

# Deputy Head of Children's Centre Hargrave Park School

**HAR/289**



**51 Bredgar Road**

**London N19 5BS**

**Telephone: 020 7272 3989**

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**Head Teacher: Lisa Horton**



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**Head Teacher:** Lisa Horton

## Deputy Head of Children's Centre

**Grade:** Leadership scale 2 -6

**Actual Salary:** £48,522- £52,771 - (per annum)

**Contract:** Permanent - You will be required to work 4 weeks during non-term time



**Required for July 2019 – a September 2019 start would be considered. Our school motto is "We Aim High".**

Hargrave Park School is a one and a half form entry primary school with Children's Centre facilities situated in the heart of Archway.

We are seeking to appoint an exceptional early year's leader to be our Deputy Head of Children's Centre. We provide childcare and early years' education for 9 fte babies and 28 fte toddlers. The vast majority of who will move into our school Early Years Foundation Stage.

You will lead a professional and well trained team of Early Years Educators, who are dedicated to providing the very best quality for the children in our care, in partnership with families.

You will work closely with the Head teacher and be an active member of the school's leadership team working alongside phase leads across the school.

You will be a member of the school's safeguarding team.

You will work closely with our EYFS Lead to support effective transitions for children and families.

We have high aspirations for our children and believe strongly that an enriched and creative curriculum, together with a high quality environment, is the key to driving and sustaining our rapidly improving achievement.

We place a high value on the professional development of our staff.

Investing in our people has enabled us to improve children's outcomes and grow future school leaders.

**Visits to the school are strongly encouraged.**

Please contact our School Business manager, Cheryl Headon, to arrange a school tour and meet with the Head teacher, Lisa Horton.

Please apply online at [www.islington.gov.uk](http://www.islington.gov.uk) following the jobs link. If you need assistance please email the HR Team at [schoolsrecruitment@islington.gov.uk](mailto:schoolsrecruitment@islington.gov.uk) quoting reference number **HAR/289**.

**Closing Date:** Monday 25<sup>th</sup> March 2019, 9:00am **Interviews:** Week Beginning 1<sup>st</sup> April 2019

***Hargrave Park is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants.***

## JOB DESCRIPTION

<b>POST TITLE:</b>	<b>Deputy Head of Children's Centre</b>
<b>GRADE:</b>	<b>Group 1 L2 to L6 (QTS)</b>
<b>SERVICE AREA</b>	<b>Children's Services</b>
<b>DIVISION / UNIT</b>	<b>Early Years Service</b>
<b>REPORTS TO:</b>	<b>Head of Children's Centre</b>


### PRIMARY JOB FUNCTION

- The Deputy Head of Children's Centre is required to support the Head of Centre, who is the Head teacher, in providing vision, direction and leadership for the centre and to be an effective role model for staff in all aspects, including teamwork, positive relationships with children and parents, and teaching practice and to be an advocate for learning through play in order to improve outcomes for children and families.
- The Deputy Head of the Children's Centre is primarily required to carry out the duties of a teacher as set out in the **School Teachers' Pay and Conditions Document** .
- The Deputy Head of Children's Centre, as a senior manager, will deputise for the Head of CC in his/her absence.
- The Deputy Head of Children's Centre will provide line management and appraisal to staff in conjunction with the Head of Centre.

### DUTIES AND RESPONSIBILITIES

1. Assume responsibility in the absence of the Head of Centre.
2. With the Head of Centre, and other members of the Leadership team, will seek to:
  - a) maintain the vision and strategic management of the Centre.
  - b) ensure the effective day-to-day management of the Centre.
  - c) manage resources and access to them.



3. Lead on developing high quality, developmentally appropriate, inclusive learning environments in the centre, which promote learning through play and support children's emotional stability, independence, autonomy and creativity.
  4. Have sound knowledge and understanding of the educational, developmental, health and social needs of children under five and of the requirements and guidance relating to the EYFS statutory framework; and keep abreast of issues concerning the wider legislative policy context, academic literature, research and debate.
  5. As a member of the school's safeguarding team, safeguard and promote the welfare of all children, particularly the most vulnerable in collaboration with statutory and voluntary agencies.
  6. Lead and support staff in developing and maintaining the observation, assessment and planning cycle within an effective learning environment.
  7. Lead in developing and maintaining appropriate positive behaviour strategies with children, staff and the wider setting.
  8. Lead and support staff in developing and maintaining a partnership with parents that values parents' contributions and includes them in their child's education. This includes ensuring there is support for the home learning environment and continuity for the child and parents at points of transition into, within and out of the setting.
  9. In partnership with the Head of Centre, monitor and evaluate the Centre's provision for teaching and learning and establish a culture of self-reflection and quality improvement which impacts on outcomes for children.
  10. With the Head of Centre, develop and maintain positive working relationships with multi-agency partners and local organisations in the area to facilitate an integrated approach to services for all families and children.
  11. Lead the staff team in the implementation and use of common assessment frameworks (CAF) and Team around the Child/ Family meetings.
  12. Develop and foster teamwork amongst members of staff, parents and key partners to support the development of a shared vision and principles for policy and practice; demonstrate this in everyday practice, be accountable and hold others to account for outcomes for children.
  13. With the Head of Centre, draw up and monitor the Centre's development plan and take a lead on developing and managing specific areas for development.
  14. Where appropriate, lead in-service training and advise on individual CPD opportunities for other members of staff. The Deputy Head of Centre is required to be available to colleagues as a "consultant" to guide and advise on practice, ensuring the best possible development and progress for all children.
  15. Take a significant role in supervision and appraisal and monitor the safeguarding responsibilities, performance and training of these staff.
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16. Coordinate the supervision of student placements and volunteers, ensuring they adhere to the ethos and practice of the centre in all matters.
17. Uphold and demonstrate in practice the principles of inclusion and equal opportunities in all aspects of the role.
18. Promote a safe culture for raising concerns including whistle-blowing.
19. Undertake regular Child Protection training at a level commensurate with the role.
20. Undertake other minor and/or non-recurring duties appropriate to this post as directed by the Head of Centre.

#### **ADDITIONAL:**


- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- The post holder is expected to be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way they carry out their duties.
- Ensure all the services within the area(s) of responsibility are provided in accordance with the Council's commitment to high quality service provision to users.
- Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- Carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.
- At all times carrying out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).
- To promote the safeguarding of Children.

## PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post.

You should demonstrate on your **application form** how you meet each of the following essential criteria. Please ensure that your address each one of the criteria as this will be used to assess your suitability for the post.

<b>Service Area:</b> Children's Services		<b>DIVISION:</b> Children's Services
		<b>UNIT:</b> Early Years
<b>Post Title:</b> Deputy Head of Children's Centre		<b>Grade:</b> Leadership L2 – L6
<b>REQUIREMENTS</b>		
<b>EDUCATION and EXPERIENCE</b>		<b>A/I/T*</b>
<b>E1</b>	Qualified teacher status	<b>A/I</b>
<b>E2</b>	Substantial successful experience of teaching in early years, preferably including children from birth to three.	<b>A/I</b>
<b>E3</b>	Proven experience of management of staff.	<b>A/I</b>
<b>E4</b>	Substantial experience of curriculum leadership.	<b>A/I</b>
<b>E5</b>	Experience of working in a multi-cultural inner city setting and of teaching children for whom English is an additional language.	<b>A/I</b>
<b>KNOWLEDGE, SKILLS and ABILITY</b>		
<b>E6</b>	An understanding of, and commitment to, integrated education and care.	<b>A/I</b>
<b>E7</b>	A sound knowledge of child development, early childhood education, current early years policy and issues including the importance of early intervention and integrated working.	<b>A/I</b>
<b>E8</b>	Proven commitment to meeting the needs of the whole child and his/her family, particularly an understanding of the importance of the child's well-being, personal, social and emotional development.	<b>A/I</b>
<b>E9</b>	Commitment to maintaining and developing the ethos of the Centre as a partnership of children, management members, staff from all the agencies concerned, parents/carers and the community.	<b>A/I</b>
<b>E10</b>	Highly effective communication and inter-personal skills with adults and children, combined with energy, enthusiasm and good humour.	<b>A/I</b>
<b>E11</b>	Ability to work in a co-operative and supportive manner with the Head and other	<b>A/I</b>

	leaders to establish effective professional relationships with partners.	
<b>E12</b>	Ability to create and maintain a disciplined, caring and purposeful environment in which children can thrive.	<b>A/I</b>
<b>E13</b>	Evidence of commitment to fostering equality and promoting the richness of diversity through the curriculum, in relationship with parents, and in the supervision, support and leadership of staff.	<b>A/I</b>
<b>E14</b>	Ability to be reflective and evaluate provision through insightful analysis of qualitative and quantitative data and initiate appropriate changes.	<b>A/I</b>
<b>E15</b>	Commitment to, and a knowledge and understanding of, the importance of mainstream educational inclusion for children with special educational needs.	<b>A/I</b>
<b>E16</b>	Ability to support other individual and groups of childcare/early years workers in the development of quality education and care.	<b>A/I</b>
<b>E17</b>	Knowledge and ability to improve outcomes for children through appropriate curriculum planning, differentiation, assessment, tracking and record-keeping.	<b>A/I</b>
<b>E18</b>	Ability to lead, manage and motivate staff including through performance management.	<b>A/I</b>
<b>E19</b>	Understanding of the importance of appropriate information sharing and confidentiality in supporting children's and families well-being.	<b>A/I</b>
<b>E20</b>	Financial and budget management skills or a willingness to develop these skills.	<b>A/I</b>
<b>E21</b>	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	<b>A/I</b>
<b>COMMITMENT TO EQUAL OPPORTUNITIES</b>		
<b>E22</b>	<b>Ability to adhere to the Council's Dignity for All policy.</b>	<b>A/I</b>
<b>SPECIAL REQUIREMENTS OF THE POST</b>		
<b>E23</b>	<b>This role will require you to obtain an Enhanced satisfactory clearance from the Disclosure and Barring Service. (previously enhanced Criminal Records Bureau check)</b>	
<b>E= Essential   D= Desirable</b>		
<b>*Assessed by:   A= Application   I= Interview</b>		



## How to apply

### Application Deadline

Completed application forms must be received by **Monday 25th March, 9:00AM**. Please note that late applications will not be accepted.

*Please note that we only accept online application forms. CV's and hard copy applications will **not** be accepted.*

### Completing your application

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all of the criteria identified at application stage.

### Visits

Visits to the school are welcome and encouraged. Please contact the school office on 0207 272 3989.

### Selection process

The selection process may have a combination of tasks, activities, assessment tools and interview. However, further information will be provided to the candidates shortlisted for interview.

### References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required. The post will be offered subject to satisfactory completion of pre-employment checks.

### Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

## Guidance for candidates applying for a job with schools

**Before you submit your application form, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria listed in the person specification.**

### General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete the form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed. Failure to provide information requested may lead to your application being rejected.

### Personal Details

Complete this section fully and clearly. If you do not know your national insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK\*. Verification of identity is required before confirmation of appointment.

\*A copy of the Asylum and Immigration Act 2006 is available from Schools Human Resources team including a list of the accepted documents.

### Relatives and Other Interests

If this applies to you, please give the name of the employee, the department/school that they work in and the relationship (e.g. husband, daughter).

### Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

### Employment record

Please list in chronological order, starting with your current or most recent job including employment other than teaching. You have to list details of employment since leaving full-time education. Failure to provide full account of your employment record may lead to your application being rejected.

### Gaps in Employment

If there are any periods of time that have not been accounted for in your application, e.g. periods spent raising a family or extended travel, please give details. Please ensure that there are no gaps in the history of your education, employment and other experience.

### Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information given is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement.

If you do not send us this statement, you will not be considered for short listing. CVs are not accepted.

### References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. References may be taken up immediately after shortlisting. Please note:

- It is your responsibility to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference.
- You must provide the **professional email address** for references coming from an employer.
- One reference must be from your present or most current employer and references should cover the last 5 years.
- If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.

- We reserve the right to approach any of your previous employers for a reference.
- Candidates for Headship are advised to seek a reference from their Local Authority.
- Schools/Colleges of a Religious Character are permitted, to give preference to applicants who are practising Catholics. Therefore, it is recommended that one referee should be your Parish Priest/the Priest of the Parish where you regularly worship, if applicable. Most Senior Leadership posts require you to be a practising Catholic and, therefore, one referee must be your Parish Priest/the Priest of the Parish where you regularly worship.
- If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.

All offers of appointment depend on receiving references satisfactory to the school. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Further advice on who is suitable as a referee is available from HR. The school reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released, or
- your right to know this information and its source outweighs the right of privacy of the third party.

#### **Disclosure & Barring Service / Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 provides that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, DBS filtering guide.

All school-based jobs are exempt from the provisions of the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Therefore you will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record, also be able to discuss any details with the selection panel as part of your interview. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures. Disclosure of a criminal record will not necessarily debar you from employment with Islington Schools, this will depend upon the nature of the offence(s), frequency and when they occurred.

The application for an enhanced disclosure with barred list information will be verified before your first day of work. Please read the policy on the recruitment and employment of ex-offenders. If you have any queries, please call Islington Human Resources helpdesk on 0207 527 2875.

#### **Additional Information for people considered to have a disability under the Equality Act**

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

#### **Declaration**

It is a condition of your employment that you comply with the prevailing data protection legislation in force from time to time. You must also comply with the Council's data protection and connected policies, which can be obtained from the school office, and all rules, systems, instructions and requirements laid down by the school under the security rules.

#### **Equal Opportunities Monitoring Information**

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Islington Schools Human Resources on 0207 527 2875.



# Policy on the recruitment and employment of ex-offenders



## Background

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from Islington Schools Human Resources or on the internet at [www.direct.gov.uk](http://www.direct.gov.uk)). This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a disclosure.

## Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

## During the application process

When you apply for a job with Islington schools you will be informed if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications. A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

## If you are offered a job at Islington Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post and any other essential requirements for the post.

All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- ✓ Whether the conviction or information was disclosed during the application stage;
- ✓ Whether the conviction or information revealed is relevant to the job;
- ✓ How long ago the offence(s) took place;
- ✓ The candidate's age at the time of the offence(s);
- ✓ The number and pattern of offences;
- ✓ Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

## Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate. Islington Schools Human Resources will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

## Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

Islington Schools Human Resources has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools Human Resources on request.