

Days Lane Primary School



Deputy Headteacher

Application Pack



Welcome from Days Lane Primary School

Dear Applicant,

Thank you for your interest in the position of Deputy Headteacher at Days Lane Primary School. We hope that you find this information pack a useful introduction and that you will be encouraged to apply.

Days Lane Primary School is a welcoming three form entry school with its own nursery and small resource provision for pupils in KS2. As a stand-alone academy, we work collaboratively as part of the Bexley Federation of Schools and as a member of the South East London Hub within Challenge Partners.

We are a school that are at the heart of the local community, with supportive parents and dedicated staff. At Days Lane, every pupil is valued and equipped with the necessary skills, knowledge and understanding to become caring, confident and successful individuals. Our core values underpin everything that we do and as a result, pupil's behaviour and attitudes are outstanding and their outcomes are high.

The Headteacher and Trustees are looking to appoint a skilled and committed Deputy Headteacher with a proven track record in teaching and learning and data analysis to drive school improvement. This is a great opportunity for a school leader with ambition and enthusiasm to play a key role in further strengthening our large successful school. We are keen to hear about your professional experience and what you can offer our school.

You will benefit from working with a strong team, continuous professional development and the opportunity to enhance the learning experiences of our wonderful children.

We encourage candidates to visit for a tour of the school. If you wish to have an informal discussion about the role, this can also be arranged by contacting Katrina Mendy on 0208 300 1697 or by emailing: recruitment@dayslaneprimary.co.uk

We look forward to meeting you and receiving your application.

Yours faithfully,

Mrs Joanna Trusty
Headteacher

Reverend Trevor Wyatt
Chair of Trustees



The School

Days Lane is a thriving three-form entry stand-alone Academy, providing an inclusive, caring and stimulating learning environment for pupils aged three to eleven. The school has a record of high academic standards and offers an exciting range of enrichment and extra curriculum activities. The school is a popular choice within the local community and annually over-subscribed in both Nursery and Reception. We were judged to be 'good' in all areas and 'outstanding' in behaviour and attitudes, by Ofsted in our last inspection in March 2023.

The school is well resourced and located on a large site that includes a separate building for the Nursery, sports hall, computing suite, Forest School, intervention rooms and onsite wraparound care.

At Days Lane School, our school motto 'Believe, Achieve, Succeed Together' is fulfilled through our carefully planned curriculum that is filled with exciting and memorable learning experiences. We value the development of the whole child and our core values underpin the key learning habits and qualities of our pupils.

- **Respect**
- **Resilience**
- **Responsibility**
- **Compassion**
- **Community**
- **Excellence**

Days Lane Primary School has high aspirations for all pupils, and particularly those identified with special educational needs, to ensure that all pupils thrive and fulfil their full potential. We are focused on creating an inclusive environment, where provision is adapted to the needs and abilities of our pupils. We have a small provision for pupils with complex needs in key stage two.

**660
Pupils
on role**

**97%
Attendance**

**10%
Pupil
Premium**

**15%
EAL**

**9.7%
SEND**

For further information about the school and the full Ofsted report, please visit:

<https://dayslanepimary.co.uk/bexley/primary/dayslane>

A virtual tour of the school is also available on the homepage of our website.

The Role

This is an exciting opportunity for an experienced, innovative and talented school leader.

The Deputy Headteacher will work closely with the Headteacher and all stakeholders to further enhance the vision and priorities of the school by developing strategic plans to further enhance the quality of education provided to our children. They will play a key role in the development of our inclusive curriculum, and teaching and learning across the school.

The successful candidate must be an exceptional class teacher with experience across the primary age range, have the ability to analyse data to identify priorities for school improvement, and of managing safeguarding. They should also have a proven track record of leading whole school projects and be able to share their impact of initiatives linked to school improvement priorities. They will show a commitment to the best innovation and learning based on experience and educational research, and have experience of coaching and line managing staff.

The right candidate will be organised and have high expectations of themselves and others, and be able to manage multiple tasks in a large busy school environment. They must be empathetic with excellent interpersonal skills and an effective communicator. They will also:

- Demonstrate inspirational and outstanding teaching
- Develop outstanding teaching and learning across the primary age range in line with the National Curriculum and Ofsted framework
- Ensure standards are met and the best possible outcomes for all children
- Use rigorous monitoring and assessment strategies to review progress and set targets
- Work in partnership with all stakeholders of the school
- Provide in-depth information and analysis of data for stake holders: Headteacher, SLT, Trustees.
- Strengthen and maintain community links
- Operate strictly in accordance with school policy and create new policies
- Be flexible, organised, committed and dedicated
- Deputise for the Headteacher in their absence

We can offer you:

- A happy, supportive and nurturing environment with a dedicated, experienced team
- Children who are eager and motivated to learn
- Opportunities to refine your leadership practice and develop the knowledge and skills needed for future headship
- Professional development opportunities
- Competitive salary and pay progression
- Support for your health and wellbeing via the employee assistance programme
- Termly staff events, including Christmas and summer parties, and regular school fun days.
- Equality and diversity: We are committed to promoting an equal and inclusive community, attracting a diverse range of candidates

How to Apply

Post: Deputy Headteacher

Location: Days Lane Primary School

Salary Range: Leadership Pay Range L12-L17

Contract Type: Full time and permanent

Closing Date for Applications: Tuesday 10th December 2024 – 5pm

Interview Dates: Monday 16 December 2024

Start Date: Spring 2025

Visits welcome: School tours with the Headteacher are by appointment only, please contact Katrina Mendy via email recruitment@dayslanepimary.co.uk to book.

The Job Description and Person Specification attached below will give prospective candidates a further insight into the position. If you feel you have the skills and experience for this role, we invite you to apply by the deadline of **Tuesday 10th December 2024. Interviews will be held on Monday 16 December.**

To apply for this role, please complete the application attached. Please note that CVs will not be accepted and applications must be typed and not handwritten. Applicants are encouraged to pay particular attention to Section 4, where they should explain their suitability for the role.

As part of the application please include a personal statement (no more than 2 sides of A4, Calibri, size 10 font)

In your statement please tell us:

- **About you and why you are suitably experienced for the position with evidence of your impact**
- **Your philosophy of education as our next Deputy Headteacher**

Only those shortlisted for interview will be contacted. References will be requested for those shortlisted prior to interview.

This post is considered a customer-facing position; as such, it falls within scope of the Code of Practice on English language requirement for public sector workers. Days Lane Primary School therefore has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. The appropriate standards are set out in the person specification. These will be applied during the recruitment/selection and probationary stages.

Days Lane Primary School is committed to safeguarding and promoting the welfare of children, expect all staff, and volunteers to share this commitment. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place, which promote safeguarding and safer working practice across the school. Days Lane Primary School is committed to equality and diversity in employment practice and service delivery.

In line with KCSIE 2024 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence. The online search is made on publicly available information and care will be taken to avoid unconscious bias and discrimination. Therefore, only information relating to suitability to work with children will be disclosed to the selection panel.

Job Description and Person Specification

JOB TITLE	Deputy Headteacher – Curriculum, Learning & Development
RESPONSIBLE TO	Headteacher
GRADE	L12-L17
HOURS	Full Time
ALL STAFF RESPONSIBILITIES	<ul style="list-style-type: none"> • To value professional development and welcome any training opportunities to develop personal skills and knowledge, especially in digital & technological areas. • To agree to follow the school policies and procedures.
MAIN PURPOSE OF THE ROLE	<ul style="list-style-type: none"> • To play a major role under the direction of the Headteacher in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement. • Undertake the professional duties of the Deputy Headteacher reasonably delegated to you by the Headteacher. • Undertake the professional duties of the Headteacher, in the event of their absence from the school. • In partnership with the Headteacher and the Senior Leadership Team, provide professional leadership and management of Teaching and Learning throughout the school, ensuring digital resources such as iPads are utilised to enhance learning experiences. • To provide professional leadership and management of the School Development Plan priorities.

Duties & Responsibilities	<ul style="list-style-type: none"> • Strategic direction/shaping the future and supporting the Headteacher in: <ul style="list-style-type: none"> ○ Ensuring the vision for the Trust is clearly articulated, shared, understood and acted upon effectively by all. ○ Demonstrating the vision and values of the Trust in everyday work and practice. ○ Motivating and working with others to create a shared culture and positive climate. ○ Assist the Headteacher in the ongoing and annual review of standards of leadership, teaching and learning in specific areas of responsibility and across all areas of school provision, ○ Consistent with the procedures in the school self-evaluation policy. • Create costed Subject Development Plans which contribute positively to the achievement of the School Development Plan, and which actively involves all staff in its design and execution. • Develop and implement policies and practices for the subject/area(s) which reflects the school's commitment to high achievement and is consistent with national and local strategies and policies. • Promote high expectations for attainment and achievement. • Work with outside agencies and stakeholders to inform future action • To lead on all reportable outcomes, liaising closely with the Headteacher.
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- To lead on the planning, implementation, and delivery of Continuous Professional Development within the School.
- Create costed Development Plans which contribute positively to the achievement of the School Development Plan, and which actively involves staff in its design and execution.
- Develop and implement policies and practices for the subject/area(s) which reflects the school's commitment to high achievement and is consistent with national and local strategies and policies.
- Promote high expectations for attainment and achievement.
- Monitor the progress made in achieving subject/area plans and targets and evaluate the effect on Teaching and Learning.
- Work with outside agencies and stakeholders to inform future action
- To lead on all reportable outcomes, liaising closely with the Headteacher.
- To lead on the planning, implementation, and delivery of Continuous Professional Development within the School.
- To provide professional leadership and management of key areas of the School Development Plan as agreed, on an annual basis, with the Headteacher.
- To lead Performance Management of HLTA.
- To lead the observations, coaching and mentoring all ECTs and ITT staff within the school.

Learning and Teaching

- Provide regular feedback for colleagues in a way which recognises good practice and supports their progress against professional and performance management objectives resulting in a tangible impact on pupils learning.
- To lead on tracking, monitoring and reporting regularly on the overall quality of learning and teaching as required.
- Develop whole staff, phase teams and individuals to enhance performance.
- Keep abreast of the latest developments in education and disseminate effectively to other members of staff.
- Plan, delegate and evaluate work carried out by team(s) and individuals at all levels.
- Create, maintain and enhance effective relationships.
- Recruit and select teaching and support staff, in conjunction with the Headteacher.

Securing Accountability

- Work with the Headteacher to ensure the school's accountability to a wide range of groups, particularly parents, carers, Local Academy Committees (LACs)/Trustees and the Department for Education; ensuring that pupils enjoy and benefit from a high-quality education and digital excellence.
- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Develop and present a coherent, understandable and accurate account of
- the school's performance to a range of audiences including the LAC, parents and carers.
- Reflect on personal contribution to school achievements and take account of feedback from others.
- Agree, monitor and evaluate the subject pupil progress targets to make a measurable contribution to whole school targets.

- Role model and demonstrate exemplary practice in all areas of school life.
- Act as a consultant for other colleagues in all areas of the school improvement and best practice.
- Undertake team teaching and coaching to improve performance and outcomes.
- Evaluate the quality of teaching and standards of achievement, setting targets for improvement.
- Overall responsibility for the accuracy, maintenance and monitoring of school academic data for attainment and progress.

Resource Management

- Work with the Headteacher to provide effective organisation and management of the school and seek ways to improve organisational structures and functions based on rigorous self-evaluation.
- Work with the Headteacher to ensure the school and the people and resources within it are organised and managed to provide an efficient, effective, and safe learning environment.
- Oversee and evaluate the subject/area budget allocation to ensure the budget is spent in line with subject/area learning priorities and best value principles.
- Secure and allocate resources to support effective learning and teaching within the subject area(s).
- Monitor and control the use of resources and budget according to the school's agreed financial procedures.

Developing Self and Working with Others

- Work with the Headteacher to build a professional learning community which enables others to achieve.
- Support staff, within your team and within the whole school, in achieving high standards through effective continuing professional development
- Be committed to your own professional development, review own practice and set personal targets.
- Implement successful performance management processes with allocated team of staff.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and others.

Strengthening Community

- Work with the Headteacher to engage with the internal and external school community to secure equity and entitlement.
- Work with the Headteacher to collaborate with other schools and organisations to share expertise and bring positive benefits to their own and other schools.
- Work with the Headteacher to work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

General

- Carry out pupil supervision duties before or after the day and at break and lunchtimes.
- Support the inclusion team with the safeguarding of children, including carrying out the role of Lead DSL. This will require supporting lower level of need cases, where required, with appropriate training and development in place.
- To carry out any other general duties consistent with the grade of the post that may be required from time to time.
- Be a leader of Safeguarding from a strategic level to foster, embed and sustain a culture of vigilance.
- In the absence of the Headteacher; to be responsible for the daily management and organisational procedures of the school.
- To be a strong role model, committed to raising standards of achievement, generating an atmosphere of focus, drive, and high expectations.
- To ensure that all new staff are effectively inducted, to ensure that
- the Trust's induction proforma is completed and filed appropriately.
- In partnership with colleagues, to organise and maintain timetables and rota's regarding school procedures to ensure the effective use of time, personnel, and resources. Including overseeing that rotas and timetables are prepared in readiness for each new term/new year and in delivering assemblies as a member of the assembly rota. This also relates to communal areas/hall display boards co-ordination.
- To ensure that an accurate and effective timetable is in place for all sessions and staff across all Key Stages.
- To ensure that up to date and accurate information is passed to staff and parents/carers relating to the daily events and running of the school.
- To meet, as necessary, with the Headteacher to discuss future plans and events.
- Ensure adequate provision to enable an appropriate work/life balance for all.
- Promote and develop a safer working practice culture to ensure staff and pupils are supported and safe

- This job description sets out the duties of the post at the time it was published.
- The hours and the job description may be modified depending on the needs of the school.
- The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.
- The priorities for each year will be reviewed against this job description annually through continuous feedback and development meetings.

Person Specification

	Essential	Desirable
Education, Qualifications and Training	<ul style="list-style-type: none"> • Educated to degree level or equivalent. • Qualified teacher status. • Professional development in preparation for a leadership role e.g. NPQSL 	<ul style="list-style-type: none"> • Educated to Masters level or above. • Apple teacher qualification. • Middle Leadership Accreditation. • Safeguarding training to level • Safer Recruitment • Accreditation. • SENDCO qualification
Experience	<ul style="list-style-type: none"> • At least 3 years' recent and relevant middle or senior leadership experience. • Record of outstanding classroom practice with at least 5 years teaching experience from EYFS/KS1/KS2. • Experience of leading a successful initiative across the entire primary school age-range. • Leading team managers and performance managing staff. • Coaching/Mentoring experienced teachers. • Evidence of successful curriculum leadership and involvement in school improvement planning. • Proven track record of raising standards and meeting challenging targets. • Experience of using technology in the classroom. 	<ul style="list-style-type: none"> • Lead Teacher or work to support the development of other teachers. • Using iPad in the classroom • Successful budget monitoring and management.
Knowledge and Skills	<ul style="list-style-type: none"> • A clear understanding of the essential strategies for improving the quality of learning and teaching in primary schools, including the effective integration of digital tools to enhance pupil engagement and learning outcomes. • Ability to analyse, interpret and respond to school performance data, identify areas for improvement and plan an appropriate course of action for improvement. • Excellent understanding of curriculum and pedagogical issues, including recent developments within the primary phase, with a focus on technology-enhanced learning and innovative teaching practices. • Understanding of statutory and non-statutory primary frameworks. • Thorough understanding of and commitment to equality of opportunity. • Knowledge of safeguarding and child protection issues. 	<ul style="list-style-type: none"> • DSL trained

	<ul style="list-style-type: none"> • Ability to lead, motivate and inspire others and to promote a positive school ethos. • Excellent conflict resolution and delegation skills, enabling effective leadership and collaborative decision-making. • Effective behaviour management skills: able to coach others to develop their skills in this area. • Act positively to improve the quality of pupils' learning. • Ability to lead school-based training & parent information meetings. • Ability to hold others to account for their performance and to deliver clear messages to ensure at least good pupil progress. 	
Personal Qualities	<ul style="list-style-type: none"> • Strong commitment to providing and improving quality services, with a determined focus on achieving goals and targets. • Resilient and able to work under pressure, meeting deadlines while maintaining high expectations for self and others. • Flexible, adaptable, and open to new ideas, building on the contributions of others and continuously seeking opportunities for professional growth. • Socially aware, empathetic, and emotionally intelligent, fostering positive relationships and a supportive school environment. • Committed to upholding the highest standards of child protection. 	