



**Belleville**  
Primary School

An 'outstanding' primary school with a history of excellence and a leading status in educational development

# Q1E Deputy Headteacher at Belleville Primary School, Clapham, London

## Application Pack



**Quality First Education Trust**

## Belleville Primary School



**John Budden** Executive Headteacher

**Mary-Lyne Latour** Headteacher



**John Grove** Chief Executive Officer

Company Number 07768645

Dear applicant

Thank you for your interest in this role at Belleville Primary School. We believe this Deputy Headteacher role will offer a great opportunity both for the right candidate and for the next stage in Belleville's journey.

At Belleville our aim is simple: to provide a high-quality education for all the children we serve.

Belleville is a school at the centre of its local community, and we have a reputation for leading the way in educational developments. Working as part of the **Quality First Education Trust**, we pride ourselves on the standard of teaching throughout the school and our results in reading, writing and maths are well above average year on year.

We also have a wide range of specialist teachers so that children develop their abilities to the highest standards in sport, dance, music, French, art, and computing. The learning in the classroom is complemented by a wide range of visits, residential trips, visiting speakers and extra-curricular opportunities for all children because we know that memorable experiences are key to learning and to a child's enjoyment of school.

Last year, Ofsted noted that "**Staff are proud to work at Belleville**. They receive extensive professional development and are appreciative of this. They feel their workload is well managed by leaders who welcome their input on how the school operates."

Belleville has been rated as an **Outstanding school** since 2007, with the most recent inspection taking place in March 2022. We retain a relentless drive for improvement, excellence, and equality. Our mantra is to do 'whatever it takes' to help every child to succeed.

We love showcasing our school and I would encourage you to see us in action before you apply. Please email [recruitment@q1e.org.uk](mailto:recruitment@q1e.org.uk) to arrange a visit and or a chat about the role.

**John Budden**  
Executive Headteacher

**Mary-Lyne Latour**  
Headteacher





## Quality First Education Trust

Web  
[www.q1e.org.uk](http://www.q1e.org.uk)

Company No.  
07768645

Dear applicant

I am so pleased that you are interested in the role of Deputy Headteacher of Belleville Primary School. I think this is a very exciting opportunity for an ambitious primary school leader.

Belleville has a history of excellence. It is a large and popular school in a vibrant location. It has a great staff team, a supportive local governing body and a fantastic parent community. The school's vision remains as it has been over many years: to provide a high quality education for all the children we serve.

Belleville is part of the Quality First Education (Q1E) Trust. Q1E is an ambitious Trust with exciting potential. I am proud and privileged to lead it. We are a primary only Trust of four schools and we pride ourselves on being able to provide a tailored provision for our children, staff and schools.

Being part of Q1E means excellent opportunities and benefits for the right leader. You will access outstanding development, with a bespoke professional growth plan. Previous opportunities for senior leaders have included cross-Trust responsibilities, access to NPQs, support for Masters-level study, research projects and secondments.

You will meet regularly with (and be supported by) other leaders within your school and across the Trust. For example, I run regular strategic group sessions for those in deputy and director level roles. I want to ensure our fantastic senior leaders are involved in shaping the development and future growth of the Trust.

These are extremely exciting times for our schools and the Q1E Trust. If you have a relentless drive for improvement, excellence and equality, I hope you will consider applying to join us.

**John Grove**  
Chief Executive Officer  
Quality First Education Trust



# Working with us

**Q1E provides clear structures, excellent resources and outstanding professional development.**



We aspire to be an 'employer of choice', providing all those who join us with excellent working conditions and career prospects.

Across the Q1E Trust, we have a strong, well planned curriculum with clear units and lesson plans. Teachers across our four schools review their plans, assess and moderate together. Our buildings are well-maintained and our classrooms are excellently resourced.

We foster an open door policy. Staff should always feel they can watch others teach, ask questions and access support or advice whenever they need it. The Q1E Trust's pedagogical and curriculum leaders are on hand to help our school-based staff to develop their teaching and learning strategies and subject knowledge.

You will be welcomed and encouraged to participate in the wider life of your school. All of our schools have fantastic, friendly and supportive staff teams, and serve vibrant communities with supportive parents and carers.

We ensure excellent development for all those who are new to the Q1E Trust, no matter how experienced in their career. For those joining the Q1E Trust in leadership roles this includes:

- a clear understanding of the school and Q1E Trust expectations before your first term starts (in negotiation with your current school)
- training on how we teach Maths and English
- participation in a whole day strategic session, facilitated by the CEO, every half term
- an annual development conversation
- a tailored professional growth plan
- access to extensive internal and external development opportunities.

# About Belleville Primary School

Belleville is a popular four to five form entry primary school in South West London, with over 900 children. We are very proud of our school and our children.



We offer a high quality, well-resourced and carefully structured provision, within an excellent broad and balanced curriculum. Children achieve very well, with attainment well above local and national averages at both the expected and higher standards, year on year. In addition to high quality teaching in core subject areas, children benefit from high quality specialist subject provision, with specialist teachers employed to teach PE, art, computing, music and French. There is a shared drive to constantly review, improve and enrich what we offer, to ensure learning is relevant and exciting for all pupils. We strive to meet the needs of all children – doing 'Whatever It Takes' to help children fulfil their potential.





Belleville has two sites, situated just under a mile apart, either side of Clapham Common. It takes about 15 minutes to walk between the sites. Our larger site (Webb's Road) has a three-storey Victorian school building, and a separate Nursery block. The 1877 building is very well maintained with many well conserved original features. Our smaller site (Meteor Street) has a modern, single floor building. Both sites have large playgrounds and are excellently resourced, with well-equipped classrooms and other learning spaces. We have secured additional Condition Improvement Funding for premises developments in the past two years, including brand new boilers and fire doors.



We work hard to help our children build independent lifelong learning skills. We continually use and refer to our 'Excellent Learner Behaviours', and reward children for demonstrating these. We have an active pupil council and a separate eco council, both of which have driven developments in the school and participated in wider events beyond the school. We encourage pupils to take on leadership roles, such as Community Ambassadors, Playground Pals and Reception 'buddies'.

Pupils have opportunities to learn through a wide range of educational visits and events, including residential journeys in Years 5 and 6. We make the most of being within easy reach of areas across London, with trips to amazing museums and galleries, Kew Gardens, the Houses of Parliament and many more – as well as destinations within our local community. We are especially proud of our extensive programme of visitors to the school (both face to face and virtual). We utilise the fantastic open spaces of Wandsworth Common and Clapham Common for games, sports days and other curriculum activities (such as 150 children engaging in Roman battle!).

Our extra-curricular activities are constantly changing and we are extremely proud of the range of opportunities on offer. Currently we offer such varied clubs as football, gymnastics, chess, sewing, band, drama, ballet, tennis, street dance, musical theatre, Italian, German and Mandarin. We have a history of sporting success, and sports events and matches take place throughout the year, including intra and inter school competitions.

Belleville has a fantastic community and we strive to support them. We have great wraparound provision on site to help our families, and we run regular events to help parents and carers to support their children – from phonics and maths workshops to second hand uniform sales and a 'Parent Gym' programme. Through a range of amazing events and drives, our wonderful PTA has raised extraordinary levels of funding to help the school, including recent extensive playground works as well as ICT, sports, arts and reading resources. Our community fundraising also regularly benefits local charities and foodbanks, and for many years we have supported and provided resources for schools in Ghana.

The school has a large, high quality staff team. Recruitment is supported by the QIE Trust and staff members in all roles have access to a wide range of continuing professional development opportunities. Teaching staff across the Trust learn with and from one another in joint training, and work collaboratively in year group planning sessions.



For many years Belleville has been very 'outward facing', with a track record of working with and supporting other schools. In seeking to learn from and to share excellent practice, we have developed local, national and international links. As part of this journey we have participated in many cutting edge projects and gained several high profile designations. We became a National Support School in 2009; an academy and a National Teaching School in 2011; an accredited Academy Sponsor in 2013 and a Maths Hub in 2014 (we co-lead the London South West Maths Hub). Belleville established the Quality First Education (Q1E) Trust in 2017.

Belleville is located in a vibrant area of Battersea/Clapham that is very popular with families and boasts a wide range of facilities. The Webb's Road site is close to the Northcote Road with its array of shops and restaurants. The Meteor Street site is very close to the wonderful open space of Clapham Common. We are extremely well connected in terms of public transport options. Both sites are within walking distance of Northern Line tube stations, as well as the excellent rail links from Clapham Junction which serves as a 'hub' for the southern rail network.

### **Belleville Primary School**

Belleville Road  
Battersea  
London SW11 6PR

Meteor Street  
London SW11 5NZ

[www.belleville-school.org.uk](http://www.belleville-school.org.uk)



# About the Quality First Education Trust

The Quality First Education (Q1E) Trust was established in 2017 and currently has four London primary schools:

- Churchfields Primary School, with approximately 500 children on its extensive site in Beckenham
- Belleville Primary School, a large school with over 900 pupils and a history of excellent provision, across two sites in Clapham
- Belleville Wix Academy, with approximately 330 children, one third of whom are taught through an English/French bilingual stream
- The Alton Primary School, with approximately 200 pupils on a large site in Roehampton, bordering Richmond Park.

Our schools are linked together by a **relentless drive for improvement, excellence and equality.**

One of our core principles is the belief that **“the quality of an education system (or school) cannot exceed the quality of its teachers”** (McKinsey 2007). This lies at the centre of what we do and how we operate. Together we provide a high quality education for the children we serve.

We aspire to be an ‘employer of choice’, providing all those who join us with excellent working conditions and career prospects. Q1E provides clear structures, excellent resources and outstanding professional development for staff, with schools being supported by the Q1E Trust’s pedagogical and curriculum specialists.



All staff joining the Q1E Trust receive an extensive programme of induction and training. Early Career Teachers are paid to attend a three week programme of 'pre-induction' in the summer, as soon as they have finished teacher training. Development opportunities are provided for all roles. Teachers from across the Q1E Trust plan, assess and train together.

Leaders work collaboratively across our schools to develop all aspects of provision, as well as to support one another through challenges and to celebrate each other's achievements. Senior leaders (such as assistant and deputy heads) join half termly cross-trust strategic development sessions. Our Headteachers form a strong and supportive executive board, which meets weekly to work through key issues. Each Headteacher also meets weekly with the CEO on a one-to-one basis, as well as accessing professional support from an external coach.

Being part of a larger organisation gives our schools many advantages, particularly around sharing knowledge, practice and resources. It also provides security from financial pressures and changes within the education system. Our central finance and operational staff support our schools with areas such as finance, personnel, estates, IT, complaints, appeals and many other aspects of school management. We invest in specialist HR provision and a legal advice service. We have a trust-wide data protection officer, a safeguarding lead, a complaints officer and a director of inclusion. We are supported by robust governance structures, clear policies and systems. We want our heads to be able to focus on the children in their schools.

We believe in primary schools improving primary schools, through approaches based on research and evidence, and we have a strong history

of school-to-school support and improvement. Our school improvement mantra provides a framework that we apply to developing any aspect of provision. Our toolbox includes our home-grown Guided Peer Evaluation (GPE) programme: a tried and tested model of in-depth peer review, which we have facilitated in more than 20 schools within and beyond the Q1E Trust. We work with a number of specialist school improvement officers and reviewers, to help us continually audit and evaluate what we offer.

We are a very outward-facing Trust, with strong links with outstanding schools nationally and internationally. We have a keen interest in learning from the best, and we have engaged with numerous research projects and innovative pilot schemes, as well as facilitating leadership visits to Singapore, Finland and other top performing countries (and hosting their leaders in return). We lead the South West London Maths Hub and are a national leader in the teaching of mastery-style mathematics. We have a history of providing excellent support to other schools, and have trained and developed hundreds of teachers from schools across London and beyond. We seek colleagues who share our outward-facing ethos and our drive to provide an excellent quality first education for all.



# Job Description

## Post title:

**Q1E Deputy Headteacher at Belleville Primary School**

## Responsible to:

**Headteacher and Executive Headteacher**

## Grade and salary:

**Leadership scale range 3 to 7 [inner London]**

## Start date: September 2023

## Location:

**Belleville Primary School: Webb's Road SW11 6PR and Meteor Street SW11 5NZ**

## Overview

The **Quality First Education (Q1E) Trust** is a Multi Academy Trust (MAT) that was established in 2017. There are four schools within the Q1E Trust: Belleville Primary School in Clapham, Belleville Wix Academy in Battersea, The Alton School in Roehampton and Churchfields Primary School in Beckenham.

We currently seek a **Q1E Deputy Headteacher** to join the senior leadership team, to lead Belleville Primary School in the next phase of its development.

It may be possible for a Q1E Deputy Headteacher role to be undertaken as a job share.

## Main purpose of role:

- Supporting the Headteacher and Executive Headteacher in the day to day leadership and management of the school.
- Deputising in the absence of the Headteacher/ Executive Headteacher.
- To support and develop teachers and teaching in order to continue the outstanding practice at Belleville.

## Responsibilities:

### Strategic development

**To work with the Headteacher and Executive Headteacher, and as part of the leadership team to:**

- Develop a vision of the school's future, within that of the Q1E Trust.
- Maintain the plans, systems, structures, staff and resources to achieve this vision.
- Lead the school towards this vision, with ongoing monitoring, evaluation and improvement.
- Communicate this vision and progress to staff, pupils, parents/carers and governors/trustees.

## Ethos

**To contribute to the promotion of a positive ethos within the school and the Q1E Trust, by:**

- Maintaining a relentless drive for improvement, excellence and equality.
- Seeking an excellent Quality First Education for all children: every child, every class, every day.
- Doing 'whatever it takes' to meet the needs of all children.
- Following and contributing to the development of the Q1E 'recipe.'
- Setting an example of high standards, and setting high expectations for children and staff.
- Maintaining high morale and confidence.

- Valuing individuals, encouraging personal endeavour and responsibility.
- Being an excellent learner, taking responsibility for your own continuing professional development.

## Teaching, Learning, Curriculum and Standards

**To contribute to the provision of a Quality First Education for all children, by:**

- Being an excellent teacher and a model classroom practitioner
- Ensuring the effective management and continued improvement of teaching and learning.
- Ensuring high standards of attainment and progress for all children, including those with SEND, EAL, those entitled to pupil premium, mobile pupils and vulnerable pupils.
- Working with colleagues across the Q1E Trust to develop an excellent broad and balanced curriculum.
- Ensuring equality of opportunity for all pupils so they can achieve to the best of their ability.
- Keeping up to date with legislation and ensuring the school meets all legal/ compliance requirements.
- Keeping up to date with Ofsted guidance and frameworks, and ensuring the school is 'Ofsted ready.'
- Maintaining and implementing effective, consistent pupil behaviour management procedures.
- Working towards and reporting against agreed Q1E Trust Key Performance Indicators (KPIs) and targets.

## Safeguarding

- To promote and be responsible for the safety and wellbeing of all pupils and staff, by:
- Understanding the duties and responsibilities arising from/set out in Keeping Children Safe in Education, Children's Act 2004 and Working Together, in relation to child protection & safeguarding.
- Ensuring the school premises are maintained effectively and provide a safe, secure environment.
- Keeping the head/ executive head and designated safeguarding lead informed of concerns arising in relation to child protection and safeguarding.

## Leading and Managing Staff

**Leading others by:**

- Maintaining excellent relationships with staff in all roles in the school and wider Q1E Trust.
- Supporting the wellbeing of staff.
- Recruiting and retaining excellent staff, in accordance with agreed Q1E Trust procedures.
- Leading effective staff development, taking account of the school's development priorities.

- Ensuring that development and appraisal procedures are implemented fairly and consistently, with equality of opportunity, and that related concerns are addressed promptly.
- Preparing and leading effective and impactful staff meetings and leadership team meetings.
- Ensuring high expectations and standards of behaviour from all staff, volunteers and contractors.

## Communications and Partnerships

To support all within the Q1E community by:

- Working positively, openly and collaboratively with colleagues within the school and across the Q1E Trust, engaging with and contributing to professional peer support and challenge.
- Ensuring strong and effective relationships with parents and carers, maintaining positive, active links between home and school.
- Developing relationships and communicating actively with the wider community, including effective strategies to engage prospective parents and to ensure a strong pupil roll.
- Developing and maintaining effective relationships with external agencies and wider stakeholders.
- Ensuring regular and effective reporting to the Headteacher/ Executive Headteacher and the Local Governing Body as appropriate, on school performance and ongoing improvement.



## Resource Management

- To manage school resources appropriately and effectively, within the Q1E Trust guidance.
- To undertake efficient and effective financial management of allocated funds or budgets.
- To be strategic in deploying staff and resources in the best interests of all children and in line with the school's development priorities.

## Other

- To deputise for the Headteacher /Executive Headteacher in their absence.
- To be proactive in identifying and undertaking relevant continuing professional development.
- To undertake any other duties commensurate with the post as reasonably delegated by the Headteacher/Executive Headteacher.

**This job description should be read in conjunction with the range of duties and responsibilities of Deputy Headteacher, as set out in the annual School Teachers' Pay and Conditions Document. Candidates will be expected to have considered these in relation to this specific school. This job description may be amended at any time following discussion between the head, executive head or CEO and the member of staff.**



# Person Specification

Qualifications	Essential	Desired
Degree	✓	
Qualified Teacher Status	✓	
Evidence of continuing professional development	✓	

Experience of:	Essential	Desired
Successful primary teaching	✓	
Raising levels of educational achievement	✓	
Developing teaching and learning	✓	
Curriculum development and innovation	✓	
Staff deployment, development and training	✓	
Building and maintaining excellent relationships with parents and carers	✓	
Working co-operatively with wider school community/other stakeholders	✓	
Whole school management at a senior level		✓
Whole-school policy development and planning		✓
Working collaboratively with governors/trustees		✓
Finance and resource management		✓

Knowledge and Understanding of:	Essential	Desired
What constitutes excellent teaching and learning	✓	
The factors relating to high standards of pupil achievement	✓	
The importance of meeting the needs of all pupils	✓	
The principles and practice of school improvement	✓	
Approaches to curriculum development	✓	
The relationship between planning, monitoring and outcomes	✓	
The National Curriculum, including Early Years Foundation Stage, Key Stages 1 and 2	✓	
Current major curriculum issues, recent educational developments and significant legislative changes and their impact on schools	✓	
School safeguarding duties and responsibilities	✓	
The SEND Code of Practice	✓	
Health and Safety procedures and regulations		✓
The roles and responsibilities of those in governance roles		✓
Working within the framework of a multi academy trust (MAT)		✓

Personal Qualities	Essential	Desired
A relentless drive for improvement, excellence and equality	✓	
A clear vision of educational excellence and how this can be achieved	✓	
Ability to communicate and work co-operatively with people at all levels and in all roles	✓	
Commitment to partnership with parents, carers, local governors and the community	✓	
High motivation, energy and enthusiasm	✓	
High personal standards and aspirations – able to set an example to others	✓	
Positive and pro-active approach to change	✓	
Manages pressure with resilience and flexibility	✓	
Reliable and self-reliant	✓	
Engaging and approachable	✓	
Willingness to be accountable for decisions and take appropriate risks	✓	
The personal and intellectual qualities required to set an example to others	✓	
A commitment to equal opportunities	✓	

# How to Apply

We very much hope you will decide that this is the role for you.

We encourage you to contact us at [recruitment@q1e.org.uk](mailto:recruitment@q1e.org.uk) to arrange an opportunity to talk to the Executive Headteacher, John Budden, or the Headteacher Mary-Lyne Latour, to discuss the role and arrange a school visit before you apply.

**Closing date: Thursday 23rd March 2023.** Please complete the application form and equal opportunities form supplied. Please note that we do not accept CVs. We will be looking for evidence in your application which demonstrates that you meet all the criteria, and that you have the necessary skills, knowledge, experience, vision and drive for this exciting role.

Please contact [recruitment@q1e.org.uk](mailto:recruitment@q1e.org.uk) if you have any special requirements to enable you to fully participate in the application/selection process.

## EQUAL OPPORTUNITIES

In the Quality First Education Trust:

- our schools are committed to ensuring that every employee is treated fairly in day to day work, promotion and training.
- every job applicant is given an equal chance when they are considered for jobs.
- our schools aim for their workforce to reflect the composition of the local community.
- our schools aim to end discrimination in the workplace in respect of different racial groups, sexual orientation, religion, belief and people with disabilities.

## LEGAL INFORMATION

As you are applying for a job with us at the Quality First Education Trust, we need to make certain legal aspects clear before you submit your application.

We are under a duty to protect the public funds we administer and to this end may use the information you have provided on your application form for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes. Providing any misleading or false information to support your application will disqualify you from appointment, or if appointed will render you liable to dismissal without notice. By submitting the application form, you declare that you have understood and complied with the requirements laid down in the previous paragraph.

## SAFEGUARDING

The school and the Q1E Trust are committed to safeguarding and promoting the welfare of children.

This role involves engaging in regulated activity relevant

to children. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

Safeguarding checks will be undertaken, including an enhanced Disclosure and Barring Service (DBS) check and a barred list check.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. All criminal convictions must be disclosed.

Our safeguarding policy can be found at

<https://www.q1e.co.uk/about-us/safeguarding/>.

## DATA PROTECTION

When you complete the application form you will be required to declare that you understand that the information given on the application form will be used by the Quality First Education Trust for:

- the purpose of processing my application for employment;
- monitoring the Q1E Trust's employment policies; and if my application is successful,
- recording information relevant to my employment

Submitting the application form consents to the processing by the Q1E Trust for the purposes set out above of all the information you give, including such information as constitutes sensitive data.

