

CANDIDATE INFORMATION PACK 2024



WANDLE
LEARNING
TRUST



EnglishHubs
Wandle at Chesterton Primary

DEPUTY
HEADTEACHER

PAXTON
ACADEMY
SPORTS AND SCIENCE
INDIVIDUALLY EXCELLENT, COLLECTIVELY BRILLIANT



Proud to be a Little Wandle Champion School

We meet the Little Wandle 16 Standards of Excellence and share our best practice with other member schools

Dear Applicant

I am delighted that you are interested in a Deputy Headteacher position here at Paxton Academy. If you are looking to join an ambitious school which lives and breathes reading, supported by a strong Trust with a national profile, we would love to hear from you.

Paxton Academy is an inspirational primary school located in Thornton Heath.

In October 2020 we moved into our brand-new purpose-built school building and in December 2022, Ofsted graded us Good with Outstanding Leadership and Management.

At Paxton, reading is at the heart of our curriculum which is ambitious and relevant, creative and inclusive. Across the school, children from Reception to Year 6 are immersed in high quality

texts which celebrate their diversity and instils a 'Love for Learning' to succeed in all that they do.

Throughout the curriculum, carefully planned enrichment opportunities provide a platform to secure prior learning and build further knowledge and skills.



**WANDLE
LEARNING
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These memorable learning moments provide the stepping stones for children to become lifelong learners.

Pupils at Paxton know that no matter your age or where you live, we can all make a positive impact. Our seven Core Values, embed an ethos which unites and empowers everyone to gain confidence, take risks and seize opportunities to excel in an ever-changing world.

Yours sincerely
Theresa Moses
Headteacher



About the school

About our curriculum

At Paxton we follow the National Curriculum with high-quality teaching of all subjects. We provide pupils with memorable learning experiences and a wealth of cultural enrichment through trips and visits involving high-quality, first-hand experiences in the local community and further afield. Our over-riding objective is for pupils to see learning as a fun, active process within which they can make connections and see the bigger picture.

Pupils are given the chance to develop key cross-curricular life skills such as problem-solving, communication, creativity, leadership skills, thinking and working as part of a team.

At Paxton pupils know that no matter your age or where you live we can all make a positive impact – whether that's volunteering, fundraising or raising awareness for causes that matter.

Location

The school is situated between Norbury and Thornton Heath rail stations. It is also served by bus routes 109 and 60. On-site car parking is also available.



As part of the Wandle Learning Trust (WLT) Paxton Academy enjoys the support of the Wandle Teaching School Hub, based at Chesterton Primary School. Since establishing the Hub, Chesterton has been awarded Maths and English Hub status – all of which bring specific benefits to Wandle Learning Trust schools.

Wandle Teaching School Hub is the Department for Education-designated Teaching School Hub for Wandsworth, Merton, Richmond upon Thames and Kingston upon Thames. It is the focal point for teacher development in our region providing a golden thread of teacher professional development from ITT to Headship and working with [Leading Provider UCL](#).

We play a core role in the provision of ITT, ECF, NPQ, CPD and Appropriate Body Services. Our Hub also works closely with longstanding partners and schools, and is continuing to build links with many more schools and teacher development partners across the region.



Little Wandle Letters and Sounds Revised is a market-leading, DfE-validated systematic phonics programme born out of a partnership between Little Sutton and Chesterton Primary. Our programme is currently used by more than 5,000 primary school in the UK and internationally.



London South West Maths Hub is also part of Wandle Learning Trust, working in partnership with Wandsworth Local Authority.

The Hub – run out of Chesterton Primary School – is one of 34 Maths Hubs awarded across the country by the Department for Education. This means that Paxton Academy staff and pupils benefit from the support of consistently outstanding maths provision.

London South West Maths Hub aims to support schools in seven boroughs (Wandsworth, Merton, Sutton, Kingston, Richmond, Hillingdon, Hammersmith and Fulham) through a range of national and local projects each year.

EnglishHubs

Wandle at Chesterton Primary

Paxton Academy staff and pupils also have the support of Wandle English Hub – a status awarded to Chesterton Primary School on account of outstanding English teaching and learning. The Hub works with 16 boroughs across London supporting schools to achieve excellence in early literacy teaching.



Job description

The Core Purpose

To support the Headteacher in providing professional leadership in the management of the school through promoting a culture of excellence, equality and high expectations for all pupils thereby ensuring a productive learning environment which is engaging and fulfilling for all pupils resulting in high standards in all areas of the school's work.

Strategic Vision and Direction; Shaping the Future

- Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- Demonstrate the vision in your everyday work and practice.
- Motivate and work with others to create a shared culture and positive climate.

- Ensure that strategic planning takes account of the diversity and experience of the school and community.
- Take a leading role across the whole school, in the light of new and emerging research, to enhance and extend the learning experience of pupils.

Leading Learning and Teaching

- Demonstrating consistent application of all school policies and providing an exemplar model of the application of policies in your practice where appropriate.
 - Research and lead creative and imaginative ways of anticipating and solving problems and identifying opportunities that will enhance the quality of education across the school.
- Demonstrate a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
 - Monitor, evaluate and review classroom practice throughout the school and promote improvement.
 - Challenge underperformance at all levels and provide support to improve performance.
 - Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
 - Work closely and in collaboration with colleagues within Wandle Learning Trust to share best practice.





Developing Self and Working with Others

- Through a visible presence on a day-to-day basis and at school events, create and maintain an effective partnership with parents and carers to support and improve pupils achievement and personal development.
- On a day-to-day basis, provide guidance and leadership to ensure the highest possible standard of pupil care, record keeping and communication.
- Take a lead role in managing pupil behaviour across school and additionally by consistently modelling and implementing the agreed policy for pupil behaviour.
- Take a lead role in the pastoral care of all staff by supporting the Headteacher to develop positive working relationships and sustain motivation, with and between all staff.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Support the Headteacher in ensuring effective planning, allocation, support and evaluation of work is undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.

- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- Regularly review own practice, set personal targets and take responsibility for your own personal development.
- Manage own workload and that of others to allow an appropriate work/life balance.

Managing the Organisation

- Undertake full responsibility for all matters relating to the school in the absence of the Headteacher.
- Help all staff to understand and fulfil their statutory responsibilities through observation, feedback, support and modelling.
- Line manage and act as performance management reviewer for staff identified by the Headteacher.
- Support the Headteacher in developing and maintaining high morale and confidence amongst all staff and set an example of high professional standards and leadership.

- Support the Headteacher to ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all and provide value for money.
- Communicate relevant information to all staff in a timely and organised manner.
- Undertake other reasonable duties related to the day-to-day administration of the school as requested by the Headteacher.

Accountability


- Attend Senior Leadership team meetings and half termly meetings of the Local Academy Committee (LAC) to support the Headteacher in providing information and advice regarding specific areas of responsibility.
- Support in the development of and present a coherent, understandable and accurate account of the school's performance to a range of audiences including LAC governors, parents and carers.
- Reflect on personal contribution to school achievements and take account of feedback from others.
- Fulfil all commitments arising from contractual accountability.



Person Specification

	Essential	Desirable
Qualifications/ Professional Development	<ul style="list-style-type: none"> • Qualified teacher status • Evidence of continuing professional development relating to school leadership and management, and to curriculum/teaching and learning • Ability to identify own learning needs and to support others in identifying their learning needs 	<ul style="list-style-type: none"> • Postgraduate level qualification • Additional leadership qualifications including NPQs • Experience of leading/ coordinating professional development opportunities
Strategic Leadership	<ul style="list-style-type: none"> • Successful experience in a leadership and management role • Evidence of successful strategies for planning, implementing, monitoring and evaluation of the school • Ability to analyse data and reports, develop short, medium and long-term strategic plans, set targets and monitor/evaluate progress towards these • Knowledge of what constitutes good quality in educational provision, the characteristics of effective schools and strategies for raising standards and raising the achievements of all pupils • Understanding of, and commitment to, promoting and safeguarding the welfare of pupils 	<ul style="list-style-type: none"> • Knowledge of the role of the Local Academy Committee (Governing Body) • Evidence of having successfully translated vision into reality at whole school level
Leading and Managing Staff	<ul style="list-style-type: none"> • Experience of successfully leading, managing and developing staff in order to raise standards throughout the school • Experience of successfully leading teams in achieving objectives 	<ul style="list-style-type: none"> • Experience of offering challenge and support to improve performance • Experience of working with governors to enable them to fulfil their whole school responsibilities



	Essential	Desirable
Teaching and Learning	<ul style="list-style-type: none"> • Ability to deliver high quality teaching, and model good practice to others, using a range of teaching and learning strategies to ensure positive outcomes for pupils • Experience of successfully leading one or more subject areas • A secure understanding of the requirements of the National Curriculum and Early Years development • A secure understanding of assessment strategies and the use of assessment in order to inform the next stages of learning • Experience of effective monitoring and evaluation of teaching and learning and of providing appropriate challenge and support • High expectations of pupils' learning in relation to both progress and attainment • Experience of working with children with a range of SEND  	<ul style="list-style-type: none"> • Understanding of successful teaching and learning across the entire curriculum across all key stages • Successful experience of creating an effective learning environment and of developing and implementing policies and practices relating to behaviour management • Whole school curriculum leadership • Teaching experience in at least two of the three key stages • Experience of leading Teaching and Learning or having a lead practitioner role
Accountability	<ul style="list-style-type: none"> • Ability to build effective relationships and communicate effectively with a range of external audiences – e.g. external agencies, parents, carers, and the wider community • Experience of effective whole school self-evaluation and improvement strategies 	
Skills, Qualities and Abilities	<ul style="list-style-type: none"> • Ability to implement the school's vision and to create a shared culture reflecting the school's ethos • Ability to take on the day-to-day running of the school, when required • Strong team player with the ability to build and maintain good relationships on all levels • Ability to remain resilient when working under pressure • Ability to organise work, prioritise tasks, make decisions and manage time effectively • Excellent communication and interpersonal skills • Ability to effectively use a range of ICT software 	<ul style="list-style-type: none"> • Experience in leading areas of wider school life



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Champion School

We meet the Little Wandle 16 Standards
of Excellence and share our best practice
with other member schools

Deputy Headteacher

Leadership Scale L8 - L12, Outer London (£59,826 to £65,629) Salary negotiable for suitably experienced candidate. Start Date - April (Summer) 2024

We're looking for a book loving, highly experienced Senior Leader to join our inclusive, growing primary school.

Paxton Academy is an inspirational primary school located in Thornton Heath, and is a proud member of Wandle Learning Trust.

Reading is at the heart of our curriculum which is ambitious and relevant, creative and inclusive. Across the school, children from Reception to Year 6 are immersed in high quality texts which celebrate their diversity and instils a 'Love for Learning' to succeed in all that they do.

Our outstanding commitment to early reading means that we are one of just 20 Little Wandle Champion Schools across the country, playing a pivotal role in developing Wandle Learning Trust's market-leading phonics programme which is used by over 5,000 schools.

We are looking for a highly experienced senior leader, possibly a Head of School or someone already working as a Deputy Head, who would like a new challenge and the opportunity to be part of a Trust that is leading national school improvement.

In addition to the opportunity to work with highly rewarding children, we can offer you:

- Extensive opportunities for personal development through our Teaching School, English and Maths Hubs, and our DfE-validated SSP Little Wandle Letters and Sounds Revised.
- A genuine partnership with like-minded, collaborative school leaders to support school level, as well as Trust-wide, school improvement.

We strongly encourage you to arrange a school visit. Please contact our HR Manager Charmaine Ingram on recruitment@paxtonacademy.org.uk

Please download the application form from www.wandlelearningtrust.org.uk

Your completed application form must be returned to Charmaine Ingram on the email above.

Closing date: ~~Monday 29th January 2024~~ at 12 noon
Interviews: ~~Thursday 1st February 2024~~

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

This post is subject to an enhanced DBS check.

**PAXTON
ACADEMY**
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Contact us

843 London Road, Thornton Heath CR7 6AW

Email: recruitment@paxtonacademy.org.uk

paxtonacademy.org.uk | wandlelearningtrust.org.uk