



St John Baptist (Southend) CE Primary School

Be a shining light

DEPUTY HEADTEACHER

Information for applicants



DIOCESE OF SOUTHWARK

ST JOHN BAPTIST (SOUTHEND) CHURCH OF ENGLAND PRIMARY SCHOOL

BEACHBOROUGH ROAD, BROMLEY, KENT, BR1 5RL

Telephone: 0208 698 3059

Website: www.sjb.lewisham.sch.uk E-mail: admin@sjb.lewisham.sch.uk

Contents

Thank you for your interest in the role of Deputy Headteacher at St John Baptist (Southend) Church of England Primary School. This pack contains the following:

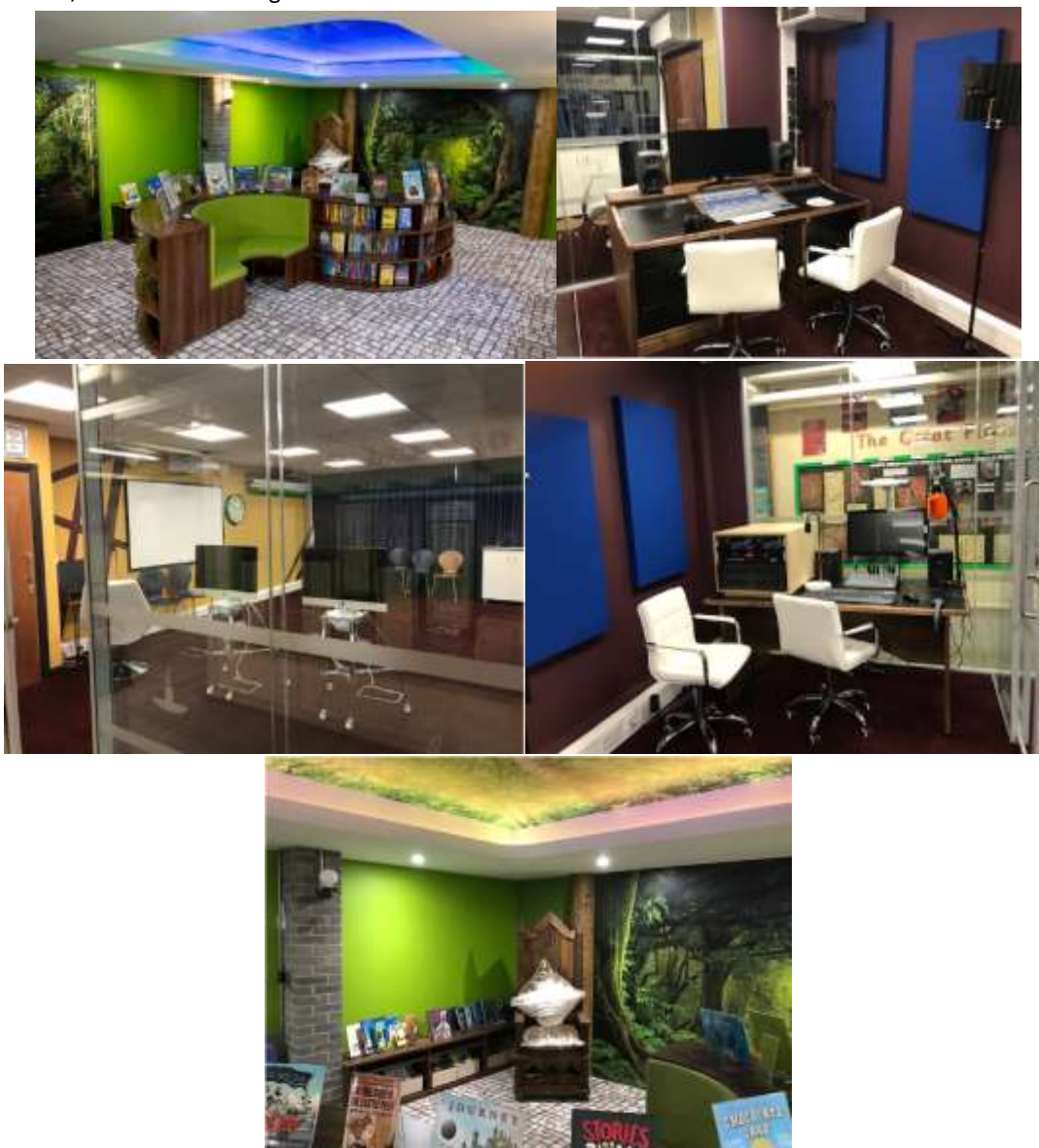
- Letter from the Headteacher
- Advert and return details for application and Safer Recruiting form
- Job Description
- Person Specification
- Information about the school including key data
- Appendix 1: Job Description – Class Teacher

Dear Candidate,

Letter from the Headteacher

Thank you for your interest in the position of Deputy Headteacher at St John Baptist (Southend) CE Primary School. We would be delighted to receive your application. Hopefully this pack will give you a sense of our school; however, I encourage you to visit our website for more information and to book to come and visit us one afternoon after school.

St John Baptist CE Primary School is a one-form entry Voluntary Aided Church of England Primary School, which is part of the Diocese of Southwark and situated in the London Borough of Lewisham. We are located adjacent to the church of St John the Baptist and are extremely fortunate in having wonderful facilities for our pupils, including a new library and a state-of-the-art media suite with a recording studio, radio station and green screen.



At St John's, every child is encouraged to "Be a Shining Light" and is at the heart of all that we do. Our SIAMs inspection in March 2019 judged the school to be 'Excellent' and recognised that ***"St. John Baptist School's vision is founded upon deeply embedded Christian values rooted in biblical teaching. 'As I have loved you, so you must love one another' (John 13) infuses and shapes all aspects of school life. Every single pupil is truly regarded as a shining light by staff who believe and subscribe unequivocally to servant hearted leadership. As a result, pupils flourish outstandingly well, working together in friendship, love and harmony. The school's Christian values, blended seamlessly with the 'learning powers' of resilience, reflection, collaboration and problem-***

solving, nurture everyone's skills and abilities. Consequently, pupils develop a deep love of learning and respect for all in God's world."

Our last Ofsted inspection, in January 2020, judged the school to be 'Good' overall and 'Outstanding' in Behavior and Attitudes and Personal Development. Ofsted recognised ***"Pupils love learning at our school. It is a happy and safe place"***. However, we have work to do to ensure all elements are outstanding. Learning challenges facing the school currently include:

- Ensuring that staff training supports the teaching of phonics to ensure children develop fluency and confidence
- Ensuring we continue to develop the curriculum planning, particularly in respect of History and Science

There are a number of other challenges facing us as a school, like all schools, due to the current situation with the pandemic. In addition to this, we have and continue to move through a time of staffing change. This is also an excellent opportunity for us as a school, and we relish the opportunity to appoint a new Deputy Headteacher to support the strategic direction of the school and become an integral part of our leadership team.

As a Voluntary Aided Church School, most of our governors are foundation governors, appointed by the church and Diocese. The Board is committed to ensuring the distinctive Christian character of the school that promotes and provides high quality education for pupils in a secure, caring and challenging environment, promoting a love of learning both inside and outside of the classroom. If you feel you have the passion, commitment and expertise to come and join the senior leadership team as the Deputy Headteacher and class teacher, in class three days a week, we would love to hear from you. We wish to appoint an individual with the drive and enthusiasm to ensure that standards are high, that children make rapid progress and that we go from strength to strength as a school. We believe that our children deserve the very best education within a nurturing environment, committed to developing the whole child.

If you would like to know more and visit our school, please arrange an informal visit by contacting Ms. Joyce Joseph, School Business Manager, on 0208 698 3059. Visits will take place in the afternoons, after the children have left the building.

Yours faithfully,

Elizabeth Derham

Elizabeth Derham
Headteacher



St John Baptist (Southend) CE Primary School

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DEPUTY HEADTEACHER AND CLASS TEACHER – 3 DAYS A WEEK IN CLASS, 2 DAYS OUT OF CLASS

REQUIRED FROM 1st SEPTEMBER 2021

Full-time Permanent

Salary Scale: L7-L11

£57,003.00 - £62,066.00

St John's is a 'Good' one form entry Church of England School. It is a nurturing and inclusive Centre for learning, with committed staff and governors, and links that are fostered with the Parish and wider community. We strive for every child to achieve highly, achieving the best possible outcomes for them as individuals. We take pride in our caring ethos, where everyone feels equally valued. Visitors describe us as a very happy family. We continually seek to establish a strong moral compass in each child through values-based learning. Our curriculum is values-based and language rich in response to the changing community we serve. Ofsted have praised pupils for their behavior in our recent inspection.

We are looking to appoint an enthusiastic leader and outstanding practitioner that can further inspire and drive our school forward. We welcome applications from individuals who are ambitious in their career and, as a member of our team, we will provide excellent CPD opportunities.

We need an enthusiastic and energetic Deputy Headteacher who:

- Is committed to maintaining, and supporting the further development of St John's and our ethos as a Church of England school
- Has excellent inter-personal skills and can lead and inspire colleagues
- Will raise achievement across the school in all areas of the curriculum, while making learning fun
- Will help develop each child to their full potential
- Will lead assessment within the school, using this to raise attainment and ensure progress for all children
- Will help develop the use of our exquisite multi-media suite, comprising of a recording studio, radio station and green screen

Visits to the school are strongly encouraged and can be arranged by contacting our School Business Manager by email at admin@sjb.lewisham.sch.uk. These can only be conducted after the school day. An application pack is available on the school's website: www.sjb.lewisham.sch.uk or from Joyce Joseph, SBM at admin@sjb.lewisham.sch.uk. Completed applications can be submitted electronically to admin@sjb.lewisham.sch.uk or in hard copy to the school office.

Closing date: Wednesday 28th April 2021 – 17:00

If you are successfully shortlisted, you will be provided with information on the interview process.

Our school is strongly committed to the principle of equality of opportunity.

St John Baptist CE School is fully committed to safeguarding and promoting the welfare of children and vulnerable adults and expect all staff and volunteers to share this commitment. We are exempt from the Rehabilitation of Offenders Act 1974 and therefore the successful candidate will be required to undertake a criminal record check via the Disclosure and Barring Service (DBS) as well as qualifications and reference checks.



St John Baptist (Southend) CE Primary School

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Southwark Diocesan Board of Education

Developing Church of England Education



APPLICATION INFORMATION

Application Form

Applications must be submitted using our form which can be downloaded from the school's website at www.sjb.lewisham.sch.uk. You will also be required to complete a Safer Recruiting form, also available on the website.

Completed applications can be emailed to admin@sjb.lewisham.sch.uk or delivered to:

St John Baptist Church of England Primary School, Beachborough Road, Bromley, Kent, BR1 5RL

The closing date is **Wednesday 28th April 2021 - 17:00**

Information about the interview date will be provided to shortlisted candidates. References will be taken up upon shortlisting.

Appointment

The successful candidate will be appointed to the role from **1st September 2021**

Our school is strongly committed to the principle of equality of opportunity.

St John Baptist CE Primary School is fully committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. We are exempt from the Rehabilitation of Offenders Act 1974 and therefore the successful candidate will be required to undertake a criminal record check via the Disclosure and Barring Service (DBS) as well as qualifications and reference checks. All applicants will be required to provide two suitable references.



St John Baptist (Southend) CE Primary School

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DEPUTY HEADTEACHER - JOB DESCRIPTION

Salary Scale: L7 – L11

Job title: Deputy Headteacher of St John Baptist (Southend) Church of England Primary School, Lewisham

Start date: 1st September 2021

MAIN PURPOSE OF JOB

A person appointed as a Deputy Headteacher in a school (in addition to carrying out the professional duties of a class teacher) must play a major role under the overall direction of the Headteacher in:

- a) formulating the aims and objectives of the school, fulfilling the vision and values at St John Baptist CE Primary school
- b) establishing the policies through which they are to be achieved;
- c) managing staff and resources to that end;
- d) monitoring progress towards their achievement;

and undertake any professional duties of the Headteacher reasonably delegated by the Headteacher.

If the Headteacher is absent from the school, a Deputy Headteacher must undertake their professional duties to the extent required by the Headteacher or Governing Board.

KEY RESPONSIBILITIES

1) Class Teacher responsibilities (see Class Teacher Job Description, Appendix 1)

- a) To carry out the duties of the Teacher in accordance with the Teachers' Pay and conditions Document and other relevant statutory provisions. To exemplify and set an example for all staff in all of the Teachers' Standards.
- b) To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils, incorporating the national curriculum requirements and in line with the curriculum policies of the school.
- c) To promote good rates of progress within the class.
- d) To foster a learning environment and educational experiences which provides children with the opportunity to fulfil their individual potential.
- e) To share in the development of the school curriculum, methods of teaching and assessment and their review.
- f) To support and contribute to the school's responsibility for the safeguarding of children.

2) General

- a) Promote the agreed Christian vision of the Church School.
- b) To support and promote the aims and Christian ethos of the Church School.
- c) To provide an example of inspirational and outstanding teaching for colleagues.
- d) Be committed to raising standards of achievement.
- e) To play a leading role in the school improvement process.
- f) To contribute to the on-going process of School self-evaluation.
- g) Implement all the policies agreed by the Governing Board.
- h) Provide a safe, welcoming, organised, creative and interesting learning environment.
- i) Be aware that each child has a right to equal opportunities and equal access to the curriculum.
- j) Maintain high expectations and insist the children always produce their best.
- k) Work collaboratively with colleagues within the school, setting high professional standards.
- l) Maintain good order and discipline amongst the pupils when they are in school and engaged in school activities elsewhere.
- m) Be sensitive to the linguistic, cultural and ethnic backgrounds of the children and show an awareness of gender and class issues.
- n) Take an active part in the life of the School.

3) Curriculum

- a) Plan and prepare pupils' work and lessons within the parameters laid down by our policies.
- b) Differentiate work so that the needs of all children are met.
- c) Provide guidance and advice to pupils on educational, social and moral matters.
- d) Be prepared to take responsibility for an extra-curricular activity.

4) Evaluation, Assessment and Record Keeping

- a) Assess, record and report on the development, progress and attainment of pupils as defined in agreed policies.
- b) Communicate and consult with pupils, colleagues, parents/carers and outside agencies as appropriate.
- c) Mark work, providing regular feedback, according to the agreed Assessment Policy and procedures.
- d) Set regular ambitious yet achievable targets for the children.

5) Other Responsibilities

- a) Organise and participate in scheduled meetings, including leading team meetings when needed.
- b) Organise and participate in duty rosters, including leading Collective Worship, both in school or at church.
- c) Participate in the School's arrangements for performance management appraisal and other professional development activities.
- d) Safeguard the health and safety of all children at all times.

6) Deputy Headteacher Responsibilities

- a) Deputise in the absence of the Headteacher.
- b) Develop a senior leadership partnership with the Headteacher and Senior Leadership Team. Work with them to ensure that the School meets challenging targets for improvement.
- c) Undertake any professional duties that the Headteacher might delegate.
- d) Lead Assessment across the School, including analysing and scrutinising school data, organising intervention programmes for children across the School and organising the staff and training needed to carry this out.
- e) Take responsibility for the use of support staff within the school.
- f) Oversee assessment and tracking procedures, regularly analyse results and report to the Headteacher
- g) Monitor the impact of intervention support programmes for pupils alongside the senior leadership team.
- h) Help organise the delivery of PPA and monitor the effects of PPA provision on pupil achievement standards.
- i) Help manage staff training courses and provide cover for absent staff.
- j) To work alongside the Headteacher in leading staff development and appraisal.
- k) Work with the Headteacher to implement policies and procedures.
- l) Prepare and deliver reports to the Governing Board as required.
- m) Be responsible for the School diary and liaise with other senior leaders to arrange cover as and when required.
- n) Generate an atmosphere of focus, drive and high expectations based on your own practice.
- o) Be a strong role model.
- p) Advise and support teachers in the school, working alongside the Key Stage Leaders.
- q) Ensure agreed structures and policies are observed by all members of the team.
- r) Assume responsibility for discipline, meeting parents where appropriate.
- s) Work with SLT to monitor planning of the phases on a weekly basis to ensure it effectively meets the needs of the children.
- t) Regularly monitor the marking of children's books ensuring high expectations are maintained and procedures are followed.
- u) Monitor and moderate the assessments of teachers in your team, providing written and/or verbal feedback e.g. termly writing samples.
- v) Support teachers in the writing of provision maps and ADPR forms, monitoring children's progress towards achieving agreed targets alongside the phase leaders.
- w) Agree and regularly review challenging pupil and class targets with teachers in the phases, alongside the Phase Leaders.
- x) Work with the senior leadership team to coordinate formal assessments in your phase; e.g. SATs, EYFS Profiles and NFER assessments.
- y) Evaluate standards across the phases, assess progress and identify areas of weakness with the Phase Leaders.
- z) Feedback to Governors in Governing Board meetings about standards across the school and the curriculum.
- aa) Provide good, clear information for parents.
- bb) Support the organisation of class trips, journeys and productions alongside the admin team and Phase Leaders.
- cc) Mentor newly qualified teachers in your team or oversee Phase Leaders in this role.

dd) Keep notes on matters relating to the team including: meetings with staff, interactions with parents and incidents involving children. Notes should be dated and outline key points.

7) SDP Priority Leader Responsibilities

- a) Lead on a priority identified in the current School Development Plan (SDP), involving other staff where appropriate.
- b) Play a leading role in the development of the SDP and in delivering the aims of the School.
- c) Devise and implement action plans for the current academic year.
- d) Evaluate the impact of actions at the end of the academic year.
- e) Keep up-to-date with current developments in the designated area and communicate these to the staff, advising on INSET needs and liaising with relevant personnel/services as appropriate.
- f) Implement assessment and tracking procedures.
- g) Where appropriate, monitor standards of achievement in the designated area.
- h) Ensure issues of equal opportunities/access are addressed in the designated area.

8) Safeguarding Children and Safer Recruitment. The Deputy Headteacher will support the Headteacher in effective safeguarding in all areas of school life.

- a) The Southwark Diocesan Board of Education is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.
- a) The policies and procedures adopted by the Governing Board are fully implemented and followed by all staff.
- b) Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing in the assessment of children.
- c) All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed disclosure policy and code of conduct.

An ENHANCED DBS check is required for this post.

Ethos: In all relationships, particularly when initiating or brokering actions and solutions, all staff members should be mindful of the importance of Christian values and pastoral care within a performative context.

Confidentiality: Treat all information acquired through employment, both formally and informally, in confidence.

Equalities: The SDBE has a strong commitment to achieving equality of opportunity in its schools and in the employment of people. The post will ensure that the SDBE meets its statutory obligations in relation to all aspects of equalities legislation.

Health and Safety: Be responsible for own Health & Safety, as well as that of colleagues, service users and the public.

This Job Description is subject to annual review and alterations may be consulted on to reflect the changing needs of the School.



Deputy Headteacher Person Specification

Educational Qualifications, Training and Experience	
Essential	Desirable
<ul style="list-style-type: none">• Qualified Teacher Status.• Degree or Equivalent.• Evidence of personal commitment to continuous professional development with recent evidence of this.• Varied experience and understanding of teaching and learning across the primary age range in more than one key stage: EYFS, KS1 and KS2.• Previous recent experience in a senior leadership or middle leadership role in a primary school.• Experience of working with Governors, parents and the wider school community.• Experience of data analysis and planning from outcomes.• Responsibility for developing, monitoring and evaluating an aspect of whole school provision.• Experience of leading and managing people.• Experience of contributing to self-evaluation and school improvement.• Experience of leading training and other staff development activities, including appraisal.• Experience of leading a core subject across the school.	<ul style="list-style-type: none">• Leadership course achievement, i.e. NPQML, NPQSL or similar.
Knowledge and Understanding	
Essential	Desirable
<ul style="list-style-type: none">• A proven track record as an inspirational and outstanding teacher.• Evidence of highly effective teaching in more than one year group.• Knowledge of the curriculum for Early Years Foundation Stage, Key Stage 1 and 2.	<ul style="list-style-type: none">• Experience of teaching in a Christian school.• Some understanding of a school's budgetary process.• An understanding of delegated leadership and its challenges.• Experience of raising standards within key whole school priorities.

<ul style="list-style-type: none"> • In-depth knowledge of curriculum development and effective pedagogy. • Sound knowledge of inclusive practice. • Understanding of strategies for school improvement. • Knowledge of IDSR, DfE data and analysis of data. • Knowledge of how the effective use of data and target setting can raise standards. • Up-to-date knowledge and understanding of current educational issues. • Thorough knowledge of safeguarding procedures at a whole school level. 	
Skills	
Essential	Desirable
<ul style="list-style-type: none"> • Strong leader with ability to make difficult decisions. • Ability to maintain and promote high standards of behavior management, including the promotion of positive learning behaviours across the school. • Ability to positively influence others. • Ability to enthuse, motivate, lead and manage people to work both individually and in teams. • Ability to communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate etc.) • Ability to implement change and plan strategically. • Ability to coach and mentor staff. • Understanding and using the analysis and interpretation of school performance data to raise attainment and improve progress. • Ability to prioritise, work calmly under pressure and meet deadlines. • Effective and efficient problem solving skills. • Effective administrative and organisational skills. 	
Personal Qualities	
Essential	Desirable

- Support and uphold the Christian values and ethos of the school.
- Have a calm and positive outlook, even under pressure.
- Excellent attendance and punctuality record.
- Ability to deal with difficult situations and manage conflict resolution.
- Relish challenge and perform effectively in this significant key role.
- Tenacity and commitment while working under pressure.
- Ability to think strategically, to organise, prioritise and delegate.
- Have high standards of self and others.
- Relate well to pupils, staff and parents and care about their individual needs.
- Communicate well with governors and the wider school community.
- Ability to adapt to changing circumstances and new ideas in a positive and creative manner.
- Ability to take responsibility for others' performance.
- The ability to synthesise information quickly and effectively, whilst maintaining an intensive workload.
- Ability to manage time effectively and work to deadlines.
- A good team player.
- Ability to enthuse and motivate.
- A commitment to extra-curricular activities and an understanding of the way in which they enhance school life.

- A practicing Christian.



St John Baptist (Southend) CE Primary School

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SCHOOL INFORMATION

Number of children on roll: 201 (out of 210 spaces)

Percentage of pupils eligible for the Pupil Premium Grant: 25%

Percentage of pupils eligible for Free School Meals (FSM): 21%

Percentage of pupils with SEND: 15%

Percentage of pupils with EHCP: 3.5%

Academic Information

Upon entering St John Baptist Church of England Primary School, children are assessed to find out what they are able to do, and then an ongoing cycle of formal and informal assessments enables teachers to set work and targets that are appropriate to the needs of each individual learner. All progress is carefully monitored so that problems can be quickly addressed.

St John Baptist School end of Key Stage 2 results 2019

	% that met the expected standard or above at the end of Key Stage 2 in 2019 (National figure)	% achieving the higher standard or greater depth at the end of Key Stage 2 in 2019 (National figure)	Average scaled score	Progress measure
Reading, writing and mathematics combined	77 (65)	7 (10)	N/A	N/A
Reading	83 (73)	27 (27)	104.8	-1.57
Writing (teacher assessment)	83 (78)	7 (20)	N/A	-3.03
English grammar, punctuation and spelling	93 (78)	43 (36)	N/A	N/A
Maths	90 (79)	40 (27)	107.8	1.18

St John Baptist end of Key Stage 1 results 2019

	% assessed as at secure or above at the end of Key Stage 1 in 2019 (National figure)	% achieving at greater depth in at the end of Key Stage 1 in 2019 (National figure)
Reading	76 (75)	14 (25)
Writing	69 (69)	10 (15)
Maths	79 (76)	17 (22)

St John Baptist Year 1 Phonic Screening

	% assessed as reaching the expected standard in phonics 2018	% assessed as reaching the expected standard in phonics 2019
Year 1	90 (83)	77 (82)

Appendix 1

Job Description: Class Teacher

Reports to: Headteacher

Main purpose:

- To carry out the duties of the Teacher in accordance with the Teachers' Pay and conditions Document and other relevant statutory provisions.
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils, incorporating the national curriculum requirements and in line with the curriculum policies of the school.
- To promote good rates of progress.
- To foster a learning environment and educational experiences which provides children with the opportunity to fulfil their individual potential.
- To share in the development of the school curriculum, methods of teaching and assessment and their review.
- To support and contribute to the school's responsibility for the safeguarding of children.

Responsible for:

- Directing and supervising the work of Teaching Assistants.
- Co-operation and liaison with other professionals, including fellow staff and colleagues from external agencies.

Generic responsibilities:

- To deliver lessons which are consistently good or better.
- To plan, prepare, mark and record children's work, in accordance with school's procedures.
- To establish a rapport with pupils to develop their social and academic potential.
- To ensure high quality learning experiences for pupils.
- To use a variety of delivery methods appropriate to pupils' learning styles and abilities.
- To provide a positive and safe learning environment, encouraging high standards in punctuality, presentation of work and relationships.
- To set high expectations for pupils' behaviour and maintain a good standard of discipline through well focused teaching, fostering relationships and implementing the school's behaviour policy.
- To ensure that the classroom is tidy and organised efficiently so that the children can access equipment and work independently.
- To play a part in collective worship as required.
- To ensure the safety and discipline of children by carrying out an appropriate share of the supervision during the school day.
- To communicate effectively with parents of pupils and with external agencies who are concerned with the welfare of students, after consultation with appropriate staff.
- To assess, (oral or written) record and report on the development, progress and attainment of pupils as required.
- To participate in staff meeting activities and in the wider life of school.
- To contribute to team planning and curriculum development through attending on site and off site training courses and meetings.
- To keep up to date with trends and developments, in education, especially those relevant to the duties and responsibilities of the post, reviewing from time to time methods of teaching and programmes of work, arrangements for in-service training and professional development.
- To contribute to the formulation and implementation of the School Improvement Plan and associated action plans, as appropriate.

- To be aware of the school's appraisal policy and contribute to professional development and discussions and observations.
- To consult and liaise with the Headteacher and other members of staff on general and specific issues i.e. curriculum planning, assessment and recording of children with Special Education Needs and parental involvement.
- To support the school's policy on equal opportunities.

Other duties:

- To play a full part in the life of the school community and contribute to its Christian ethos.
- To follow and actively promote the school's policies.
- To comply with Health and Safety policy and undertake risk assessments as appropriate.
- To actively pursue own personal and professional development.