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| C:\Users\sroy\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Heathmere_Logo_RGB.jpg | Heathmere Primary School  Alton Road  London SW15 4LJ  Tel: (020) 8788 9057  Email: [office@heathmere.wandsworth.sch.uk](mailto:office@heathmere.wandsworth.sch.uk)  Follow us on Twitter: @heathmereschool  **Head Teacher:** Emma Lewis |

30th March 2022

Dear Applicant,

Thank you for your interest in the role of Deputy Headteacher at Heathmere Primary School. I have been the headteacher here since 2013 and am looking forward to appointing a new deputy, after the current post-holder has decided not to return from maternity leave.

We are a school of our community, with a strong culture of diversity, located in the heart of the Alton Estate. We are a highly inclusive school; children in receipt of pupil premium funding is over 50% in every year group and we have a high number of children with SEND. The successful candidate will need to be fully committed to Heathmere’s inclusive approach. Our children are keen to learn and work hard to uphold the values of Respect, Resilience and High Expectations.

As a school, we are always looking to improve and try to be forward-thinking and at the centre of curriculum developments. Currently on the staff team we have a Mastery Specialist who works for the LondonSW Maths Hub and a Literacy Specialist Teacher who works for the Wandle Teaching School Alliance. I am a Headteacher Advocate for the LondonSW Maths Hub and co-chair the Wandsworth Headteachers SEND and Inclusion Forum.

Our current School Development Plan is focused around: Excellence in Teaching.

This is a really exciting opportunity for the right candidate as Heathmere moves forward into its next chapter. If you are interested in the role then please do contact me and arrange to come and visit so I can talk to you about my vision for the school. I am committed to continuing to improve things for the children at Heathmere and am excited by the prospect of appointing a new deputy who I can share the journey with.

Kind regards,

Emma Lewis

Headteacher

**Respect Resilience High Expectations**



**The Heathmere Vision**

Always looking forward, Heathmere is an ambitious school that provides for our local community. We really know our pupils and have their interests, potential and emotional well-being at the heart of what we do.  As a result, Heathmere pupils are confident, achieve their best, know how to improve and have a real appreciation of learning. This is rooted in love of reading. Our pupils are ambassadors for Roehampton their parents feel we get the best out of them.

Staff feel supported and valued, and we make it a priority to help them develop giving them a reason to stay at Heathmere. They learn from each other and through other opportunities and have a collective sense of care and ambition for the children who are always put first.

Our governors are a key part of the leadership of the school working collaboratively with the Senior Leadership Team. They ensure the school is the best it can be, that it has a sustainable and consistent approach to everything it does and they bring relevant skills to do this.

**The long-range strategic objectives for Heathmere 2021 – 2224 are:**

**Quality of Education:** To develop a broad curriculum that delivers the highest possible educational outcomes for all children

**Behaviour and Attitudes:** To create a culture of ambition

**Personal Development:** To develop children’s character, confidence and resilience through broadening their experiences

**Leadership and Management:** To have a sustainable and ambitious model of leadership

**Respect Resilience High Expectations**



**Deputy Headteacher Job Description**

**Responsible to:** Headteacher

**Main purpose of the job**

* Carry out the duties of this post in line with the remit outlined in the current *School Teachers’ Pay and Conditions Document* including the conditions of employment for deputy headteachersand the school’s own policy
* Under the overall direction of the headteacher play a lead role:
* in formulating the aims, objectives of the schools and establishing the policies through which they are to be achieved
* be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement
* proactively manage staff and resources
* Take full responsibility for the school in the absence of the headteacher
* Carry out the professional duties of a teacher as required
* Take responsibility for child protection issues as appropriate
* Take responsibility for promoting and safeguarding the welfare of children and young people within the school

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##### Duties and Responsibilities

## Shaping the Future

## In partnership with the headteacher and governors establish and implement an ambitious vision and ethos for the future of the school

* Play a leading role in the school improvement and school self-evaluation planning process
* In partnership with the headteacher manage school resources
* Devise, implement and monitor action plans and other policy developments
* Lead by example to motivate and work with others
* In partnership with the headteacher, lead by example when implementing and managing change initiatives
* Promote a culture of inclusion within the school community where all views are valued and taken in to account

**Leading Teaching and Learning**

* Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
* Work with the headteacher to raise standards through staff performance management
* Lead the development and delivery of training and support for staff
* Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
* Work in partnership with the headteacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
* With the headteacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality
* Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school
* Develop, review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
* Ensure through leading by example the active involvement of pupils and staff in their own learning

# Developing Self and Others

* Support the development of collaborative approaches to learning within the school and beyond
* Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
* Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting
* Work with the headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management
* Lead the annual appraisal process for all identified support and teaching staff

# Managing the Organisation

* Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate
* Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication
* Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
* Be a proactive and effective member of the senior leadership team
* Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate
* To undertake any professional duties, reasonably delegated by the headteacher

### Securing Accountability

* Lead and support the staff and governing body in fulfilling their responsibilities with regard to the school’s performance and standards
* Support the headteacher in reporting the school’s performance to its community and partners
* Promote and protect the health and safety welfare of pupils and staff
* Take responsibility for promoting and safeguarding the welfare of children and young people within the school

### Strengthening Community

* Work with the headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
* Develop and maintain contact with all specialist support services as appropriate
* Promote the positive involvement of parents/carers in school life
* Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
* Strengthen partnership and community working
* Promote positive relationships and work with colleagues in other schools and external agencies

**Respect Resilience High Expectations**



**Deputy Headteacher Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Application form | Interview or Reference | Tasks |
| **Qualifications** | | | |
| 1. Qualified teacher status | \* |  |  |
| 2. Evidence of recent and relevant leadership training | \* |  |  |
| **Experience** | | | |
| 3. Recent experience of working successfully as a leader in a school | \* |  | \* |
| 4. Evidence of major whole school responsibilities and experience of  turning policy into effective and successful practice | \* |  | \* |
| 5. Leadership of a significant area or phase including responsibility for  raising standards across a significant part of the school | \* | \* | \* |
| 6. Experience of showing impact of developing staff such as ECTs, teachers and middle and senior leaders | \* | \* |  |
| 7. Evidence of developing, monitoring and evaluating impact on an aspect of school improvement | \* | \* |  |
| **Professional Knowledge** | | | |
| 8. Be an excellent practitioner and have a clear understanding of the  essential qualities and skills necessary for effective teaching and learning | \* | \* | \* |
| 9. Up to date knowledge of statutory regulations and guidance relating  to curriculum developments across EYFS, KS1 and KS2 | \* | \* |  |
| **Professional Skills**  **The successful candidate must show evidence of the ability to:** | | | |
| 10. Analyse data, to evaluate the performance of pupil groups, pupil  progress and plan an appropriate course of action for whole school improvement and to ensure that gaps are closed | \* | \* |  |
| 11. Develop and review whole school systems to ensure robust evaluation of and continuous improvement | \* | \* |  |
| 12. Lead and manage effective teams to successfully achieve agreed goals | \* |  | \* |
| 13. Be an effective team player that works collaboratively and effectively  with others, including external agencies | \* | \* |  |
| 14. Develop and deliver effective professional development for staff | \* | \* | \* |
| 15. Communicate effectively to a wide range of different audiences | \* | \* | \* |
| 16. Demonstrate high quality teaching | \* |  | \* |
| 17. Provide creative solutions to challenges |  | \* | \* |
| 18. Support, motivate and inspire both colleagues and pupils by leading  through example and setting high expectations | \* | \* |  |
| 19. Contribute effectively to the work of the headteacher and other  members of the senior leadership team | \* | \* |  |
| 20. Deal successfully with situations that may include tackling difficult  situations and conflict resolution |  | \* | \* |
| **The successful candidate must demonstrate a commitment to:** | | | |
| Equalities, safeguarding, child protection and good attendance | \* | \* | \* |
| Promoting the school’s vision and ethos | \* | \* | \* |
| Maintaining high quality, stimulating learning environments | \* | \* |  |
| Relating positively to and showing respect for all members of the school and wider community | \* | \* | \* |