Job Advert – Deputy Head Teacher

Hampstead Parochial C of E Primary School

Dates: Apply by 22 February 2016. Job starting Easter or September 2016

Salary: £52,145 - £56,776 (L7-11 Inner London range)

Location: Hampstead, London Borough of Camden

Contract type: Full time

Contract term: Permanent

We can offer you:

- The opportunity to be part of a Good school (Ofsted 2015) with a great team of colleagues
- Exceptionally well-behaved, polite and enthusiastic children
- The opportunity to make a real contribution to school development
- A creative environment that supports and enhances our vision and inclusive ethos
- An attractive and well-resourced school in the heart of Hampstead village close to excellent transport links
- Dedicated leadership time and an on-going commitment to your professional development

The Governing Body of Hampstead Parochial School would like to appoint someone who:

- Is an excellent classroom practitioner with high expectations of achievement and behaviour
- Will work as part of the leadership team to drive and lead school improvement
- Will support and embrace the Christian ethos of the school
- Has proven experience of successful leadership and management
- Has vision, energy, honesty and loyalty and can inspire and motivate staff and children
- Has excellent organisational and interpersonal skills
- Can analyse a range of data in order to contribute to strategic planning
- Is excited by the opportunities that Hampstead Parochial offers

We warmly welcome visits to our school. To make an appointment please contact Monwara Sikder on 020 7435 6755 or bursar@hampsteadprim.camden.sch.uk These visits will form part of the selection process.

Application packs and further information packs can be downloaded from the school website or by contacting the School Office at contact@hampsteadprim.camden.sch.uk Please note CVs will not be accepted without an application form.

Hampstead Parochial School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be required to undertake an enhanced DBS check

Closing date: Monday 22nd February

Shortlisting: Please note CVs will not be accepted without an application form.

Interviews: Week beginning Monday 29th February

Hampstead Parochial CE Primary School, Holly Bush Vale, London NW3 3TX.

Telephone: 020 7435 4135

Email: contact@hampsteadprim.camden.sch.uk

Website: http://www.hampsteadprim.camden.sch.uk
Job Description

Job title: Deputy Headteacher

Salary: Deputy Headteacher – £52,145-£56,776

Group 2: Leadership Spine 7-11

Responsible to: The Headteacher

Status of Post:

- The Deputy Head Teacher is an employee of the Governing Body and is required to carry out his/her duties in accordance with the terms and conditions of the current School Teachers’ Pay and Conditions Document.
- The Deputy Head Teacher will work within the framework of national legislation and school, Local Authority and LDBS policies and guidelines. These include complying with Health and Safety, Equalities and Safeguarding policies.
- This is a senior post within the school’s staffing structure, which carries with it membership of the Leadership Group. This post holder is accountable to the Headteacher.

Job purpose:

- To support and promote the Headteacher’s overall leadership, vision, ethos and policies of the school in order to maintain and secure excellent teaching, effective learning, and high standards of achievement and behaviour.
- Support the Headteacher in developing and maintaining high morale and confidence amongst all staff, acting as a “sounding board” always demonstrating high standards of personal integrity, loyalty, discretion and professionalism and publicly supporting all decisions of the Headteacher and Governing Body.

1. Deputise

- Deputise for the Head teacher in their absence, taking on the full leadership and management of the school (with the support of the Governing Body and LA and LDBS advisors).

2. Ethos and Worship

- To assist in leading the school in clearly articulating its faith values, mission and ethos.
Hampstead Parochial C of E Primary School

- Be committed to the Christian ethos of the school and in sympathy with and willing to lead worship in the school.
- To contribute to a whole-school culture and climate which enable staff and pupils to develop and maintain positive relationships.
- Demonstrate a strong desire to achieve the highest possible level of educational attainment for each child in the school, including a commitment to planning for teaching and learning which ensures children of all abilities make excellent progress.

3. Liaison and cooperation

The Deputy will work in positive cooperation with:

- Other members of the staff team
- Members of Local Authority or LDBS support team
- Organisations and networks relevant to primary school teaching and learning
- Parents, governors, members of the parish, the local community and PCC.
- Members of the local community to enhance the development of the children.

4. School Improvement

- Play a key role, alongside the Headteacher, in the monitoring of pupil, staff and school performance.
- Take an active part in school self evaluation, the writing and reviewing of the school's SEF and the development of the annual School Improvement Plan (SIP).
- Lead key areas of the School Improvement Plan. This will include:
  * Developing and monitoring action plans,
  * Policy development,
  * Leading INSET,
  * Working with others to implement actions and changes,
  * Consulting with and involvement of pupils, staff, parents, governors and the local community,
  * Evaluating impact.

5. Senior Leadership team and school organisation

- Undertake full responsibility for all matters relating to the school in the absence of the Headteacher, in accordance with school policy and the agreed approach of the Headteacher.
- As part of the Leadership Team maintain a high profile as an example of best and leading practice bringing out the potential for leadership in others, stimulating colleagues by a positive, active and supportive attitude.
- To challenge and support all others in developing professionally, both formally and informally.
- To carry out the role of Planning and Assessment Coordinator, leading new curriculum assessment, analyzing data, leading Pupil Progress meetings thus informing teaching and learning and raising standards in the school.
Hampstead Parochial C of E Primary School

- To work alongside the Headteacher to use a range of data sources to set realistic yet challenging targets for pupils, analysing outcomes for individuals and groups; using this information to implement appropriate curriculum pathways and intervention programmes and identify priorities for the School Improvement Plan.
- Contribute to the reporting of the performance of the school to parents, carers, governors and other key partners as necessary.
- To work with the Leadership Team to present an accurate and coherent account of the school’s performance to a range of audiences.
- Develop positive working relationships with pupils, staff, parents and governors and be prepared to give feedback about their views and needs to the Senior Leadership Team.
- To be responsible for behaviour management throughout the school.
- To work with the Head on the organisation and day-to-day running of the School and on the efficient management of school resources.
- To monitor playtime and lunchtimes and provide appropriate rotas and organise cover where necessary.
- To provide timetables for both Key Stages and support staff, as well as rotas for duties and use of resources.
- To assist in the creation of a stimulating, attractive and tidy environment in the school.
- Collaborate with others in the organisation of whole school events.
- Undertake other reasonable duties related to the day to day administration and organisation of the school as requested by the Headteacher.

6. Teaching

There will be a structured teaching commitment. This is likely to include a class based teaching role as and when required for PPA cover, booster groups, and other teaching duties. Planning, teaching, assessing subject areas taught, reporting and taking part in the writing of annual reports to parents will be a requirement within this role.

- To teach sensitively, effectively and enthusiastically.
- To lead by example where teaching is at least constantly good thus providing inspiration and motivation.
- To demonstrate good primary practice and enthuse children in their learning so that they have an appreciation of a wide range of possibilities.
- To seek ways of sharing good practice and ensuring dialogue about teaching and learning amongst school staff.

7. Curriculum leadership

- Have an overview of the whole school curriculum, continuing to implement the National Curriculum review.
- Develop and lead curriculum projects across the school.
- Lead a team of subject leaders, developing and coaching middle leadership skills.
8. **Staffing and Continuing Professional Development**

- To work with the Head in the appointment of staff, line manage and review the performance of several members of staff, as part of the school’s Performance Management procedures.
- Provide appropriate induction, mentoring and support for all newly qualified teachers (NQTs) and student teachers (e.g. ITT and GTP), supply teachers, teaching assistants, including the provision of in-service training (INSET).
- To deal promptly and effectively with any poor performance of staff, teams or pupils.
- To ensure own continuing professional development.
- Be proactive in participation in school-based INSET and meetings and externally-provided CPD opportunities.
- Participate in own performance management and monitoring activities, following statutory and school policies.
- Manage the school’s CPD programme, including monitoring and reporting on the impact of CPD across the school.

9. **Subject leadership**

- Leadership of one or more curriculum areas (including assessment) or areas of whole school responsibility, where necessary.

10. **Review and Reflection**

- To be able to review and reflect on your own practice, identifying areas of strength and for development.

11. **Safeguarding**

- Take responsibility for ensuring that you understand and follow all school safeguarding policies and procedures.
- Take responsibility for keeping up-to-date about national safeguarding requirements.

This job description will be reviewed regularly to take into account changes in legislation, school policies, school circumstances and the abilities and wishes of the post holder.

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<td>Head Teacher</td>
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Person Specification – Deputy Head Teacher

Selection decisions will be based on the criteria outlined below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. When completing your application paperwork you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criterion through reference to your work or relevant experience.

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<tr>
<th>Essential</th>
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<tr>
<td><strong>Relevant Experience</strong></td>
<td><strong>Proven ability to demonstrate outstanding teaching</strong>, ensuring all pupils make excellent progress.</td>
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<td>Successful class teaching experience across two primary key stages.</td>
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<td>Experience and understanding of a range of assessment techniques to maximise pupil progress.</td>
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<td>Involvement in the preparation for and administration of assessment, including end of key stage assessments in at least one key stage.</td>
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<td>Proven ability to manage behaviour both within class and throughout the school.</td>
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<td>Proven successful curriculum leadership, including the leadership of successful; whole school projects, policies and changes, innovation and whole school improvement</td>
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<td>Experience of monitoring and giving accurate feedback to colleagues, including observation of teaching resulting in improved outcomes.</td>
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<td>Successful leadership of a team of staff.</td>
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<td><strong>Leadership and Management Skills</strong></td>
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<td>Excellent organisational skills and time management skills</td>
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<td>Proven ability to motivate, inspire and manage staff and pupils.</td>
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<td>Successful experience of planning and leading INSET.</td>
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<td>Successful experience in setting, implementing and monitoring action plans, including analysis of data and the use of this to impact on school development.</td>
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<td>Ability to communicate effectively both orally and in writing with a variety of audiences.</td>
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<td>Ability to develop positive working relationships with pupils, parents, staff, Governors and local community.</td>
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</table>
- Ability to listen and respond to others.
- Successful experience of working with parents as partners in their child’s education.

- A leadership style which encourages the **sharing of responsibilities**.
  - Be able to demonstrate how the role of the deputy interfaces with the whole school community.

- Proven ability to meet deadlines and be punctual
- Is trustworthy, caring and kind.
- Is approachable, but able to set appropriate personal and professional boundaries.
- Has a positive outlook and is creative, flexible and open to new ideas.
- Excellent health and attendance record.

**Values and commitments**

- Have a clear commitment to our **Mission Statement**.
  - Be committed to the **Christian ethos** of the school and in sympathy with and willing to lead collective worship, following the traditions of the Church of England.

- Demonstrate a strong desire to achieve the highest possible level of educational achievement for each pupil in the school.

**Professional understanding**

- Clear understanding and detailed knowledge of current curriculum and assessment requirements and developments.

- Understanding of relevant **equal opportunities, health and safety and safeguarding** guidance and legislations, and with a commitment to keeping up to date with changes in legislation affecting schools.

- Knowledge of the regulations around safeguarding and how to address any issues that might arise
- Knowledge of good practice guidelines to form and maintain appropriate relationships and personal; boundaries with children and young people
- Be able to demonstrate emotional resilience in working with children and colleagues.

**Educational qualifications**

- Qualified teacher status.
- Additional educational qualification.
- Evidence of commitment to Continuing Professional Development.
- Recent school leadership training.

In addition, the teacher will be required to undergo a full DBS check and other pre-employment checks.
LONDON DIOCESAN BOARD FOR SCHOOLS
TEACHING STAFF APPLICATION
(including Heads and Leadership posts)

APPLICATION FORM FOR _________________________________________________________________
(Post)
at ______________________________________________________________________ Voluntary Aided
(Name of School)
Church of England School in__________________________________________________ Local Authority

Part A – 1. APPLICANT’S PERSONAL DETAILS

<table>
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<tr>
<th>SURNAME:</th>
<th>TITLE (Mr, Mrs, Ms etc.)</th>
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<td>FORENAMES:</td>
<td>PREVIOUS NAME(S) (if applicable):</td>
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<td>PERMANENT ADDRESS:</td>
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<td>HOME TELEPHONE:</td>
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<td>EMAIL:</td>
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Do you hold QTS?  □ Yes  □ No  Teacher Reference Number:
Date awarded:

Are there any restrictions on your being resident or being employed in the UK?
□ Yes  □ No
2. EDUCATION AND TRAINING

<table>
<thead>
<tr>
<th>NAME OF INSTITUTE AND ADDRESS</th>
<th>FROM</th>
<th>TO</th>
<th>EXAMINATIONS PASSED WITH GRADES</th>
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<tbody>
<tr>
<td>Secondary School or College:</td>
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<td>GCSE or equivalent:</td>
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<td>A Levels or equivalent:</td>
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### 3. INSERVICE TRAINING/PROFESSIONAL DEVELOPMENT

**LONG COURSES OVER 3 DAYS ATTENDED IN THE LAST 3 YEARS**

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<th>TITLE</th>
<th>ORGANISING BODY</th>
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**SHORT COURSES (1-2 days) ATTENDED IN THE LAST 2 YEARS**

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### 4. EMPLOYMENT RECORD

(Please list current employment first. Include all areas of responsibility with dates)

<table>
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<tr>
<th>Name and address of school or academy</th>
<th>Local Authority</th>
<th>Number on roll</th>
<th>Age range of school</th>
<th>Job Title and scale</th>
<th>Full/Part Time</th>
<th>Dates</th>
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**Notes:**
- Full/Part Time:
  - Full Time
  - Part Time

**Dates:**
- From
- To
### 5. EMPLOYMENT OTHER THAN TEACHING

<table>
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<tr>
<th>NAME OF ORGANISATION</th>
<th>JOB TITLE</th>
<th>FROM</th>
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### 6. CURRENT SALARY

BASIC ANNUAL SALARY (please indicate spine point):

ADDITIONS (please give allowances, TLRs, London weighting etc.):

TOTAL SALARY:

### 7. PROFESSIONAL REFERENCES

Please give the names of two referees who can vouch for your professional work, one of whom should be your present Headteacher. Candidates for Headship are advised to seek a reference from their Local Authority.

i) Name:
   Position:
   Address:

   Telephone number:
   Email address (where possible):

ii) Name:
   Position:
   Address:

   Telephone number:
   Email address (where possible):
8. SUPPORTING STATEMENT
Your application should be supported by a letter of not more than 3 sides of A4 (12pt), addressing the criteria in the person specification for this post.

9. LEADING AND TEACHING IN A CHURCH OF ENGLAND SCHOOL OR ACADEMY
We welcome, as teachers and other members of staff, people of many faiths and beliefs. We do, however, ask that all staff should support the values, ethos and philosophy of a Christian school, in the tradition of the Church of England, and we would expect staff to make a positive contribution to the development of that Christian ethos.

We expect our school leaders to demonstrate a clear commitment to the Christian ethos.

If you are a practising member of a Christian Church, please give details:

Denomination:

Place of Worship:

Address:

Diocese (if applicable):

If possible please give the name of a parish priest or minister from whom a reference may be sought:

Name:

Address:

Telephone number:

Please add a brief statement here in support of your application to this Church of England school:
# Part B – CONFIDENTIAL INFORMATION

This section of the form will be removed before shortlisting.

## 1. Gender:

## 2. Date of Birth:

## 3. Cultural/ethnic origin:

## 4. Ethnicity form:

Chose one section from A-E and then tick the appropriate box to indicate your cultural background.

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<tr>
<th>A</th>
<th>White</th>
<th>C</th>
<th>Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh</th>
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<td>Welsh</td>
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<td>Irish</td>
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<td>Any other White background, please write in</td>
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<th>Black, Black British, Black English, Black Scottish, or Black Welsh</th>
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<td>White and Black Caribbean</td>
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<td>White and Asian</td>
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<td>Any other Black background, please write in</td>
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<td>Any other Mixed background, please write in</td>
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<td>Chinese</td>
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<td>Any other background, please write in</td>
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## 5. Criminal History

The position you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For this position you are not entitled to withhold information about police cautions, "bind-overs", or any criminal convictions including any that would otherwise be considered "spent" under the Act.

Have you ever been convicted of any offence or "bound-over" or given a caution?  

- Yes  
- No

If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked "Confidential Disclosure".

I understand that if my application is successful I will be required to obtain a CRB Disclosure at the appropriate level.

## 6. Work Status

I understand that under the terms of the Asylum and Immigration Act 1996 should I be short-listed for the post for which I am applying, I will provide for the governing body, as employer, an original document* showing my entitlement to work in this country.

*Acceptable documents include your National Insurance card, a birth certificate issued in the UK or Eire, a P45 from your previous employer, a valid passport, or any relevant authorisation allowing you to work in this country.
7. Other information
Are you related to any member of the governing body, LA elected member, senior LA official or officer of LDBS?

☐ Yes  ☐ No

If yes, please give details:

You are reminded that any canvassing, direct or indirect, will disqualify candidates.

Successful candidates may be required to produce their birth certificate and original proof of qualifications and undergo medical examination.

Declaration
To the best of my knowledge the information on this form is correct.

I am in possession of certificates, which I claim to hold.

I understand that willful falsification or omissions may, if I am appointed, result in my dismissal.

I declare that I am not on List 99 or disqualified from working with children.

I am not subject to any sanction imposed by the General Teaching Council.

I consent to the processing of personal data as defined in the Data Protection Act 1998.

Signature________________________________________  Date_____________________________