



PRIMARY
ADVANTAGE

SCHOOLS ACHIEVING
MORE TOGETHER



St John the Baptist Primary School

Application Pack: Deputy Headteacher





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St John the Baptist is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We welcome applications from all sections of the community regardless of gender, race, religion, disability, sexual orientation or age.



Welcome

Dear Applicant,

Thank you for your interest in applying for the position of Deputy Headteacher at St John the Baptist Primary School. We hope this pack supports you in finding out more about our school. The pack includes background information about the school and our federation, Primary Advantage. It also includes information about the application process and the job description.

St John the Baptist is a wonderful two-form entry primary school in the London borough of Hackney. We are located in Hoxton, a short walk from Old Street in the heart of a diverse, vibrant and exciting community. Our children come from truly diverse backgrounds and speak many different languages. We are a Church of England school and pride ourselves on our strong Christian ethos and great links with St John's Church in Hoxton. We are one of eight schools within the Primary Advantage Federation. Being part of this Federation allows us to offer the unique opportunity to be part of a community of committed teachers and leaders who regularly share best practice and support each other. The federation has allowed us to grow as a school but still maintain our distinct and unique identity. Our Local Authority Board (LAB) ensures that St John the Baptist makes decisions that are best for the school and its community.

This is an exciting opportunity for an inspirational, highly motivated, ambitious and dynamic leader, who in partnership with the Headteacher, Executive Principal and the Federated Governing Body will continue to build on the school's success. Having been judged to be outstanding, we are very excited about the future and ready to embrace new challenges as we embark on the next stage of our journey.

We are looking for a confident and experienced school leader who can continue to inspire our children and engage positively with members of our school community. With excellent communication skills and a strong motivation to ensure the school maintains its outstanding status.

The closing date for this application is: Thursday 3rd December 2020 at 12pm

Interviews for shortlisted candidates will take place on Friday 11th of December 2020

If you have any questions about the application process please contact Yvonne Whelan on [02077394902](tel:02077394902). Please send completed application forms to ywhelan@st-john.hackney.sch.uk

If you are an ambitious and confident leader we would like to meet you.

Kind regards,

Toni Mason

Executive Principal

Application Process

Salary: L10 – L17

Application Closing Date: Thursday 3rd December 2020 at 12pm

Interviews will take place on: Friday 11th December 2020

Starting Date: September 2021 (April neg.)

School Visits

The School is available to visit with social distancing measures in place.

1. Please read the application pack carefully. This pack contains the Deputy Headteacher competencies and criteria we are looking for, alongside the expected duties.
2. Complete the enclosed application form; CVs will **not** be accepted. Applicants are required to complete a supporting statement. Without these documents, we may be unable to process your application.
3. Please make sure you address the criteria outlined in this pack when writing your personal supporting statement.
4. We highly recommend that you visit our school before applying. Please contact the school office on [02077394902](tel:02077394902) to organise a visit
5. Should you have any queries about the application process please contact Yvonne Whelan
6. Completed applications should be sent by email to ywhelan@st-john.hackney.sch.uk

SHORTLISTING

Once we have received your application you will be notified via email. Successful candidates who have been shortlisted for interview will be contacted shortly after the closing date.

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. 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.

SUCCESSFUL CANDIDATES

Successful candidates will be required to apply for an enhanced Criminal Record Check via the DBS. We are committed to safeguarding and promoting the welfare of our children and expect all members of staff to share this commitment.

All qualifications and references will be verified.



About Us

St John the Baptist is a two-form entry primary school with a Nursery. The community is culturally and ethnically diverse and we pride ourselves on being an inclusive school.

Our age range is from 3 to 11 years old and we currently have 335 children on roll. There are two classes in each year group with a maximum of 30 pupils in each class. Our children come from a wide range of backgrounds and approximately 50% of pupils speak English as an additional language. St John the Baptist is part of a culturally rich and diverse community where children are encouraged to embrace and celebrate their backgrounds.

- 45% of children are entitled to Free School Meals (however St Johns has pioneered free school meals for all children in Hackney, the only primary school to currently do so).
- 50% of children are eligible for the Pupil Premium grant.
- 91% of pupils are from minority ethnic groups. The main ethnic groups are African, Caribbean, Turkish, Kurdish and Eastern European.
- 18.6% of pupils are on the SEND register, and 2.4% of those pupils have an Education Care Plan

We Achieve We Believe

We **believe** in providing a safe and happy learning environment where children and adults are valued, nurtured and empowered to **achieve**.

We **believe** a good education is the foundation on which our children's futures are built and equips them for their life ahead. We aim to develop the whole child through a diverse and culturally rich curriculum.

We are committed to providing an excellent education through helping children to **achieve**, by developing enquiring minds, instilling the motivation to learn and the ability to work both independently and collaboratively.

For more information about St John the Baptist please visit our website

Determination



Work hard and try our best so we can be proud of ourselves and our work

Celebration



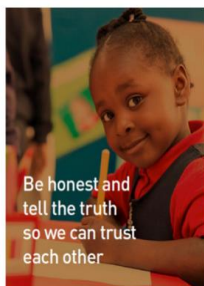
Welcome, celebrate and care for each other to make our school a safe and happy place

Respect



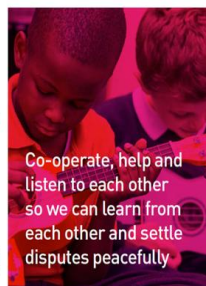
Look after the school and our belongings so we have a pleasant place to work

Honesty



Be honest and tell the truth so we can trust each other

Co-operation



Co-operate, help and listen to each other so we can learn from each other and settle disputes peacefully



Working with Partners

WITH ST JOHN'S CHURCH, HOXTON

As a Church of England school, we have Christian teaching and values built into our curriculum. Our aim is to help children to achieve a knowledge and understanding of religious insights, beliefs and practices, so that they are able to continue in, or come to, their own beliefs and respect the beliefs of others. Many of our children attend church for Sunday worship with their families and the school also enjoys an active partnership with the parish church St John's, Hoxton. We hold regular worship assemblies and visit the church every month for a worship service. The school celebrates important Christian festivals such as Christmas and Easter in Church together.

WITH SECONDARY SCHOOLS

The move to secondary school is an important step for pupils and parents. We work in partnership with our local secondary schools and Hackney Learning Trust to ensure our children and their families are well-informed about the transfer process. The children participate in visits to local schools and we invite secondary teachers to visit our school for specialist lessons.

WITH INTERNATIONAL LINKS

As part of our curriculum, we aim to develop children's awareness of global issues. Children make links with schools and communities in different parts of the world.

WITH PARENTS AND FAMILIES

We know that the most successful education takes place when parents/carers, staff and governors all work together. Parents and carers are involved with the whole school community in a variety of ways:

- Parent Teacher Association
- Helping with visits & in class
- Supporting with fund raising events
- Attending curriculum evenings

LONDON DIOCESE BOARD FOR SCHOOLS (LDBS)

The function of the LDBS and aspects of its governance is set down in the Diocesan Measure that has been approved by both Parliament and the Church. Key purposes of the LDBS are "to promote church schools" and "to promote education which is consistent with the faith and practice of the Church of England." St John the Baptist works with The Diocese of London, who play a key role in our school development and governance.

HACKNEY LEARNING TRUST (HLT)

HLT is a department in Hackney Council's Children and Young People's service. The Hackney Learning Trust is responsible for Hackney's children centres, schools, early years programs and adult education.



Key Priorities

To develop our key priorities, we have considered feedback from our OFSTED inspection in October 2017 where we were judged to be **Outstanding** in every category. We have also considered feedback from our school improvement partner, information gathered through all aspects of monitoring and a wider consultation with stakeholders including parents and children. It includes the following priorities:

Key Priority 1 – Enhance the Quality of Education

- Further enrich reading experience for all children
- Review and refine our curriculum - focussing on skill and knowledge progression
- Enhance early interventions and support for SEND children and lowest 20%
- Secure end of key stage outcomes for all children to ensure progression from starting points
- Develop oral communication so that all pupils can demonstrate understanding, express feelings and ask questions

Key Priority 2 - Support Behaviour and attitudes

- Continue to refine and develop systems to support behaviours for learning
- Support attendance and punctuality

Key Priority 3 – Personal Development

- Enhance opportunities for children to develop own interests
- Increase quality opportunities for parental involvement and home links

Key Priority 4 - Leadership & Management

- Further scrutinise spending in order to increase savings and efficiencies
- Increase numbers on roll
- Enhance impact of leaders on teaching and learning

Key Priority 5 - The Early Years

- Explore provision for 2 year olds
- Develop EYFS outdoor learning

Key Priority 6 - Religious Character

- Continue to develop and refine the teaching of religious education in the school



About Primary Advantage

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PRIMARY ADVANTAGE FEDERATION

St John the Baptist is a part of the Primary Advantage Federation.

We are a group of eight schools in Hackney working together because we believe our schools can gain many benefits from working collaboratively and can achieve more by working together. We have made a commitment to a shared responsibility to the wider education community, the provision of good quality education and the improvement of life chances for pupils in the community beyond that of our own schools. Teachers, support staff, school leaders and Governors have added expertise in working alongside colleagues to improve provision and outcomes for pupils.

OUR COMMITMENTS

Every teacher is a great teacher; every school is a great school. We aim to move incrementally towards excellence in all aspects of our work.

All pupils will make good or better progress and will be properly equipped for the next stage of their schooling.

Learning environments are of high quality where pupils feel **safe and secure, known and valued and motivated to learn.**

Curriculum provision is bespoke, broaden horizons and inspires our pupils to become successful learners, confident individuals and responsible citizens.

Our learning community provides opportunities for growth for pupils, staff and families.

PRIMARY ADVANTAGE NATIONAL TEACHING SCHOOLS

Primary Advantage has achieved teaching school status. Teaching schools are outstanding schools that work with others to provide high-quality training and development to new and experienced school staff. They are part of the government's plan to give schools a central role in raising standards by developing a self-improving and sustainable school-led system.

Find out more about Primary Advantage Federation
by visiting www.primaryadvantage.co.uk

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Deputy Headteacher JD

Job Title: Deputy Headteacher

Reports to: Headteacher

Salary: L10-L17

To carry out the professional duties of a Deputy Headteacher. We are seeking to appoint an exceptional senior leader looking for a new challenge. You will be joining a fast-paced, ambitious school with an enthusiastic, open team. We are looking for an outstanding, talented teacher with the passion and drive to live up to our high expectations to deliver a positive impact on student outcomes. You can expect to work in a supportive yet high energy atmosphere and receive support in developing your vision. You will play a key part in the school's development. The assessment process at interview will be looking for the following criteria:

Main Activities

- To assist the Headteacher in the leadership and management of the school and in all aspects of school improvement, including taking full responsibility for the school in the absence of the Headteacher.
- To take full responsibility for leading and managing significant aspects of the school, under the overall direction of the Headteacher.
- To carry out teaching duties, as required, in accordance with school's schemes of work and the National Curriculum.

Specific Responsibilities

Leadership and Management

- To assist the Headteacher in shaping the vision and direction of the school. And setting out very high expectations with a clear focus on pupil achievement.
- To play a significant role in setting aims and objectives for the school and in formulation the School Development Plan along with the Headteacher, governors and other senior staff.
- To take responsibility for developing and monitoring policy and practice as laid down in the School Development Plan, and in agreement with the Headteacher.
- To further develop an effective assessment system to inform the school in its aims of raising standards for all children, using assessment data effectively to ensure all children make the maximum progress.
- To inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil discipline.
- To provide an excellent role model for all members of staff and for pupils in all aspects of school life. To be an exemplar of all school policies and practices. To actively promote the aims of the school. To offer guidance and support to colleagues.
- To take responsibility for dealing with and reporting Health and Safety issues as they arise in the school. To raise awareness of Health and Safety issues among all members of the school community.
- To take a leading role in promoting good relationships with parents, carers and the community in the life of the school. To encourage parental and community involvement and seek to become familiar with the neighbourhood and community.
- To provide effective leadership and management to team/teams of staff, as agreed with the Headteacher.
- To take full responsibility for leading and managing one or more major aspects of the school's curriculum provision, as agreed with the Headteacher and governing body.
- To assist the Headteacher in school self-review and evaluation and in the effective planning and management of school resources to secure improvements.
- To maintain an informed view of standards and of the quality of teaching across the school by monitoring pupils' learning and teachers' planning and teaching.
- To provide guidance and support to middle leaders and other staff in order to improve the quality of teaching and learning.
- To take a lead role in managing teacher's professional development throughout the school.
- To actively promote equality of opportunity by assisting the Headteacher in ensuring the school's curriculum provides the best possible education for all its pupils, taking into account ethnicity, gender, Special Education Needs, pupils learning English as an Additional Language, disability and others with emotional needs that may affect learning.
- To assist the Headteacher in all aspects of the day-to day administration and organisation of the school, including taking responsibility for agreed areas, e.g. timetables, duty rotas etc.
- To take a significant role in the implementation of the school's performance management policy, to secure school improvement and individual professional development.

- To participate in recruitment and selection, as agreed with the Headteacher.
- To 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.

Teaching and Learning

- To carry out teaching duties, as agreed with the Headteacher, providing a model of excellence for colleagues. This may include, as required:
 - Taking full responsibility for teaching a class.
 - Providing cover for absent colleagues or those released for professional development.
 - Providing in-class support for colleagues through demonstration lessons.
 - Teaching booster or 'catch up' groups.
- To provide leadership and support for colleagues (teachers and assistants) with regard to teaching and learning and the curriculum, including:
 - Managing the planning and delivery of the curriculum across the school, including developing schemes of work and medium term plans.
 - Supporting phase leaders and subject leaders in developing their role, in particular in relation to raising standards.
 - Supporting teams and individuals with short term planning.
 - Supporting staff in the use of assessment information to inform teaching and learning;
 - Inducting and supporting newly qualified and less experienced staff and/or supply teachers;
 - Providing in-class support to staff, through demonstration lessons, team teaching, observation and feedback.
 - Ensuring classrooms and communal areas are well maintained and organised.
 - Organising and delivering training, as needed, to school staff.
 - Supporting staff in the use of assessment information to inform teaching and learning.
 - Inducting and supporting newly qualified and less experienced staff and/or supply teachers.
 - Providing in-class support to staff, through demonstration lessons, team teaching, observation and feedback.
 - Ensuring classrooms and communal areas are well maintained and organised.
- To undertake a significant role in maintaining a high standard of pupils' behaviour and discipline, within the framework of the school policy and supporting other staff as necessary.
- To liaise effectively with parents and carers to ensure good relationships between school and home in order to improve teaching, learning and behaviour.
- To take a leading role in the management of the school database of individual pupils' tracking attainment and progress.

Other Duties and Responsibilities

- To attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required.
- To take whole school assemblies and to support other staff with assemblies.
- To prepare and present reports, as required to, e.g. governors, LEA officers, parents, outside agencies.
- To attend occasional meetings during evening hours, at weekends or in school holidays, as required.
- To take responsibility for Safeguarding and promoting the welfare of children.

Personal Specification

Qualifications and Training

- To hold a teaching certificate in Education which is recognised by the DfE.
- A graduate/educated to degree level.
- To have evidence of continuing and recent professional development relevant to the post.
- Knowledge and Understanding relevant to the job
- Knowledge of equality of opportunity issues and how they can be addressed in schools.
- An excellent understanding of current theory and practice of best practice in teaching and learning, particularly as it relates to achieving high rates of progress of children of primary age.
- A good understanding of effective leadership and management in relation to raising pupils' attainment and school improvement.
- An understanding of the importance of the culture and ethos of a school in securing high standards and of strategies for improving these.

- Good understanding of effective strategies for gaining and maintaining high standards of discipline at whole school level, in accordance with the school's policy.
- Good understanding of how opportunities can be made to enrich and enhance the curriculum to address the needs of all pupils.
- Good up to date understanding of child protection issues and procedures.
- Good understanding of statutory requirements upon primary schools.
- An understanding of the role of parents and the community in school improvement and how this can be promoted and develop.
- Evidence of a clear understanding of a range of teaching styles and approaches and the issues involved in their practical implementation. Thorough knowledge of how children learn at Foundation stage, KS1 & KS2.
- A sound understanding of a range of teaching styles and approaches appropriate for children with special educational needs, a wide range of ability and a range of cultural backgrounds.
- Evidence of the ability to raise standards of achievement and of sustain progress.
- Experience relevant to the job
- Minimum of 5 years recent experience of teaching in a multi-ethnic environment across the age range.
- Recent, significant and successful experience as a teacher in the primary phase.
- A proven track record of raising attainment or a proven record of exemplary teaching which has ensured good progress and achievement.
- Significant and successful experience of leading aspects of the curriculum at whole school level, e.g. as a subject or phase leader.
- Experience of contributing to school improvement, as a member of a leadership team.
- Experience of supporting/mentoring colleagues in order to secure school improvement.
- Successful experience of improving the quality of teaching and learning, through processes of monitoring and support.
- Experience of managing and using pupil attainment and tracking data bases.
- Experience of developing and leading staff development programmes for teachers and other staff.
- Experience of initiating and implementing strategies to improve parental involvement in their children's learning.
- Experience of leading, managing and developing a curriculum area.
- Experience of monitoring and evaluating curriculum delivery and Teaching and Learning.
- Experience of School Improvement Planning for pupil progress and monitoring the impact of action plans.

Aptitude and Skills

- To be an excellent teacher.
- Ability to provide a model of best practices, through teaching in own or others classrooms.
- To demonstrate leadership qualities, including energy, resilience and the ability to enthuse and motivate others.
- To be able to articulate a clear vision for high quality education in an inner city context.
- To have a good personal presence, good communication skills and a sense of humour.
- To be able to communicate clearly both orally and in writing with a diverse range of audiences, including children, parents and carers, governors, staff and outside agencies.
- To relate well to children and be responsive to their needs.
- To be able to develop and maintain effective relationships with all members of the school community and outside agencies.
- To be approachable, accessible and flexible.
- To be able to work effectively under pressure, to prioritise appropriately and to meet deadlines.
- To have good analytical skills, being able to synthesise complex information, summarise, draw appropriate conclusions and make decisions.
- To be able to understand, interpret and present school performance and financial data.

Additional Requirements

- A commitment to the ethos of a Church of England School.
- Positive attitude to, and enthusiasm for Teaching and Learning.
- Commitment to working in partnership with the LEA and other schools.
- Commitment to involvement in the wide range of extra-curricular activities in school.
- Willingness to become involved in school financial management.
- Commitment to further development of strong links with parents and the local community.
- Commitment to supporting and developing the role of the school's Support Staff.

Our Children's Thoughts



“We work hard to make the right choices. When someone in our class finds it difficult, we work together to help them”

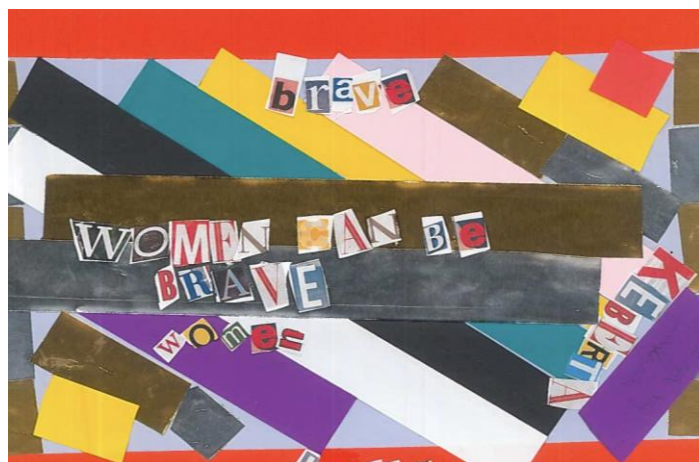
“The teachers help us lots with our learning. They care a lot about us”



“St John the Baptist are really, really good at singing. We wrote our own special school song and when we sing it, it sounds great!”



“We love reading at St John the Baptist – it transports us to other worlds”





St John the Baptist Church of England
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