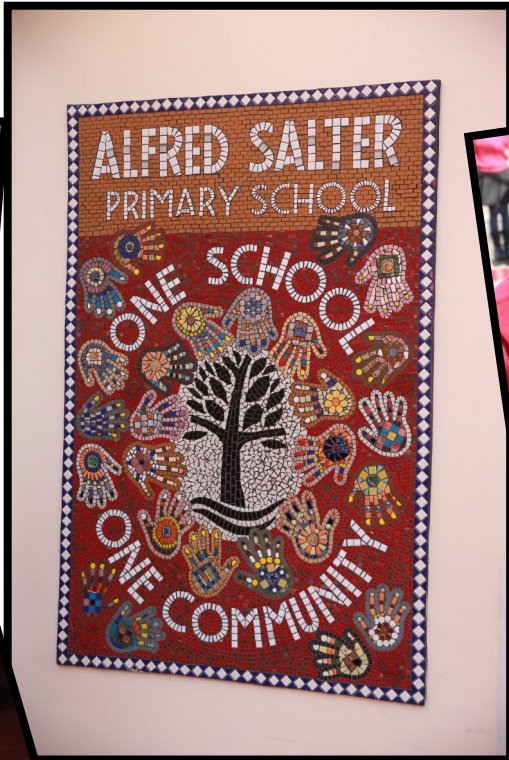


Alfred Salter Primary School





Our school



Letter from the Headteacher



Dear Applicant,

Thank you for taking the time and showing an interest in our school and our Deputy Headteacher vacancy. I hope that this pack gives you a good flavour of our school, although the best way to really get to know us is to come and visit. You will have a warm welcome and I would be delighted to meet you and show you around.

Alfred Salter is a friendly, multi-cultural and welcoming place to be. Our pupils are well behaved and are keen to learn. It is a place where everyone is valued and their contributions are appreciated. The school was opened in 1995 and the unique building is beautifully maintained by our dedicated Premises Team. For an inner London school, we have spacious playgrounds and outside areas, including a running track with views of Canary Wharf and beyond. We are also fortunate to be in a vibrant and evolving part of south east London. Canada Water station is a 5 minute walk away, so we have excellent transport links to central London and take full advantage of the resources open to us there and in our local area. The children all have opportunities to learn to play musical instruments while they are here and the school has a long history of having Artists in residence. We pride ourselves on being a school that offers pupils a well-rounded and truly enjoyable education.

We are a rapidly improving school which has high aspirations for both our staff and children. We encourage our children to be independent and self motivated learners and to be confident citizens of tomorrow. We also support our staff to do the same and we are developing an innovative CPD programme. Our classrooms are well resourced and Year Groups have time together each week for planning.

We are at an exciting point in our development and this would offer the right candidate an opportunity to make their mark on a school and take a pivotal role in the school's journey. To find out more, or for an informal chat, please contact me on: 07740235557. I look forward to hearing from you.

Elli Prestage
Headteacher



Deputy Headteacher

We are looking for an inspirational and creative leader to join our Senior Leadership Team and make an impact on the outcomes for our children. The role will be integral to our continued journey in providing the highest quality of education to all of our pupils and we are prepared to tailor the position to ensure we find the right candidate to complement our dedicated team.

Since our Ofsted Inspection in October last year and the judgement of Requires Improvement, we have made significant changes in the school and these were recognised by HMI in April. We have more to do and are now in a position to increase our leadership capacity. Throughout the changes we have maintained the integrity of our ethos. This makes our school a special place to be and has ensured that we have kept our strong staff and been able to recruit high calibre teaching staff to fill vacancies that arose through the year. We are fully staffed with permanent teachers and also have two Teach First trainees.

Our new Deputy Headteacher will join our Senior Leadership Team as one of two Deputy Heads. We also have four Assistant Heads who are responsible for a phase or key stage and a core subject. We are an enthusiastic and innovative team and are looking forward to welcoming a new member.

We have a rigorous selection process for this post as we want to find the best candidate for our school. It will comprise of:

Prior to Selection Day:

- A tour of candidate's current school and lesson observation

On the Selection Day

- A 10 minute presentation on a topic that will be given prior to the day
- A panel interview
- A data exercise
- An in-tray exercise
- Interview with School Council
- Lunch with the staff

Alfred Salter Primary School is committed to the protection and safety of its pupils



ALFRED SALTER PRIMARY SCHOOL JOB DESCRIPTION

Title of Post:	Deputy Headteacher
Salary Scale:	Leadership Scale
Responsible to:	Headteacher and governing body

Main Purpose of the Job:

- Carry out the duties of this post in line with the remit outlined in the current *School Teachers' Pay and Conditions Document* including the conditions of employment for deputy headteachers and the school's own policy
 - Under the overall direction of the headteacher play a lead role:
 - in formulating the aims, objectives of the schools and establishing the policies through which they are to be achieved
 - be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement
 - proactively manage staff and resources
 - Take full responsibility for the school in the absence of the headteacher
 - Carry out the professional duties of a teacher as required
 - Take responsibility for child protection issues as appropriate
 - Take responsibility for promoting and safeguarding the welfare of children and young people within the school
-

Duties and Responsibilities

Shaping the future

- In partnership with the headteacher and governors establish and implement an ambitious vision and ethos for the future of the school
- Play a leading role in the school improvement and school self-evaluation planning process
- In partnership with the headteacher manage school resources
- Devise, implement and monitor action plans and other policy developments
- Lead by example to motivate and work with others
- In partnership with the headteacher, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and taken in to account

Job Description Continued

Leading Teaching and Learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Work with the headteacher to raise standards through staff performance management
- Lead the development and delivery of training and support for staff
- Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
- Work in partnership with the headteacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
- With the headteacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality
- Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school
- Develop, review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- Ensure through leading by example the active involvement of pupils and staff in their own learning

Developing self and others

- Support the development of collaborative approaches to learning within the school and beyond
- Organise and support the induction of staff new to the school and those being trained within the school
- Act as an induction co-ordinator for NQTs and have responsibility for students on teaching practice and those undertaking work experience, as appropriate
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school in the absence of the Headteacher
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting
- Work with the headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management
- Lead the annual appraisal process for all identified support and teaching staff



Job Description Continued

Managing the organisation

- Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication
- Working with the headteacher, undertake key activities related to professional, personnel/HR issues
- Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the senior leadership team
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate
- To undertake any professional duties, reasonably delegated by the Headteacher

Securing accountability

- Lead and support the staff and governing body in fulfilling their responsibilities with regard to the school's performance and standards
- Support the headteacher in reporting the school's performance to its community and partners
- Promote and protect the health and safety welfare of pupils and staff
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Strengthening community

- Work with the headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Develop and maintain contact with all specialist support services as appropriate
- Promote the positive involvement of parents/carers in school life
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools and external agencies

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate



Person Specification

Factor		Essential/ Desirable	Ascertained by
Professional Qualifications and Experience	Qualified Teacher Status	E	Application Form
	Degree	E	Documentary Evidence
	At least 5 years successful teaching experience across the primary age range	E	
	Evidence of recent training in whole school leadership and management (eg NPQSL/NPQH)	E	
	Significant and successful subject/area leadership resulting in school improvement	E	
	Evidence of outstanding teaching ability	E	
	Deputy Headship experience	D	
	Experience working in at least 2 key stages (EYFS/KS1/KS2)	D	
Experience of working in more than one school/setting	D		
Skills and Knowledge	Good knowledge of the EYFS and primary curriculum	E	Application Form
	An excellent understanding of theory and best practice in teaching and learning, particularly as it relates to achieving high rates of pupil progress	E	Interview
	A track record of implementing successful strategies to raise attainment	E	Selection tasks
	Good ICT skills	E	References
	An understanding of the role of parents and community in school improvement and how this can be promoted	E	
	A good understanding of effective strategies for gaining and maintaining high standards of behaviour at whole school level	E	
	Experience of interpreting and using assessment data to raise achievement	E	
	Ability to form and maintain excellent relationships with children which enhance their learning and emotional well-being	E	



Person Specification cont'd

	Factor	Essential/ Desirable	Ascertained by
Leadership and Management	Experience of delegating, supporting and monitoring the work of others	E	Application Form
	Experience of managing substantial change across a subject area or whole school	E	Interview
	Successful experience of observing and evaluating teaching, providing effective feedback and implementing support	E	Selection tasks
	Ability to work effectively in partnership with the Headteacher	E	References
	Experience of leading the professional development of staff within the context of school improvement	E	
Personal Qualities	Ability to lead and motivate others	E	Application Form
	Ability to work collaboratively	E	Interview
	Excellent interpersonal skills	E	
	Ability to communicate clearly and work effectively with all stakeholders	E	Selection tasks
	Ability to work on own initiative, make decisions and solve problems	E	References
	Excellent organisational skills and the ability to work effectively under pressure, prioritise appropriately and meet deadlines	E	
	Highly effective presentation and training delivery skills	E	
	A commitment to maintaining and promoting the school's ethos of inclusion, equality and respectful relationships	E	



Alfred Salter



Alfred Salter is a really good school . The teachers are nice and the children learn lots. *Year 5 pupil*

We have a great building and so many things to do after school. We can learn to play an instrument or learn ballet. We go on trips to learn about new things. *Year 6 Pupil*

The staff here are very friendly and supportive of each other. We always share good ideas and practices. It's a lovely place to work. *Staff Member*

We are a great big family! *Year 4 pupil*

As a relatively new member of staff, I can honestly say that I am now a part of the Alfred Salter community and family. In the months that I have been working at the school, I have seen many positive changes and am excited about where the school is heading. *Staff Member*



What we can offer

CPD Opportunities

We are very forward thinking in developing our staff and consider individual needs when organising training.

We provide excellent training on inset days and offer a wide variety of options on each day. We encourage staff to further their qualifications and skills which will equip them for their role.

We have regular TeachMeets where staff have the opportunity to share good practice and ideas. CPD emails are sent out on a weekly basis and staff actively contribute to what is shared.

Workshops and seminars are often run by staff, for staff. We encourage and promote staff to share with their peers their knowledge and experience.

Our support staff are also offered opportunities and encouragement to further develop their skills.

Career Progression

We like to see our pupils and staff flourish and succeed. Opportunities for management are offered through interim positions where there is a vacancy. Additional TLRs can also be applied for by submitting a statement. Many of our staff have gained promotion after taking on a role of responsibility. We have a number of staff enrolled in National Leadership training programmes.

Benefits of Working at Alfred Salter

We offer employees:

- ◆ An interest free loan for season travel card tickets
- ◆ Bike to work scheme
- ◆ Membership to the Chartered College of Teaching
- ◆ A laptop for the duration of your employment



How to Apply

You can apply by visiting our website www.alfredsalter.com and clicking on the 'about us' tab.

Please ensure that you complete all sections of the application.

Completed applications should be sent to Farhana Rahman, Headteacher's PA, at farhana.rahman@alfredsalter.com

We encourage visits to the school, please contact the Headteacher Elli Prestage on 07740235557 to arrange a time for you to come in to tour the school and speak to the Headteacher.

Shortlisted candidates will be notified by telephone and also by email. Unfortunately, due to the very high level of response we receive for posts we are unable to inform applicants if they have not been shortlisted and feedback will only be provided if you have had an interview.

Thank you again for your interest in Alfred Salter and in the Deputy Headteacher post. We look forward to receiving your application.

