

# Deputy Headteacher Application Pack



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## Welcome from the Executive Headteacher

Dear Applicant,

thank you for responding to our advertisement for the Deputy Headteacher post within New Wave Federation. We are a family of three Hackney schools Grazebrook Primary, Shacklewell Primary and Woodberry Down Community Primary School.

For over a decade we have built highly successful staff teams driven by their commitment to the communities we serve. Our ethos of 'Excellence for All' underpins everything about our daily practice. Staff are passionate, dedicated and committed to allowing each child to achieve their highest potential. The role of the Deputy Headteacher carries with it the formal professional responsibilities but also requires a colleague who will embrace innovation working within our knowledgeable and committed team. A career at the New Wave Federation is both challenging and highly rewarding- an experience suited to people who are flexible, motivated and creative.

We can offer you schools which are well resourced, have an established culture of excellence and a commitment to personalised professional development. Our schools are vibrant, diverse and inclusive. If you are an effective communicator, have vision, energy and believe every child can and will succeed, we would like to hear from you.

This pack has been put together to help you with the application process. If you would like to visit the schools for a tour to learn more, we are happy for you to contact us. Please contact Ms Alia Choudhry, Federation Business Manager on **0207 254 1415**.

Kind regards,



Mrs Nicole Reid  
Executive Headteacher

# About Our Schools

## Grazebrook Primary School – OFSTED 2012



Grazebrook Primary is a larger than average-sized school. The proportions of pupils from minority ethnic backgrounds and those for whom English is an additional language are well above average. The proportion of disabled pupils and those who have special educational needs is smaller than average. Most of this group have moderate learning difficulties. The proportion of pupils known to be eligible for free school meals is above average. The school has gained many accreditations, including Primary Science Silver Quality Mark, Sing Up Silver, and the Rights Respecting School award. The school runs a daily breakfast club and after-school club. The New Wave Teaching Alliance is based at the school. The school meets the government's current floor standards, which set the minimum expectations for pupils' attainment and progress.

At its last OFSTED inspection (February, 2012) it was reported that the school is an Outstanding school.

## Shacklewell Primary School – OFSTED 2019

Shacklewell is larger than the average-sized school. The early years consists of two Reception classes and two part-time Nursery classes with provision for two-years-olds. The proportion of pupils with SEND is above average. The proportion of disadvantaged pupils is above average. The school's values of resilience, creativity and hard work are deeply embedded across the school. Pupils thrive as a result. Leaders have been strikingly successful in securing the consistent high quality of teaching and an effective curriculum that underpins learning across the school. This enables pupils of all ages to make substantial progress. Leaders and staff foster a positive environment and conditions which are highly conducive to successful learning. Pupils benefit from the technology that they are encouraged to use from a very early age. They develop high levels of skills in using computers.

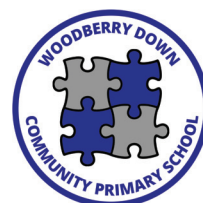
At its most recent OFSTED inspection (March, 2019) it was reported that the school is an Outstanding school.



## Woodberry Down Community Primary School – OFSTED 2012

Woodberry Down Community Primary School is a larger than average sized primary school where most of the pupils are from ethnic minority backgrounds. The majority of pupils are learning English as an additional language. A significant minority of these are at the early stages of language acquisition. The proportion of pupils supported by school action plus or with a statement of special educational needs is above average. Many more pupils than in most schools join or leave partway through their primary education. The proportion of pupils known to be eligible for free school meals is well above average. A large minority of pupils are refugees. The school meets the current government floor standard, which sets the minimum expectations for pupils' attainment and progress. This is an outstanding school where the life chances of all pupils are maximized. Pupils' achievement is outstanding. The Apple Regional Teaching Alliance is now based at this school which was awarded to the New Wave Teaching Alliance.

At its last OFSTED inspection (June, 2012) it was reported that the school is an Outstanding school.



## Job Description

Post Title	Deputy Headteacher
Responsible to:	Executive Headteacher and Headteacher, Governing Board, and members of Senior Management Team
Direct Reports:	Ancillary staff when based in their classroom
Salary:	L14-18 £64,344.00 - £69,499.00
Key Internal Contacts:	Other teachers within the school, Executive Headteacher and Headteachers
Key External Contracts:	Local community, parents/carers and agencies relevant to duties



## Job Summary

- ❖ The Deputy Headteacher will work with the Executive Headteacher and Headteacher to maintain the vision by developing strategic plans which will motivate all members of the school community and develop outstanding education for the children in our care. They will share responsibility for development of excellent teaching across the school and the creation of a learning culture where all children are valued and given the opportunities that will allow individual children to reach and fulfill their potential.
- ❖ You will work with the Executive Headteacher and Headteacher to build a professional learning community, with performance management and continuing professional development for all staff being at the heart of this work.
- ❖ As part of this role you will commit to engaging with both the immediate school community and the wider community of the Federation to ensure that the schools are recognised for their distinctive role. There will also be the need to promote collaboration with our other schools to enable expertise to be shared across the Federation and our Teaching School Alliance.

## General Duties

- ❖ To be successful in this role you must readily adapt to a changing curriculum, modifying lesson preparation and delivery accordingly.
- ❖ The Deputy Headteacher will operate strictly in accordance with school policies.

The duties and responsibilities of this post may vary according to the needs of the school. This job description may be reviewed at the discretion of the Executive Headteacher and Headteachers and in consultation with the Deputy Headteacher and the Governing Board.

## Main Duties

- ❖ Work in partnership with the Executive Headteacher and Headteacher to plan strategically and produce School Improvement Plans
- ❖ Support the development of a culture that promotes excellence, equality and high expectations for all
- ❖ Communicate and model the vision of the school
- ❖ Deputise for the Headteacher in their absence
- ❖ Be a key member of the school's Senior leadership Team
- ❖ Lead the development of assessment across the school
- ❖ Lead on behaviour management and anti-bullying strategies
- ❖ Manage the internal running of the school through drawing up such timetables and rotas as are required
- ❖ Be the leading professional in the classroom, modelling excellent practice, high standards of professional conduct and supporting the professional development of others
- ❖ Support the staff in tracking children's' progress, setting targets and ensuring intervention programmes meet current needs
- ❖ Analyse data with the Headteacher and Core Subject leaders, producing reports as required
- ❖ Monitor the progress of teaching and learning through classroom observation and pupil interviews
- ❖ Work with the Governors, Executive Headteacher and Headteacher by attending Governor meetings and present reports as appropriate
- ❖ Be a Performance Management Team leader for named staff
- ❖ Actively develop own performance and that of other staff through peer coaching, promoting new developments in education
- ❖ Lead and manage the induction of new staff
- ❖ Work with parents, carers and community organisations to enhance and enrich the school
- ❖ Be willing to undertake other training, e.g. N.P.Q.H

## Person Specification

### Essential Characteristics

Qualified Teacher Status
A first degree or equivalent
Evidence of professional development in school leadership or a higher degree
Experience of teaching across the Primary age range, working with children from a range of social backgrounds
Excellent classroom teacher with high expectations of achievement and behaviour
Strategic responsibilities in school leadership and management
Involvement in curriculum/school development and raising standards within a school
Responsibility for developing, monitoring and evaluating an aspect of school provision particularly assessment and behaviour management
Has managed people and resources particularly in a team approach
Has worked with Governors
Involvement with Performance Management and supporting CPD of colleagues
Has worked successfully in partnership with parents and the wider community
Knowledge of current educational issues and developments
Understand the Ofsted Inspection Framework and the process and place of self evaluation
Knows the implications for equal opportunities and inclusion issues and effective education strategies for all pupils
Has a range of strategies for improving the quality of teaching and learning
Assessment strategies and the use of assessment to inform the next stages of learning



## Person Specification

### Essential Characteristics

A proven track record as an excellent, creative teacher who motivates children

A highly motivated energetic and enthusiastic leader, who is approachable and promotes positive relationships

Effective administrative and organisational skills able to support the work of colleagues through staff development and Performance Management and able to lead a team

Is able to lead the development of Assessment across the school

Can analyse data, develop strategic plans, set targets and monitor and evaluate progress towards these

Can monitor teaching and learning and set targets or improvement

Is able to communicate orally and in writing to a range of audiences

Good knowledge of ICT for teaching and administrative purposes

Can cope with the pressures of a demanding leadership position

Committed to providing an effective learning environment appropriate to the needs and abilities of all pupils

Committed to working in partnership with other schools, other agencies and community partners

Committed to working with the community and parents

## Application Process

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

Candidates are advised that when completing the references section on the application form to please ensure that:

- Your first referee is your current, or most recent, employer;
- You provide a referee who can attest for your ability to work with children; and
- If you do not have an employment referee, please provide details of a tutor, lecturer or someone who can provide an appropriate character reference.

Please explain any gaps in your employment/education history and reasons for these gaps, continuing onto an additional page if necessary.

Candidates must ensure that if they are successful at interview, that they are able to provide evidence of their Right to Work and Remain in the UK. We are fully committed to following all safeguarding procedures. The school is not able to employ any person who cannot validate their Right to Work and Remain in the UK in line with the Asylum, Immigration and Nationality Act 2000.

Completed application forms must be received by **12pm Friday 24th January 2020** and interview date is week commencing **Monday 3rd February 2020**.

If you have any queries or require any further information, please contact Ms Alia Choudhry, Federation School Business Manager on 020 7254 1415 or [achoudhry@newwavefederation.co.uk](mailto:achoudhry@newwavefederation.co.uk)

If you would like to have an informal discussion about the post then please contact me via email at [nreid@newwavefederation.co.uk](mailto:nreid@newwavefederation.co.uk)

We look forward to receiving your application.

# Contact Details



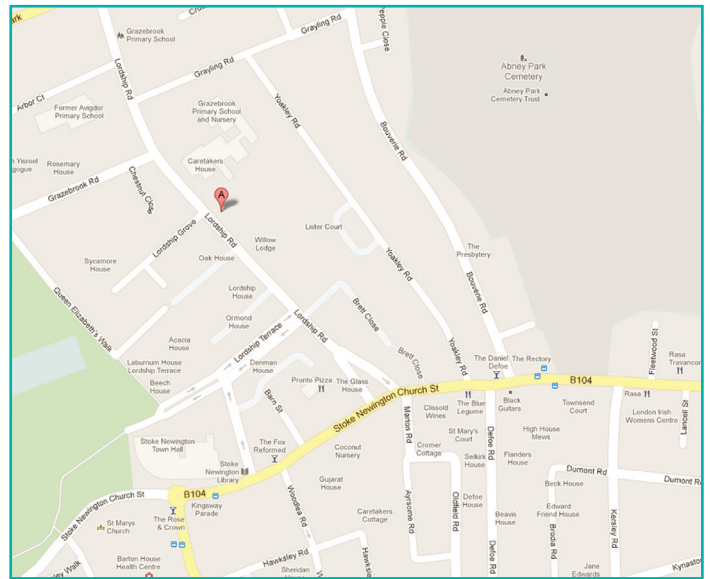
**Grazebrook Primary School**  
Lordship Road, London N16 0QP

Tel: 020 8802 4051

Fax: 020 8442 5202

E-mail: [GOffice@newwavefederation.co.uk](mailto:GOffice@newwavefederation.co.uk)

Web: [www.grazebrook.hackney.sch.uk](http://www.grazebrook.hackney.sch.uk)



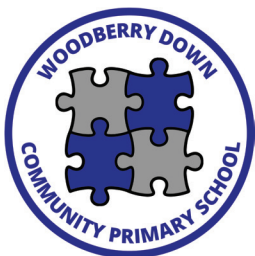
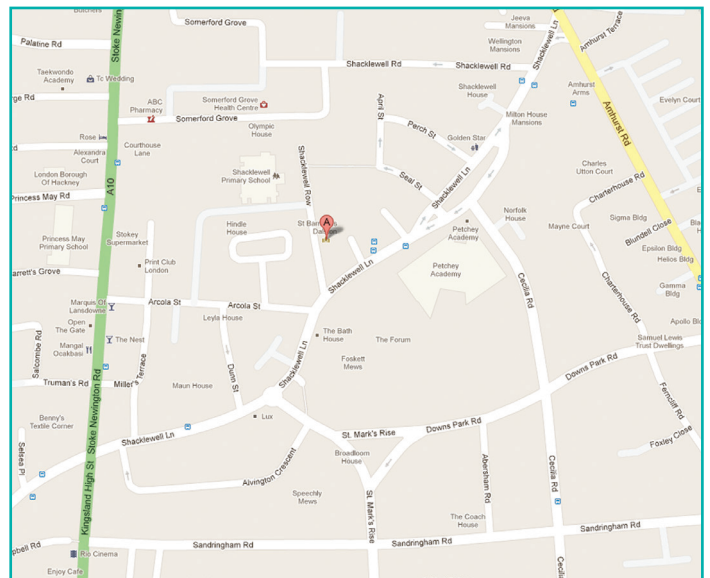
**Shacklewell Primary School**  
Shacklewell Row, London E8 2EA

Telephone: 020 7254 1415

Fax: 020 7254 1151

E-mail: [SOffice@newwavefederation.co.uk](mailto:SOffice@newwavefederation.co.uk)

Web: [www.shacklewell.hackney.sch.uk](http://www.shacklewell.hackney.sch.uk)



**Woodberry Down  
Community Primary School**  
Woodberry Grove, London N4 1SY

Telephone: 020 8800 5758

Fax: 020 8211 0029

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Web: [www.woodberrydown.hackney.sch.uk](http://www.woodberrydown.hackney.sch.uk)

