



Clapham Manor
*Primary School &
Nursery*

Growing Brighter Futures

DEPUTY HEADTEACHER APPLICATION PACK

January 2021

Mr J Broad
Headteacher

Mrs P Porter-Mill
School Business Manager

Primary School
Belmont Road, London SW4 0BZ

Telephone: 020 7622 3919
Website: www.claphammanor.lambeth.sch.uk
Email: admin@claphammanor.lambeth.sch.uk



Dear Applicant,

APPOINTMENT OF DEPUTY HEADTEACHER

Welcome to Clapham Manor Primary School and Nursery - we are delighted you are interested in the position of Deputy Headteacher.

Clapham Manor Primary, situated in the heart of Clapham in the Borough of Lambeth, is a two-form entry primary school and nursery with 433 pupils, judged Outstanding by Ofsted.

When walking around Clapham Manor Primary School's three distinct buildings – the Victorian and the award-winning modern extension of the main school and the Forest School themed Nursery and secret garden – you see the physical manifestation of the seamless conjoining of traditional and cutting edge. The school remains at the heart of the Clapham community because it preserves many traditions and plays infinite variations on them. We strive, through our motto of 'Growing Brighter Futures' to ensure the community and children experience a base of solid academic learning wrapped up in education of the whole person for a 21st Century life.

Our staff team is made up of a wide range of experiences and disciplines and everyone is valued. We have high expectations of our pupils and each other and want to ensure that we provide the best possible environment and education so that our children can reach their potential in both their academic achievements and their knowledge and experience of life.

We want to appoint an outstanding candidate to work in partnership with our newly appointed headteacher and governing board to build on the existing strengths and reputation of the school and to grow a brighter future for our dynamic Clapham Manor community.

Ask Parents, Carers, and children why they chose Clapham Manor as their Primary School and you will hear about the old-fashioned virtues of outstanding teaching, our imaginative and enriching curriculum and about belonging to a friendly extended family - about being part of a story that they themselves are still writing.

In line with Government advice, our school is currently closed until further notice except to our most vulnerable pupils and the children of key workers. However, during this period it is our intention to continue with the critical recruitment for this key role. We must receive your application by midday on Thursday 18th February 2021 and interviews will take place on Thursday 4th March 2021. If it is not possible to hold face to face interviews, alternative options will be offered so that no one is at a disadvantage. Shortlisted candidates will receive further information to help them prepare for the next stage in the recruitment process in the week beginning 23rd February 2021.

Due to the current lockdown restrictions visits to the school will not be possible, however attendance of one of our virtual candidate meetings may be arranged by contacting Penny Porter-Mill by telephone 020 7622 3919.

We look forward to receiving your application.

Yours faithfully



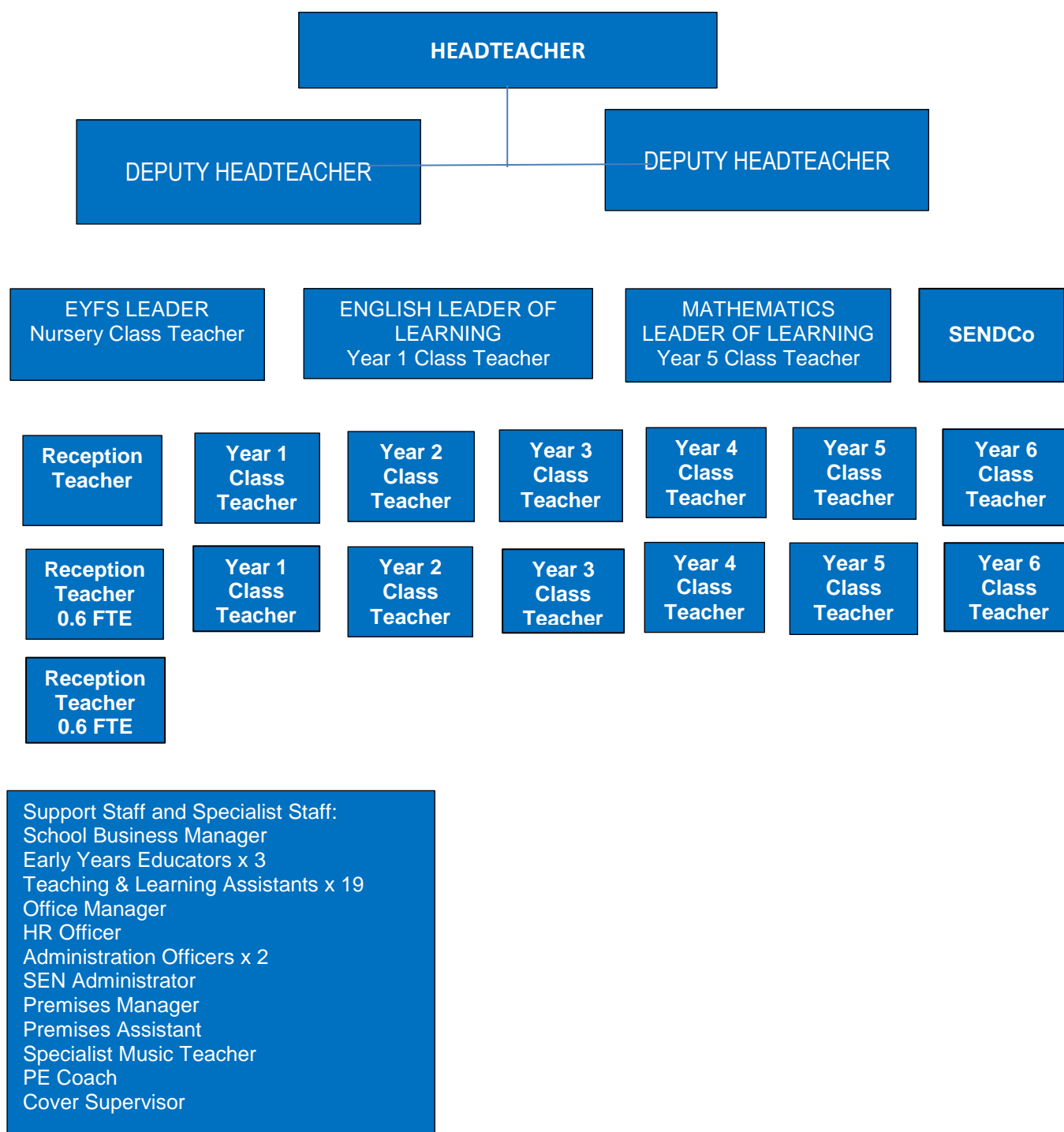
John Knight
Chair of Governors

Key facts about our school

Age Range	3-11	
Location	London Borough of Lambeth	
Type of School	Community (Maintained)	
Senior Leadership Structure	Headteacher, Deputy Headteacher, 2 Assistant Headteachers and a Business Manager	
No. of Children on roll	433	
Staff	Headteacher plus 19.8 FTE Teachers 48 x Support Staff	
Average Class Size	28.14	
% of Pupil Premium	32%	
% of SEN (EHCP & School Supported)	9.6%	
% of EAL (stages 1-3)	53%	
Foundation Stage Profile (2019)	Good Level of Development 65%	Gaining All Learning Goals 63%
Phonics Screening Check (2019)	Working at Age Related	80%
Key Stage 1 Results (2019) Working at Expected or Above	Reading Writing Mathematics RWM	80% 82% 87% 77%
Key Stage 1 Results (2019) Working at Greater Depth	Reading Writing Mathematics	43% 27% 30%
Key Stage 2 Results (2019) Working at Expected or Above	Reading Writing Mathematics Spelling, Punctuation, Grammar RWM Combined	70% 68% 78% 85% 61%
Key Stage 2 Results (2019) Working at Greater Depth	Reading Writing Mathematics Spelling, Punctuation, Grammar RWM Combined	22% 20% 34% 49% 17%
Key Stage 2 Tests Average Scaled Score	Reading Mathematics Spelling, Punctuation, Grammar	104 106 108
Key Stage 1 – Key Stage 2 Progress	Reading Writing Mathematics	0.5 - 0.4 1.6

Staffing Structure

2020 - 2021



Deputy Headteacher Job Description



Job Description

The Job Description should be read alongside the range of duties and responsibilities of Headteacher as set out in the current Teachers' Pay and Conditions Document part 6 and National Standards for Headteachers

Job Title: Deputy Headteacher

Salary Range: L12-16 £63,319 - £69,146

Start Date: September 2021 (or sooner)

Reporting to: Headteacher and Governing Body

This job description may be amended at any time following discussion between the Headteacher and member of staff.

Purpose of the post

In collaboration with the senior Leaders, have a strategic overview of the school, embodying the values of the school.

- To promote the aims of the school through the implementation of the policies of the Governing Board; creating, maintaining and developing the conditions which enable children and staff to achieve effective learning
- To play a significant role in maximising the standards and achievement of pupils regardless of their race gender, stage of English, SEN, ability or impairment
- To work with the Headteacher and Senior Leadership Team to develop the leadership skills, qualities and experience of other leaders in order to build leadership capacity throughout the school

Responsibilities

STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

- Contribute to a strategic view for the school in the community and analyse and plan for its future needs and further development within the local, national and international context.
- Work closely with the SLT to ensure achievement continues to rise.
- Effectively contribute to the School Self Evaluation and School Development Plan.
- Translate the vision into agreed objectives and operational plans.
- Communicate the shared vision, which expresses core values and moral purpose, moving the school towards excellence.
- Motivate others to create a shared learning culture and positive climate.
- Lead by example: model the values and visions of the school.
- To participate in the selection and appointment of staff and be a team leader in the performance management of staff.

LEADING RAISING ACHIEVEMENT

- Ensure a continuous and consistent school-wide focus on pupils' achievement, using monitoring and evaluation outcomes to inform planning and monitor progress.
- Set high expectations and stretching targets for the whole school community.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge under-performance at all levels and ensure corrective action.
- Establish effective measures for progress and achievement in light of Government changes.
- Produce and keep up to date an agreed annual timetable that outlines the timing of the main assessment activities through the year.
- Provide training for staff on all matters relating to assessment and to ensure all staff have access to training on the current assessment system.
- Ensure that all deadlines for the return of assessment data to the local authority and the DfE are met in the Foundation Stage as well as within and at the end of Key Stages.
- Co-ordinate the production and review of school policies and guidelines.
- Ensure that classroom procedures are coherent, manageable, improve learning and inform teaching.
- Liaise with middle leaders, other schools, outside agencies and support services on assessment matters including transfer of information between years and other schools at points of transition.
- Inform the Senior Leadership Team and the Governing Board of standards and of developments.
- Evaluate the quality and appropriateness of existing resources.
- Coordinate and organise the annual CPD arrangements for all staff
- Organise and lead school-based INSET activities.
- Keep up-to-date with national and local developments.
- Attend training and development as appropriate and disseminate information to staff.
- Ensure that assessment procedures are clear to all staff and class records are kept up to date.
- Advise on the implementation of statutory assessment on entry and at end of Key Stages, including special arrangements.
- Provide information about training opportunities available on assessment
- Monitor standards of attainment in the Foundation Stage as well as within and at the end of Key Stages.
- Monitor the effectiveness of record keeping including curriculum planning, pupil records and reports on pupil achievement
- Undertake appropriate analysis of data and provide a termly report to the Governing Body.
- Co-ordinate the collation and analysis of attainment data and advise on its use for pupil and whole school target setting, school and subject self-review.

DEVELOPING SELF AND WORKING WITH OTHERS

- Performance manage middle leaders, including carrying out appraisals, providing professional development opportunities, and holding staff to account for their performance

- 🌱 Develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- 🌱 Develop and maintain a culture of high expectations for self and others.
- 🌱 Ensure effective planning, allocation, support and evaluation of work of teams and individuals.
- 🌱 Regularly review own practice, set personal targets and take responsibility for own development.

SECURING ACCOUNTABILITY

- 🌱 Be accountable and hold others accountable for the standards of teaching and learning.
- 🌱 Develop a school ethos, which enables everyone to work professionally and collaboratively.
- 🌱 Ensure individual staff accountabilities are clearly defined, understood and agreed.
- 🌱 Strengthen partnerships with parents and the local community so that they can support and participate in the school development and future sustainability.
- 🌱 Create and promote positive strategies for challenging all forms of prejudices.

COMMUNICATION

- 🌱 Keep updated and informed about local and national developments relating to teaching learning and achievement and be able to disseminate information to colleagues as appropriate.
- 🌱 Foster and maintain positive relationships with staff, pupils and parents and the local community as appropriate.
- 🌱 Support the Headteacher in maintaining good working relationships with the parent/carers, members of the local community, Governing Board and LA.
- 🌱 Effectively make decisions about the welfare of staff and pupils; consulting with relevant staff and parent/carers as necessary.
- 🌱 Draw up rotas and timetables as required to secure the smooth day to day management of the school.

MANAGEMENT OF FINANCIAL AND OTHER RESOURCES

- 🌱 Effectively use all financial and other resources to raise pupil achievement, paying attention to principles of Best Value.
- 🌱 Use available resources to raise and maintain standards and provide a positive and stimulating learning environment

SAFEGUARDING

- 🌱 To be a deputy designated lead for Child Protection and make significant contributions to the development of an effective Safeguarding Team
- 🌱 Demonstrate commitment to safeguarding and promote the welfare of all pupils.
- 🌱 Develop, contribute and maintain good behaviour and discipline that contributes to the safety of pupils and secures good teaching, effective learning and high standards of achievement.
- 🌱 Work with the Safeguarding Team to ensure that consistent and effective policies and procedures are effectively implemented and monitored in order to safeguard protect and safeguard pupils.

- Co-operate and work with relevant agencies to implement the national area safeguarding procedures.
- Work with the Safeguarding Team to ensure that, while some matters are sensitive and require confidentiality, there is clear communication with key adults who may be working with individual pupils.
- Work with the Safeguarding Team to ensure protocols and policies adhere to the statutory guidelines, are fully implemented and followed by all staff and are regularly reviewed and updated as appropriate.
- Work with the Safeguarding Team to ensure sufficient resources and time are allocated to enable the safeguarding of pupils.
- Work with the Safeguarding Team to ensure that all staff and volunteers are able to raise concerns about poor or unsafe practice in regard to pupils, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed LA whistle blowing policy and procedures.

OTHER

- To deputise for the Headteacher in his/her absence.
- Undertake any other reasonable task requested by the Headteacher.
- Maintain professional standards at all times.

Person Specification

This person specification relates to the requirements of the post as determined by the job description. Please write a personal statement detailing how you meet the criteria below (six areas) and how your examples demonstrate impact.

Qualifications

1	Qualified teacher status [requirement under the STPCD]	E
2	Evidence of relevant further professional development/ leadership qualification within the last two years	D

Experience [show evidence of]

2	Proven success at Assistant of Deputy Headteacher level	E
3	Experience of managing change at senior leadership level	E
4	Significant experience of improving standards through the use of pupil performance data, target setting and other strategies	E
5	Successful teaching experience with an evaluation of good or outstanding	E
6	Responsibility for leading a core subject or significant area across the school resulting in continued improvement	E
7	Experience of leading teams to achieve specific outcomes for children	E

Professional Knowledge & Understanding

8	Understand the features of outstanding teaching and learning	E
9	A working knowledge of effective inclusive practice	E
10	Excellent knowledge and understanding of school improvement at whole school, key stage, year group and class level	E
11	Knowledge, understanding and experience of the practical application of whole-school self-evaluation processes	E
12	Up to date knowledge of safeguarding and child protection policy and practices	E
13	Knowledge of current developments, national priorities and statutory frameworks in education	E
14	Up to date knowledge of statutory regulations and guidance relating to the post	E

Professional Skills

15	An understanding of how to use data to raise standards	E
16	Ability to use data to evaluate performance of pupil groups and progress and, plan an appropriate course of action for whole school improvement	E
17	An understanding of the skills and attributes involved in effective leadership	E
18	Support, motivate and inspire both colleagues and pupils by leading through example	E
19	Ability to analyse, prioritise and meet deadlines	E

20	Develop and deliver effective professional development for staff	E
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Commitment to:

21	Whole school improvement and securing engagement of all stakeholders	E
22	Demonstrate high standards of personal integrity, loyalty, discretion and professionalism	E
23	The school's vision and ethos	E
24	Ensure a high quality, stimulating learning environment	E
25	Professional development for self and others	E
26	Safeguarding and child protection	E

Other

27	Good attendance and punctuality record	E
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