



## Deputy Head Teacher Candidate Information Pack

**'To be a star, you must shine your own light,  
follow your own path and don't worry about the darkness,  
for that is when stars shine brightest.'**



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## Letter from the Head

Thank you for considering Albemarle Primary School as the next step in your career.

Albemarle is not just a school but a community, where the children are its biggest selling point. Our children love their school and when you step inside the building – you will see how welcoming it is. I have recently joined the school and see huge potential to develop an exciting, relevant, creative and inclusive curriculum that raises achievement and inspires all of our children to succeed in everything that they do.

The position of Deputy Head (Curriculum, Teaching and Learning) is a new role. It will offer the right candidate an opportunity to lead the school on a journey of reflection on our current curriculum and teaching and learning offering- through to a drive for high standards and an outstanding education for all of our children. I hope that you will see this as an exciting opportunity to lead on school improvement, working alongside a friendly and supportive staff team. Our staff are understandably proud of their school, and we are lucky to have dedicated teachers, who are keen to try new ideas and develop their pedagogy.

The school's eight Core Values provide an ethos which unites and empowers everyone to gain confidence, take risks and seize opportunities to excel in an ever-changing world. We celebrate the fact that everyone is unique and take great pride in our highly diverse heritage. Our aim is to provide our children with opportunities to extend their understanding and increase their awareness of different cultures, beliefs and lifestyles.

We are seeking a candidate who can lead and inspire change in a supportive way. We are particularly proud of the inclusive nature of our school and the emphasis that is placed on enriching our children's experiences. To help you consider if this is the right school for you, I am enclosing some information about the school context.

You will also find all the information about the school and the application process here:

<https://www.albemarle.wandsworth.sch.uk/vacancies>

If you have any questions, please direct them to Selina Charles, our Finance Manager, in the first instance. I strongly encourage candidates to arrange a visit to Albemarle to see the school in action and meet with myself to have an informal discussion about the role. I hope that you are excited by this opportunity, and I look forward to receiving your completed application. Wishing you every success.

With thanks and best wishes,

Mr Rob Farrell

Headteacher

## About the School

Albemarle is a thriving, vibrant, inclusive primary school. In March 2009, the school was judged to be outstanding. Since this date, the school has undergone a huge transformation; on 1st September 2014, Albemarle became a two-form entry primary school. In September 2020, the school reached its full capacity, offering 472 school places and is now a larger than average primary school with 400 children on roll. This includes a 52-place nursery (26 FTE). Albemarle also runs its own wrap around care provision from 7:45am to 6pm.



## Our Ethos

We offer a safe and stimulating learning environment where students are able to develop socially, academically and emotionally. Our aim is for all of our children to achieve their full potential; becoming people who go on to contribute to society in a positive way, life-long learners with an awareness of their mental health and wellbeing.

At Albemarle, we pride ourselves in having created an inclusive ethos and a positive climate for learning. This is evident in the daily interactions between children, staff and parents.

Through strengthening links between home and school, and in building empowering relationships with families, we recognise parents as the first educators of our children. We understand the importance of working in partnership with our families to share knowledge, expertise and expectations, so that all of our children can flourish.

As a school, we celebrate the fact that everyone is unique and take great pride in our highly diverse heritage. Through our enriched curriculum, the children are provided with opportunities to extend their understanding and increase their awareness of different cultures, beliefs and lifestyles.

## Our Values

Through working together, the children, staff and governors have created our school values which capture our expectations for children and adults and provide a foundation for lifelong learning.



## Facts and Statistics

The percentage of children entitled to Pupil Premium Grant (PPG) has remained around 25% over the previous 3 years and has 21% of pupils eligible for Free School Meals, which is above National (17.3%). Across the school percentages of PPG children vary from 36% in Year 5 to 13% in Reception. Albemarle is in quintile 4 for deprivation level (more deprived).

Albemarle experiences high levels of pupil mobility, with 66% of the current Year 6 and 58% of the current Year 5 having attended Albemarle from Reception. The percentage of pupils identified as having a Special Educational Need (SEN Support) is 15.1% (12.1% National) and 0.9% (4 children) have an Education Health Care Plan (EHCP) (3.3% National).

The school serves a diverse community and offers education to a wide range of ethnic groups. The ethnic groups most represented at the school consist of Pakistani (20.7%), White British (16.2%), Any Other Asian Background (8.7%). Attendance has been consistently above 95% for the past five years. Persistent Absentee figures in line National, except for the SEND group where absence rates are slightly higher.



### **Our new Deputy Head Teacher will:**

- Develop high-quality teaching and learning across the school
- Have the leadership qualities to inspire and innovate whole-school Curriculum improvement
- Effectively analyse data to drive school improvement
- Be compassionate, open and transparent in their approach
- Have high expectations of themselves and all pupils and staff
- Build positive working relationships with pupils, staff, parents, governors and the wider community
- Develop the staff team through collaborative and tailor-made professional development opportunities
- Be enthusiastic, committed and empathetic, with excellent interpersonal skills
- Be resilient, resourceful and determined



### **What Albemarle can offer:**

- An opportunity to lead on curriculum and teaching and learning across the whole school
- A non- teaching role that allows the time to support curriculum development and teaching and learning across the school- with manageable workload and wellbeing important considerations
- A supportive and friendly leadership team
- A positive, welcoming and diverse community
- Pupils who enjoy learning and want to come to school every day
- A dedicated staff team who are enthusiastic and who want the best for the pupils
- A supportive Governing Body
- A well-resourced school
- A salary package commensurate with the size of the school
- A CPD package tailored to suit your stage of career development



## Deputy Head Teacher – Job Description

Job Description	
<b>Job Title</b>	<b>Deputy Head Teacher- Curriculum, Teaching and Learning</b>
Main Purpose of Job	
To support the Head Teacher with the overall management and leadership of the school through securing and sustaining high expectations and excellent practice across the Curriculum.	
You are required to carry out such particular duties as set out in the Pay and Conditions Document, in relation to your role as Deputy Head Teacher.	
Specific Duties	
<b>To work with the Head Teacher and Governing Body to:</b> <ul style="list-style-type: none"> <li>• contribute to our positive and inclusive ethos for learning</li> <li>• lead on and provide a rich and relevant curriculum which is broad, exciting and stimulating</li> <li>• overtly promote the values and achievements of the school within the community</li> <li>• enhance the range of high quality extra-curricular activities within the school</li> <li>• undertake such reasonable activities as the Head Teacher and Governors may, from time to time, require</li> <li>• monitor and evaluate progress towards the successful achievement by pupils, using assessment data to inform teaching and learning</li> <li>• lead on and provide high quality tailor-made CPD for all stakeholders</li> <li>• deputise for the Head Teacher in their absence (alongside the Deputy Head for Inclusion)</li> </ul>	
Strategic direction and development of the school	
<ul style="list-style-type: none"> <li>• Working with the Head Teacher to contribute to a strategic view for the school in its community and analyse and plan for its future needs and further development within the local, national and international context</li> <li>• A “critical friend” to the Head Teacher, always demonstrating high standards of personal integrity, loyalty, discretion and professionalism and publicly supporting all decisions of the Head Teacher and Governing Body</li> <li>• Undertake the role of Associate Governor</li> </ul>	
Lead Learning and Teaching	
<ul style="list-style-type: none"> <li>• Promote a culture that ensures a continuous focus on raising pupils’ achievement using comparative data and local and national benchmarks to evaluate and improve the school’s performance</li> <li>• Ensure that there is effective planning and assessment for every child’s learning, and careful monitoring and tracking of the progress and achievement of pupil groups and individual pupils</li> <li>• Systematically evaluate and enhance the quality of teaching across the school, and work with all classroom staff to ensure the highest standards of professional performance</li> <li>• Lead, develop and monitor through regular review of the curriculum to ensure that it challenges and stimulates pupils’ enjoyment and enthusiasm for learning</li> <li>• Promote and encourage creativity, innovation and the use of new technologies in order to enhance teaching and learning</li> </ul>	



<ul style="list-style-type: none"> <li>• Develop and maintain a broad range of extra-curricular activities across the school, including sports, arts and Extended School Services</li> <li>• Maintain and develop links with parents, other schools, educational establishments and the wider community in order to enhance teaching and learning and personal development</li> </ul>
<b>Develop self and work with others</b>
<ul style="list-style-type: none"> <li>• Lead by example, creating a shared commitment to high expectations, collaborative teamwork, distributed leadership and professional reflection through the implementation of high quality CPD</li> <li>• Support, challenge and appraise the work of all staff through the implementation of effective strategies and procedures for induction, professional development and performance review</li> </ul>
<b>Efficient and effective deployment of staff and resources</b>
<ul style="list-style-type: none"> <li>• In consultation with, and under the direction of the Head Teacher deploy staff and resources efficiently and effectively to meet specific objectives in line with the school's plans and financial context</li> </ul>
<b>Secure accountability</b>
<ul style="list-style-type: none"> <li>• Contribute to effective self-evaluation among teams and individuals so that all staff recognise that they are accountable for the success of the school</li> <li>• Provide data analysis, information and advice to the Governing Body, which will enable it to meet its responsibilities for securing effective teaching and learning, together with improved standards of achievement</li> <li>• Support the Head Teacher in accounting for the efficiency and effectiveness of the school to all relevant stakeholders</li> </ul>
<b>Strengthen community</b>
<ul style="list-style-type: none"> <li>• Collaborate with other agencies to ensure the academic, spiritual, moral, social and cultural well-being of pupils and their families</li> <li>• Build on effective partnerships with other primary and secondary schools including the Local Authority, other agencies and the wider community to further pupil welfare and achievement</li> <li>• Maintain the high profile of the school in the community</li> </ul>



Person Specification	
<b>Job Title</b>	<b>Deputy Head Teacher- Curriculum, Teaching and Learning</b>
<b>Selection criteria</b> - All essential unless marked * desirable	
<b>Qualifications and Training</b>	
Qualified Teacher Status (QTS) Proven commitment to professional development in leadership and management	
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Substantial and successful experience as a Primary Deputy or Assistant Head Teacher</li> <li>• Substantial and successful teaching experience in a primary school</li> <li>• A proven track record of leading school improvement and raising standards</li> <li>• Experience of curriculum development (either whole school or subject based)</li> <li>• Experience of more than one school *</li> <li>• Experience of more than one Key Stage*</li> </ul>	
<b>Skills, Knowledge and Aptitudes</b>	
<b><u>Shape the future</u></b> <ul style="list-style-type: none"> <li>• Ability to motivate, empower, challenge and inspire others</li> <li>• Ability to plan strategically for school improvement</li> <li>• Ability to lead, implement and manage change</li> </ul>	
<b><u>Lead learning and teaching</u></b> <ul style="list-style-type: none"> <li>• Demonstrates exemplary classroom practice</li> <li>• Thorough understanding of primary school pupil needs</li> <li>• Comprehensive understanding of effective assessment for learning strategies</li> <li>• Detailed knowledge and understanding of curriculum initiatives</li> <li>• Ability to analyse performance data and set appropriate targets</li> <li>• Ability to lead on CPD opportunities for staff</li> </ul>	
<b><u>Develop self and work with others</u></b> <ul style="list-style-type: none"> <li>• Ability to review own and others' performance, celebrating achievement and providing and participating in continuing professional development to maintain high expectations and sustain improvement, whilst challenging underperformance</li> <li>• Ability to delegate and monitor the impact of leadership and management amongst middle leaders effectively</li> <li>• Excellent and effective communication skills</li> </ul>	
<b><u>Manage the organisation</u></b> <ul style="list-style-type: none"> <li>• Understanding of the importance of sustaining a safe and secure school environment</li> <li>• Ability to plan strategically and manage a budget in partnership with the Head Teacher</li> </ul>	
<b><u>Secure accountability</u></b> <ul style="list-style-type: none"> <li>• Understanding of the statutory role of Governing Bodies</li> <li>• Understanding of current safeguarding issues and legislation</li> <li>• Understanding of the Ofsted inspection framework and the expectations it has around curriculum and teaching and learning</li> </ul>	
<b><u>Strengthen community</u></b> <ul style="list-style-type: none"> <li>• Understanding of the importance of inclusion and positive benefits of living in a culturally and ethnically diverse society</li> <li>• Ability to promote a positive, caring ethos with high standards of behaviour and attendance</li> <li>• Ability to develop and maintain effective relationships with stakeholders that enhance the achievement, personal development and well-being of pupils and their families</li> <li>• Ability to collaborate with, and accept support from, others within and beyond the school</li> </ul>	

## Personal Qualities

- Reliability, enthusiasm, flexibility, resilience and initiative
- Passionate, creative and energetic
- Sensitive, approachable and supportive
- High expectations and commitment to continual school improvement
- Sense of humour



## Application Process and Guidance

Thank you for your interest in this post.

### Please note the following guidance:

- 1). Complete the Application Form on TES and ensure that all sections are completed.
- 2). In your personal statement, you should take each of the criteria described in the Person Specification and say why and how you meet the requirements. Please provide relevant examples to support your statements, where applicable.

All the above items must be returned to: **Selina Charles** Finance Manager:  
[recruitment@albemarle.wandsworth.sch.uk](mailto:recruitment@albemarle.wandsworth.sch.uk)

At Albemarle primary School we are committed to safeguarding and promoting the welfare of students and expect all staff to share this commitment. A copy of the school's Safeguarding and Child Protection Policy and Code of Conduct are available on request and will be included in the induction process.

The interview will seek clarification on information you provide on your application form, assess your suitability for the post. It will include questions relating to safeguarding and promoting the welfare of children.

If you are short-listed, references will be sought from your current or most recent employer prior to interview. **Offers of employment are dependent on the receipt of satisfactory references.**

Due to the nature of this post, you will be required to apply for a Disclosure from the DBS (Disclosure and Barring Service) if you are offered the post. Disclosure will contain details of formal cautions, reprimands and final warnings, as well as convictions. The school will apply on your behalf and will pay the necessary fee. **Offers of employment will be conditional until DBS and medical clearance being received.**

Should you require any further information please contact the school on 02087883170 or email [recruitment@albemarle.wandsworth.sch.uk](mailto:recruitment@albemarle.wandsworth.sch.uk)

## Important dates

**Closing date for applications: Monday 17<sup>th</sup> April at 12pm**

**Shortlisting: Tuesday 18<sup>th</sup> April** (Shortlisted candidates will be informed at the end of that day)

**References Requested: Tuesday 18<sup>th</sup> April**

**Interview Selection Process: Monday 24<sup>th</sup> April**

**Interested candidates are strongly encouraged to visit the school. Please note: the school reserves the right to interview and appoint prior to the closing date**

Please contact Selina Charles, on 0208 7883170 or email at [recruitment@albemarle.wandsworth.sch.uk](mailto:recruitment@albemarle.wandsworth.sch.uk) to arrange a visit.

**Wishing you every success with your application.**

