

Deputy Headteacher Application Pack



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Welcome from the Executive Headteacher

Dear Applicant,

Thank you for responding to our advertisement for the Deputy Headteacher post within New Wave Federation.

The schools within the Federation are Grazebrook Primary School based in Stoke Newington, Shacklewell Primary School based in Dalston, Woodberry Down Community Primary School based in Manor House & Thomas Fairchild Primary School based in Hoxton. New Wave Federation was created in April 2016. Our schools federated after forming long term partnerships sharing expertise of best practice in all areas of education. We are very excited about this continued opportunity to raise standards and share our learning experiences. We are delighted that you would like to be part of this and welcome you to join us as we embark on this journey

For over a decade we have built highly successful staff teams driven by their commitment to the communities we serve. Our ethos of 'Excellence for All' underpins everything about our daily practice. Staff are passionate, dedicated and committed to allowing each child to achieve their highest potential. The role of the Deputy Headteacher carries with it the formal professional responsibilities but also requires a colleague who will embrace innovation working within our knowledgeable and committed team. A career at the New Wave Federation is both challenging and highly rewarding- an experience suited to people who are flexible, motivated and creative.

We can offer you schools which are well resourced, have an established culture of excellence and a commitment to personalised professional development. Our schools are vibrant, diverse and inclusive. If you are an effective communicator, have vision, energy and believe every child can and will succeed, we would like to hear from you.

This pack has been put together to help you with the application process. If you would like to visit the schools for a tour to learn more, we are happy for you to contact us. Please contact Ms Alia Choudhry, Federation Business Manager on **0207 254 1415**.

Kind regards,



Mrs Nicole Reid
Executive Headteacher

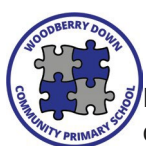
About Our Schools



Grazebrook Primary School

Leaders have created a calm and orderly environment in which pupils flourish. Pupils readily take ownership of demonstrating and living out the school values of kindness, focus, creativity, responsibility and collaboration. This can be seen throughout the school. The Grazebrook 'passport' aims to support pupils to develop as active citizens and enhance their understanding of the world around them. Pupils are proud to take part in charity work because they want to improve the lives of their wider community. The curriculum is highly ambitious and broad for all, including those with special educational needs and/or disabilities (SEND). Leaders ensure that all pupils are able to fully follow the curriculum. Pupils show real enjoyment and delight in learning new ideas and engaging with different experiences. Pupils achieve highly across the curriculum. Extremely strong outcomes in national assessments help to exemplify the strength of the curriculum and how well it is delivered.

At its most recent OFSTED inspection (November 2023) it was reported that the school is an Outstanding school.



Woodberry Down Primary School

Pupils at Woodberry Down readily demonstrate the school's values of collaboration, creativity, focus, kindness and responsibility. There is a strong sense of community. Pupils are confident, articulate and well-behaved. Leaders have created an environment where pupils try their best. They work hard and produce work of good quality in different subjects. Pupils are proud of their school and the exciting things they experience, such as residential trips, ice skating and museum visits. Pupils feel safe and are kept safe in school. Bullying is rare. Pupils know they can use worry boxes or talk to teachers about any concerns they might have and that these will be dealt with swiftly. Low-level disruption is rare, so pupils can concentrate and engage positively with their learning.

At its last OFSTED inspection (December 2023) it was reported that the school is a Good school.



Shacklewell Primary School

Shacklewell is larger than the average-sized school. The early years consists of two Reception classes and two part-time Nursery classes with provision for two-years-olds. The proportion of pupils with SEND is above average. The proportion of disadvantaged pupils is above average. The school's values of resilience, creativity and hard work are deeply embedded across the school. Pupils thrive as a result.

Leaders have been strikingly successful in securing the consistent high quality of teaching and an effective curriculum that underpins learning across the school. This enables pupils of all ages to make substantial progress. Leaders and staff foster a positive environment and conditions which are highly conducive to successful learning. Pupils benefit from the technology that they are encouraged to use from a very early age. They develop high levels of skills in using computers.

At its last OFSTED inspection (March 2019) it was reported that the school is an Outstanding school.



Thomas Fairchild Primary School

Pupils are proud of their school and enjoy their learning. Leaders have created a safe environment in which pupils can achieve their best. Children in early years have settled in quickly and they are ready to learn. Being responsible is one of the school values, and pupils keenly put this into action. For example, the pupil council has worked with leaders to improve the school lunch menu. Leaders and staff are committed to providing pupils with the best possible start to their education. They have created a stimulating learning environment in early years, where children thrive academically and socially. Pupils learn a broad range of subjects throughout school. Leaders have thought carefully about the key knowledge and skills they want pupils to know and remember. Pupils are keen to be reading ambassadors so that they can be involved in choosing books for the school.

At its most recent OFSTED inspection (September 2023) it was reported that the school is a Good school.

Job Description

Post Title	Deputy Headteacher
Responsible to:	Executive Headteacher and Headteacher, Governing Board, and members of Senior Management Team
Direct Reports:	Ancillary staff when based in their classroom
Salary:	Competitive
Key Internal Contacts:	Other teachers within the school, Executive Headteacher and Headteachers
Key External Contacts:	Local community, parents/carers and agencies relevant to duties



Job Summary

- ❖ The Deputy Headteacher will work with the Executive Headteacher and Headteacher to maintain the vision by developing strategic plans which will motivate all members of the school community and develop outstanding education for the children in our care. They will share responsibility for development of excellent teaching across the school and the creation of a learning culture where all children are valued and given the opportunities that will allow individual children to reach and fulfill their potential.
- ❖ You will work with the Executive Headteacher and Headteacher to build a professional learning community, with performance management and continuing professional development for all staff being at the heart of this work.
- ❖ As part of this role you will commit to engaging with both the immediate school community and the wider community of the Federation to ensure that the schools are recognised for their distinctive role. There will also be the need to promote collaboration with our other schools to enable expertise to be shared across the Federation and our Teaching School Alliance.

General Duties

- ❖ To be successful in this role you must readily adapt to a changing curriculum, modifying lesson preparation and delivery accordingly.
- ❖ The Deputy Headteacher will operate strictly in accordance with school policies.

The duties and responsibilities of this post may vary according to the needs of the school. This job description may be reviewed at the discretion of the Executive Headteacher and Headteachers and in consultation with the Deputy Headteacher and the Governing Board.

Main Duties

- ❖ Work in partnership with the Executive Headteacher and Headteacher to plan strategically and produce School Improvement Plans
- ❖ Support the development of a culture that promotes excellence, equality and high expectations for all
- ❖ Communicate and model the vision of the school
- ❖ Deputise for the Headteacher in their absence
- ❖ Be a key member of the school's Senior leadership Team
- ❖ Lead the development of assessment across the school
- ❖ Lead on behaviour management and anti-bullying strategies
- ❖ Manage the internal running of the school through drawing up such timetables and rotas as are required
- ❖ Be the leading professional in the classroom, modelling excellent practice, high standards of professional conduct and supporting the professional development of others
- ❖ Support the staff in tracking children's' progress, setting targets and ensuring intervention programmes meet current needs
- ❖ Analyse data with the Headteacher and Core Subject leaders, producing reports as required
- ❖ Monitor the progress of teaching and learning through classroom observation and pupil interviews
- ❖ Work with the Governors, Executive Headteacher and Headteacher by attending Governor meetings and present reports as appropriate
- ❖ Be a Performance Management Team leader for named staff
- ❖ Actively develop own performance and that of other staff through peer coaching, promoting new developments in education
- ❖ Lead and manage the induction of new staff
- ❖ Work with parents, carers and community organisations to enhance and enrich the school
- ❖ Be willing to undertake other training, e.g. N.P.Q.H

Person Specification

Essential Characteristics

Qualified Teacher Status
A first degree or equivalent
Evidence of professional development in school leadership or a higher degree
Experience of teaching across the Primary age range, working with children from a range of social backgrounds
Excellent classroom teacher with high expectations of achievement and behaviour
Strategic responsibilities in school leadership and management
Involvement in curriculum/school development and raising standards within a school
Responsibility for developing, monitoring and evaluating an aspect of school provision particularly assessment and behaviour management
Has managed people and resources particularly in a team approach
Has worked with Governors
Involvement with Performance Management and supporting CPD of colleagues
Has worked successfully in partnership with parents and the wider community
Knowledge of current educational issues and developments
Understand the Ofsted Inspection Framework and the process and place of self evaluation
Knows the implications for equal opportunities and inclusion issues and effective education strategies for all pupils
Has a range of strategies for improving the quality of teaching and learning
Assessment strategies and the use of assessment to inform the next stages of learning

Person Specification

Essential Characteristics

A proven track record as an excellent, creative teacher who motivates children
A highly motivated energetic and enthusiastic leader, who is approachable and promotes positive relationships
Effective administrative and organisational skills able to support the work of colleagues through staff development and Performance Management and able to lead a team
Is able to lead the development of Assessment across the school
Can analyse data, develop strategic plans, set targets and monitor and evaluate progress towards these
Can monitor teaching and learning and set targets or improvement
Is able to communicate orally and in writing to a range of audiences
Good knowledge of ICT for teaching and administrative purposes
Can cope with the pressures of a demanding leadership position
Committed to providing an effective learning environment appropriate to the needs and abilities of all pupils
Committed to working in partnership with other schools, other agencies and community partners
Committed to working with the community and parents

Application Process

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all the criteria identified in the selection criteria.

Candidates are advised that when completing the references section on the application form to please ensure that:

- Your first referee is your current, or most recent, employer;
- You provide a referee who can attest for your ability to work with children; and
- If you do not have an employment referee, please provide details of a tutor, lecturer or someone who can provide an appropriate character reference.

Please explain any gaps in your employment/education history and reasons for these gaps, continuing onto an additional page if necessary.

Candidates must ensure that if they are successful at interview, that they are able to provide evidence of their Right to Work and Remain in the UK. We are fully committed to following all safeguarding procedures. The school is not able to employ any person who cannot validate their Right to Work and Remain in the UK in line with the Asylum, Immigration and Nationality Act 2000.

Completed application forms must be received by **12pm Monday 29th April 2024**.

If you would like to have an informal discussion about the post then please contact me via email at **nreid@newwavefederation.co.uk**

We look forward to receiving your application.



Contact Details



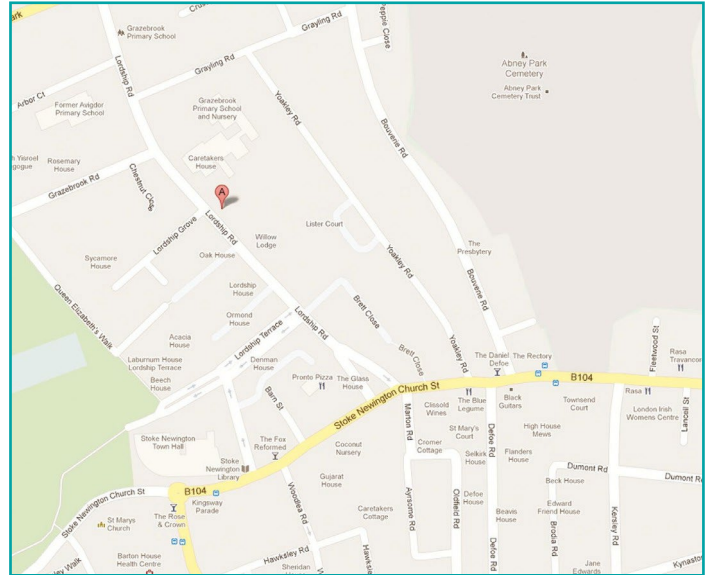
Grazebrook Primary School
Lordship Road, London N16 0QP

Tel: 020 8802 4051

Fax: 020 8442 5202

E-mail: gboffice@newwavefederation.co.uk

Web: www.grazebrook.hackney.sch.uk



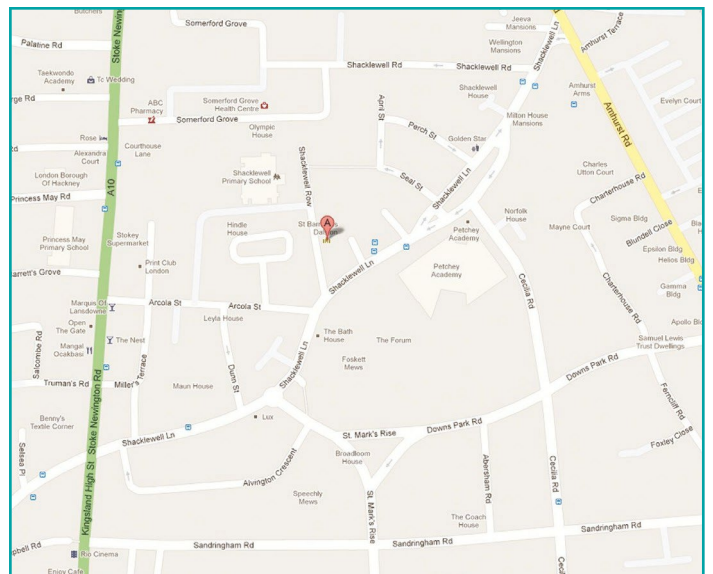
Shacklewell Primary School
Shacklewell Row, London E8 2EA

Telephone: 020 7254 1415

Fax: 020 7254 1151

E-mail: swoffice@newwavefederation.co.uk

Web: www.shacklewell.hackney.sch.uk





**Woodberry Down
Community Primary School**

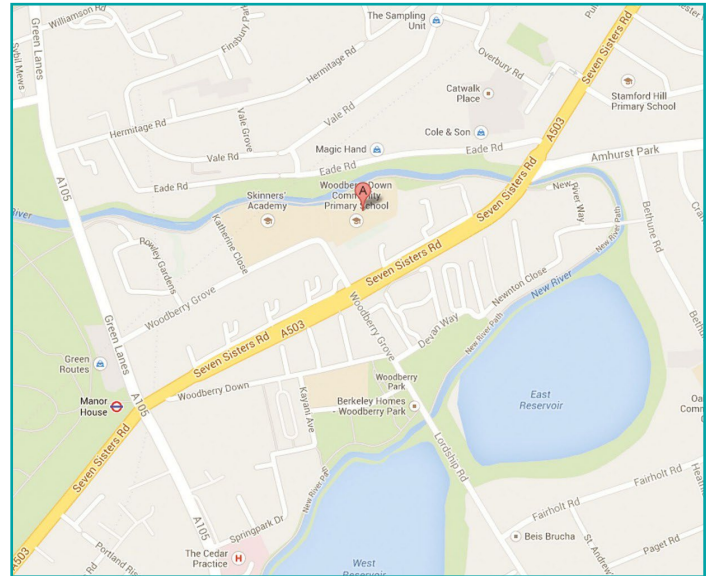
Woodberry Grove, London N4 1SY

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