



Edmonton County School

Educating our Community for Success

Deputy Headteacher

L22-26
(Outer London)

Full Time

Start: January 2024



Cambridge Campus
Great Cambridge Road,
Enfield, EN1 1HQ

Bury Campus
Little Bury Street,
Edmonton,
London, N9 9JZ

Tel: 020 8360 3158
Email: ECSRecruitment@edact.org.uk

Head of School: Paul Miller

About EdAct



<https://www.edact.org.uk/>

Our Trust comprises Edmonton County Secondary School (Bury and Cambridge Campuses), Lea Valley Academy, Edmonton County Primary School, Salmons Brook Special School and the Konrad Halls Centre.

Our Academies provide an education for children aged 4-18 in North London. We have been educating young people in this part of London since 1919 and throughout that time our approach has been epitomised by high standards and academic excellence, a tradition that continues today.

Our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect are evident in all our work and result in young people who develop and grow as independent, resourceful and resilient individuals.

The Trust has set out the following vision for its work:

Excellence in all we do

Developing a shared understanding of teaching and learning by sharing strengths and best practice

Ambitious and Accountable to our community for the better use of public funds so more resources are available to address the challenges we face

Creative in our approach to achieving the best for the children

Trusted by the community to provide a high-quality education and a great place to work

As a Trust we are committed to providing the best for the children in our schools but also to offer excellent professional development to our wonderful team of staff. If you join us you will enjoy excellent conditions of service and teach children who are keen to learn and succeed. The success of our Trust means that you will have great career prospects either within the Trust or beyond.

We look forward to hearing from you

Dr Susan Tranter

Chief Executive

About ECS



Edmonton County School

www.edmontoncounty.co.uk

[Ofsted Report](#)

Edmonton County School (ECS) is a 4-18 mixed, community, comprehensive school with a long history of providing a high-quality education to the communities of Enfield and Edmonton. Although we are a large organisation, with over 1800 students and around 250 staff making up our school community, our dual-campus structure means that the young people in our care have the experience of being in a caring and supportive environment that much smaller schools can offer.

ECS has a hard-working and high-calibre staff working as teachers and members of the wider workforce. Together, we share the aim that we are 'Educating our Community for Success'. The governors, staff and myself share a passionate commitment to meeting the varied individual needs of all our students, in order to ensure they leave ECS with the best possible academic qualifications. We want them to enjoy every aspect of their learning and we want them to develop as individuals, so that they leave us as confident and socially-responsible young people who are well equipped to contribute to society and enjoy success in whichever field they choose for themselves.

At Key Stage 4 (GCSE), the progress of our students is consistently good, whilst post-16 the progress of our students studying A Levels puts the school in the top 10% of Sixth Forms nationally. Whilst we continue to enjoy increasingly high standards of academic achievement, we are always ambitious to do even better and we are continually looking for ways to raise the level of achievement of our students.

Research has shown that strong partnerships between parents and school staff have a positive impact on a child's progress and helps them to feel good about school and their education. I have been teaching in north London schools for over 25 years and have been a senior school leader for over 15 years. I know that a successful school and happy children depend on all of us working together.

Working together also ensures that children are getting a consistent message about good behaviours. Our school is a calm, orderly place and we have high expectations regarding attendance, punctuality, attitudes towards learning, showing respect to members of the school community and the wearing of our uniform, both in school and in the local community.

I look forward to hearing from you.

Paul Miller

Head of School



September 2023

Dear colleague,

Thank you for your interest in the post of Deputy Headteacher at Edmonton County School. The school has an outstanding track record in developing senior leaders - we believe in helping people to progress their careers. In the last 10 years, six deputy headteachers have secured headships and a significant number of assistant heads have progressed to deputy posts.

You will, no doubt have read the Ofsted report from December 2018. We were pleased with the report as we think it accurately summarised the progress and the commitment to excellence that we exemplify. We think that our school is 'well on the way' to being an outstanding school but there are considerable challenges ahead.

Much has been done to improve provision at our school. We enjoy being the biggest school in Enfield and one of the largest in London. It gives us considerable scope to bring about a change to the lives of the young people in the community we serve. However, legislative and curriculum changes mean that there is a considerable challenge when leading a school with 40% disadvantaged students, over 90% from minority ethnic groups and more than 60% whose first language is other than English. We became an 'all-through' 4-18 school in January 2014 and our structures have changed and continue to evolve to meet the needs of a growing school. In September 2019, the secondary phase received the first group of children who have progressed through the primary phase.

We operate on two campuses and so as one half of a 'leadership couple' you have the opportunity to have day-to-day responsibility for a campus on a regular basis. The Assistant Headteachers are a very important part of the leadership of our school. We operate a distributed leadership model that enables colleagues to develop their leadership experience and practise intelligent accountability; Assistant Headteachers have both strategic pastoral and curriculum roles. Our structure is that we have 2 Assistant Headteachers who lead KS3 (one on each campus), 2 Assistant Headteachers for KS4 (one on each campus), an Assistant Headteacher who is Director of Sixth Form, an Assistant Headteacher who is

(continued on next page)

Letter to applicants: Deputy Headteacher



Director of Inclusion and one who is a Director of Teaching Development. We will allocate responsibilities once the appointment is made. Your job description will be finalised at this point but will reflect the responsibilities set out in the draft leadership structure on the following pages.

This is a great school. The trustees, governors, staff, parents and students share in a desire to make it the best it can possibly be. If you are passionate about making a difference and want an opportunity to show what you can do, then Edmonton County School is a very good place to be. As such, this is a great post if you are ambitious for headship in the future.

If you would like to visit our school before submitting an application, you are warmly invited to do so. If you would like to have an informal conversation with the Head of School, please let us know. In all cases, please contact Ms Alex Evans, the CEO's Administrative Assistant on ECSRecruitment@edact.org.uk or 020 8360 3158.

This is an important appointment for us and we want to recruit a committed professional who is ambitious for themselves and our school. Should you apply, you can expect a rigorous selection process that will focus on your talents and determining whether you can bring out the best from students and staff.

The timetable for the recruitment process is as follows:

Closing date: 9am, Monday 9 October 2023

Shortlisting: Tuesday 10 October 2023

Shortlisted candidates contacted: Wednesday 11 October 2023

Requests for references made: Wednesday 11 October 2023

Interview schedule sent to candidates: Friday 13 October 2023

Interviews: Tuesday 17 October and Wednesday 18 October 2023

Appointment made: Wednesday 18 October 2023

Yours sincerely,

Dr S M Tranter

Executive Headteacher

Leadership Team Structure – September 2023



Leadership Team Structure – September 2023			
<p>Executive Headteacher - Susan Tranter</p> <ul style="list-style-type: none"> • Trust development • Trust performance management of staff <p>Line manager to: Head of School, Director of Sixth Form, Chief Operations Officer, Executive Head's PA, Head of Konrad Halls Centre</p> <p>Chairs: CELT, SLT meetings, Leadership Team meetings, Staff Meetings</p> <p>Also attends: All Trust and Governors meetings other meetings as appropriate</p>			
<p>Head of School - Paul Miller</p> <ul style="list-style-type: none"> • Used of gained time • School self-evaluation; school / T&L review arrangements • School data management, including student assessment, target setting and tracking (whole school); reports to parents • Development, updating and compliance of school website • Oversight of school strategies- e.g. Sixth Form, KS4, KS3, AG&T etc. • Oversight of staff development • Oversight of behaviour for learning strategy • Oversight of Examinations • Staff Development: Leadership and Management • School diary and calendar 			
<p>Deputy Head - Insiya Alibhai (based on Bury)</p> <ul style="list-style-type: none"> • Leadership of Bury and Cambridge campuses • Coordinating & leading duties on assigned campus • KS3 strategy, including use of catch-up funding • Curriculum cohesion: development of curriculum intent and implementation at KS3 • Leading the Progress Leaders group • Development and training of Progress Leaders and Student Managers • Behaviour strategy: Behaviour Matters Policy • Jointly, timetable construction and curriculum planning; allocation of staff to tutor groups • Duty rotas: gate, exclusion room, detentions • Cover and Supply • Oversight of trips • Deputise for other DHTs as required • Other duties as required 			
<p>Deputy Head - Sean Christie (based on Cambridge)</p> <ul style="list-style-type: none"> • KS4 strategy, including use of catch-up funding • Curriculum cohesion: development of curriculum intent and implementation at KS4 • Jointly, timetable construction and curriculum planning • Homework timetable • Leadership of the monitoring, and evaluation of the quality of the tutorial programme • Oversight of PSHCE, RSE and assembly programme • Presentation evenings • Enrichment Days - leading the AHTs • Year 11 photo, prom and year-book • Deputise for other DHTs as required • Other duties as required 			
<p>Deputy Head - Maria Panayi (based on Cambridge)</p> <ul style="list-style-type: none"> • DSL and exclusions for campus Faculty, and Phase QA and self-evaluation • Development of teaching and learning (T&L) strategy and policy • Leading the Teaching Advisory Group (TAG) • Leadership and coordination of the CPDL programme • Oversight of routes into teaching (ECTs, TF, SD, PGCE) and ETSA representation • Leadership of the school's NPQ Delivery Partner programme; coordination of NPQML and NPQSL • Leadership of the monitoring, and evaluation of the quality of T&L; coordination of yearly T&L reviews • Homework policy • Environments for Learning strategy • Attendance strategy • Deputise for other DHTs as required • Other duties as required 			
<p>Deputy Head - Nadia Younes (based on Bury)</p> <ul style="list-style-type: none"> • Development of the inclusion provision, curriculum development and quality of teaching in inclusion (including EAL and interventions) • Leading improvements in 'quality first' teaching with the Director of Teaching Development • To track and manage students who have EHCs, LAC or are on Alt. Prov. • Y7&8 foundation learning programme • Support staff in understanding SEND issues, in particular how pupils with SEND learn best and make progress • Representing ECS at Fair Access Panel • To lead the Behaviour Mentors' work • To coordinate and chair regular Behaviour Panels • Oversight of in-year admissions • ECP link • Other duties as required 			
<p>Head of Primary Phase - Erini Franciosa</p> <ul style="list-style-type: none"> • DSL for primary children • Primary QA and self-evaluation • Strategic oversight and development of primary phase • Curriculum for primary phase • Progress of primary children • Welfare of primary children • Duties of primary staff • Primary phase recruitment – staff and pupils • Development of primary phase resources such as curriculum capitation, website, e-learning, library. • Primary phase exclusions • Staff Development in Primary Phase • Oversight of Staffing & Personnel & recruitment for primary phase • Other duties as required 			
<p>Line manager to: Primary Leadership Team Primary Administrator</p>			
<p>Line manager to: Bury and Cambridge Campus SENCOs AIL/PNIM EAL teachers</p>			
<p>Line manager to: Head of English Faculty AHT Director of Teaching Development Attendance officer Campus Administrator (Cambridge) Family Support Advisor (Cambridge)</p>			
<p>Line manager to: Heads of KS4 (2 x AHT) Head of Science Faculty SPL Cambridge Examinations Officer Data Manager</p>			
<p>Line manager to: Heads of KS3 (2 x AHT) Head of Maths Faculty SPL Bury Cover manager Family Support Advisor (Bury)</p>			

Leadership Team Structure - September 2023



AHT: Director of Sixth Form <i>Fiona Philippou</i>	AHT: Head of KS4 (Bury) <i>Ferdousi Mannan</i>	AHT (acting): Head of KS4 (Camb) <i>Geeta Devi Rai</i>	AHT (acting): Head of KS3 (Bury) <i>Shamime Makee</i>	AHT: Head of KS3 (Camb) <i>Fola Adekola</i>	AHT: Director of Teaching Development - <i>Tom Lister</i>
<p>Each AHT to take responsibility for:</p> <ul style="list-style-type: none"> Attendance of students, assemblies, progress of the students, behaviour of students. Management of Year assemblies as directed. Support the DHT in: <ul style="list-style-type: none"> Teaching & Learning strategy the leadership and coordination of the CPDL programme Leading on the development of Teaching and Learning podcasts and the sharing of best practice. Leading the whole school literacy strategy, policy and related CPDL Leading the student independent learning skills initiative Leading improvements in 'quality first' teaching with the Director of Inclusion Leading the Numeracy and ICT across the curriculum strategies Student Voice - school council Student journals development Support the other AHTs with day-to-day campus responsibilities Deputise for other AHTs as required Other duties as required 	<ul style="list-style-type: none"> To work as part of the 'KS4 Couple' Joint strategic lead for KS4 Progress and achievement of KS4 students on Bury Interventions at KS4 Attendance of KS4 students on Bury Campus Behaviour of KS4 students on Bury Campus Joint oversight of KS4 curriculum evenings KS4 Parents' Evenings and events Bury KS4 in-year admissions Joint planning of Enrichment Days for Years 9-11 Oversight of KS4 extra-curricular programme Whole-school AG&T Strategy Deputise for other AHTs as required Other duties as required 	<ul style="list-style-type: none"> To work as part of the 'KS4 Couple' Joint strategic lead for KS4 Progress and achievement of KS4 students on Camb Interventions at KS4 Attendance of KS4 students on Camb Campus Behaviour of KS4 students on Camb Campus Joint oversight of KS4 curriculum evenings KS4 Parents' Evenings and events Camb KS4 in-year admissions Joint planning of Enrichment Days for Years 9-11 Oversight of KS4 extra-curricular programme Progress Leader Year 11 Camb Deputise for other AHTs as required Other duties as required 	<ul style="list-style-type: none"> To work as part of the 'KS3 Couple' Joint strategic lead for KS3 Progress and achievement of KS3 students on Bury Interventions at KS3 Attendance of KS3 students on Bury Campus Behaviour of KS3 students on Bury Campus Joint oversight of KS3 curriculum evenings Joint oversight of Year 6-7 Transition process Bury KS3 in-year admissions KS3 Parents' Evenings and events Days for Years 7 & 8 Joint planning of Enrichment Days for Years 7 & 8 KS4 Options process; Yr 8 Options Evening Oversight of KS3 extra-curricular programme Equality, diversity and disability policy Deputise for other AHTs as required Other duties as required 	<ul style="list-style-type: none"> To work as part of the 'KS3 Couple' Joint strategic lead for KS3 Progress and achievement of KS3 students on Camb Interventions at KS3 Attendance of KS3 students on Camb Campus Behaviour of KS3 students on Camb Campus Joint oversight of KS3 curriculum evenings Joint oversight of Year 6-7 Transition process Joint planning of Enrichment Days for Years 7 & 8 Camb KS3 in-year admissions KS3 Parents' Evenings and events KS4 Options process; Yr 8 Options Evening Oversight of KS3 extra-curricular programme Equality, diversity and disability policy Deputise for other AHTs as required Other duties as required 	<ul style="list-style-type: none"> Support the DHT in: <ul style="list-style-type: none"> Teaching & Learning strategy the leadership and coordination of the CPDL programme Leading on the development of Teaching and Learning podcasts and the sharing of best practice. Leading the whole school literacy strategy, policy and related CPDL Leading the student independent learning skills initiative Leading improvements in 'quality first' teaching with the Director of Inclusion Leading the Numeracy and ICT across the curriculum strategies Student Voice - school council Student journals development Support the other AHTs with day-to-day campus responsibilities Deputise for other AHTs as required Other duties as required
<p>Line manager to: Year 12 and 13 Progress Leaders CGD Advisor Whole-school BTEC / Applied Coordinator Head of Expressive Arts Faculty</p>	<p>Line manager to: Year 9, 10 and 11 Progress Leaders on Bury Head of Social Studies Faculty</p>	<p>Line manager to: Year 9, 10 and 11 Progress Leaders on Cambridge</p>	<p>Line manager to: Year 7&8 Progress Leaders on Bury</p>	<p>Line manager to: Year 7&8 Progress Leaders on Cambridge Head of Enterprise Faculty</p>	<p>Line manager to: Literacy Coordinator Head of PE Faculty</p>

Leadership Team Structure - September 2023



Structurally	
Day to day matters (i.e. pupil discipline)	AHT refer to DHT Director of Sixth Form to Head of School Year 7 & 8 Progress Leaders on Bury refer to KS3 AHT Year 7 & 8 Progress Leaders on Cambridge refer to KS3 AHT Year 9, 10 and 11 Progress Leaders on Bury refer to KS4 AHT Year 9, 10 and 11 Progress Leaders on Cambridge refer to KS4 AHT Year 12&13 Progress Leaders refer to Director of Sixth Form
Strategic and cross-campus responsibilities	AHTs to line-managing DHT DHTs to Head of School
Campus Leadership	Weekly Leadership meeting - comprising DHTs and AHT assigned to each campus
Campus meetings	Weekly meeting comprising DHTs, AHT as assigned to each campus plus Progress Leaders, student managers and campus administrators
Financial and Business:	
School Business Manager – Joe Brannigan	<ul style="list-style-type: none"> • Staff Handbook • Other duties as required Line manager to: <ul style="list-style-type: none"> • Senior Site Services manager • Office manager • Lunchtime Supervisors • Breakfast club • Senior Science Technician
<ul style="list-style-type: none"> • Estate Quality Assurance and self-evaluation • Estate management • Extended school and community links • Health and Safety- including school safety and Fire procedures • Liaison with cleaning and catering providers • Performance management and professional development arrangements for the wider workforce 	
Other whole-school roles:	
Michelle Harper – Senior Progress Leader (based on the Bury Campus) Debra Lee – Whole-school BTEC / Applied Coordinator Emily Hilliker – PSA, Assembly and Tutor programme Coordinator Charlene Simons – Trainee teacher programme coordinator (ECTs, Tf, SD, PGCE students) and Lead teacher	
Teaching Advisory Group, (TAG):	
Amandeep Ar-k – Lead teacher Olivia Burrows – Lead teacher Mihat Deniz – Whole-school AG&T coordinator Laura Portelli – Whole-school literacy coordinator Charlene Simons – Lead teacher Theepan Tharmarajah – Lead Practitioner (Maths)	

How to apply

You can apply online by completing the application form:

<https://www.edact.org.uk/careers>

We look forward to hearing from you.



Cambridge Campus

Great Cambridge Road, Enfield EN1 1HQ

Bury Campus

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Head of School Paul Miller