

Welcome to the Endeavour Partnership Trust



Thamesmead Hub Deputy Headteacher Candidate Pack





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Trust Lead Welcome

Dear Candidate,

Thank you for expressing an interest in working within our Trust. I hope that you find this information pack helpful and that you consider applying for the newly established role.

The Endeavour Partnership Trust is a small trust in Greenwich, South East London. It is made up of Windrush Primary School, which currently operates across two sites based in Thamesmead and Charlton, and Hawksmoor Primary School. Currently we are awaiting a decision to de-amalgamate Windrush Primary School so that both sites become standalone primary schools in their own right from September 2024. Hawksmoor Primary joined us as a sponsored academy in April 2021. In its recent Ofsted inspection (November 2023) the school was judged good overall with an outstanding judgement for behaviour and attitudes.

Our schools support pupils from a wide range of demographics. Across the schools we currently we have 62 languages spoken. We celebrate our differences and similarities and engage our communities so that all of our schools feel like family.

We are an extremely collaborative Trust. Our schools work together on curriculum planning and staff professional development. As an outward facing Trust, our staff have shared their expertise, supporting a number of schools locally and further afield. We are committed to also working closely with our neighbouring communities of schools and chair two collaboratives in Thamesmead and Charlton.

We are research based Trust and will always look at ways to expand our knowledge and understanding of best practises by regularly engaging in live research, through the EEF for example, or with University College London. Our pupils deserve the very best in terms of educational practise and therefore we will never stand still and see ourselves as a community of lifelong learners.

Academically we are successful as a group of schools and year on year our results from EYFS, KS1 and 2 are above national. However, the most important value for the pupils across our schools is happiness. Pupils who are happy will learn, and we go above and beyond to support all of our pupils and families, not just in academic aspects but also support with housing, social issues, wellbeing and finance.

Staff workload and wellbeing plays a very important part in staff retention and we have reduced work load significantly through shared PPA, medium term planning days every half term, giving all staff two paid wellbeing days, live marking-only in class; short end of year reports and the support of a range of services in school should the need ever arise.

We know that education is a partnership between home and school and we place a great deal of emphasis on our relationships with parents and/or carers; we believe that pupils learn best when home and school work together for their benefit. To that end we promote regular community events and seek parent and/or carer views as much as possible to ensure our pupils are successful in all aspects of school life.

Once again thank you for showing an interest in our wonderful Trust. Should you require any further information please do not hesitate to contact Donna Corrigan the Trust Office Manager at information@windrush.greenwich.sch.uk.

We would strongly encourage you to come and visit both Windrush Thamesmead and Hawksmoor Primary School – the two schools where this post will work across.

Jo Marchant
Trust Lead



Testimonial from a Teacher that joined our Trust in September 2023:

"Since joining EPT I have felt enormously supported. The team is great from top to bottom. EPT has a great vision and structure; I always know what to do and who I can reach out to. I have managed to achieve a great work life balance this year."



Introducing our Schools

Windrush Thamesmead opened as a one form entry school in September 1972 and was the first school opened in Thamesmead. It continues to be an oversubscribed school.

Windrush Charlton was opened in September 2012 when we expanded by opening a new 3 form entry site in Charlton. We began with 90 Reception children and were full by 2018.

Hawskmoor School is a two form entry school. It joined The Endeavour Partnership Trust on 1st April 2021. Hawskmoor joined the Trust as a sponsored academy following an Ofsted inspection with an inadequate judgement. When the school was inspected in October 2023 it was judged good with an outstanding judgement for behaviour and attitudes.

You can learn more about our schools via their websites:

- [Windrush](#)
- [Hawskmoor](#)

You can learn more about our Trust via Endeavour website:

- [Endeavour](#)

The Vacancy

Starting: 1st September 2024, or as soon as possible for the right candidate

Salary: Leadership 11-15 (Inner London), dependent upon experience

Contract: Part time, Permanent

Closing date: Wednesday 15th May 2024 @12pm

Interviews: Week beginning Monday 20th May 2024

We are looking for a non-class based 0.6 Hub Deputy Head Teacher to join our Trust and work flexibly across Windrush Thamesmead and Hawksmoor Schools. These schools are geographically very close– approximately 150 metres away from one another. The 0.6 working pattern will be agreed with the appointed candidate.

We wish to appoint a dynamic, ambitious, and talented individual with a proven track record of school improvement to join us in the role of Hub Deputy Headteacher. This role is a key member of our Senior Leadership Team and will be instrumental in supporting both schools in the next stage of their development.

Our new Hub Deputy Headteacher must:

- Have a proven track record of whole-school improvement at senior leadership level.
- Have excellent leadership, communication and interpersonal skills.
- Be committed to the vision and values of the schools and our Trust.
- Be committed to pursuing standards of excellence in teaching and learning.
- Be a talented and creative practitioner with a broad range of experience across the primary phase.
- Be an excellent communicator with a track record of working at a senior level.
- Be able to lead staff and contribute to the strategic vision and development of the schools.
- Have drive, ambition and high expectations.

Our staff are very important to us. We know that great schools do not exist without great staff. We offer

- A commitment to support your professional development and growth.
- A Trust that cares deeply about staff workload and wellbeing.
- A collegiate approach to schools working together across the Trust.
- An excellent staff induction programme.
- A Trust that is at the heart of the communities it serves.

If you are interested in applying for this role, we will be holding an open day on Wednesday 8th May 2024, for applicants to visit both sites. To book a place please email Donna Corrigan: dcorrigan@windrush.greewnich.sch.uk or telephone : 020 8836 9710

Job Description

Job Title: Hub Deputy Headteacher

Reporting to: Headteachers of Windrush Thamesmead Primary School & Hawksmoor School

Main purpose of the job

- Carry out the duties of this post in line with the remit outlined in the current *School Teachers' Pay and Conditions Document* including the conditions of employment for Deputy Headteachers and the schools' own policies.
- Under the overall direction of the Headteachers play a key role:
 - in formulating the aims, objectives of the schools and establishing the policies through which they are to be achieved
 - be responsible for the standards and curriculum of all pupils; including monitoring of progress towards achievement
 - proactively manage staff and resources
- Take full responsibility for the school in the absence either Headteachers
- Carry out the professional duties of a teacher should the need arise
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Shaping the future

- In partnership with the Trust Lead, Headteachers and local governing bodies, establish and implement an ambitious vision and ethos for the future of the schools
- Play a leading role in the school improvement and school self-evaluation planning process
- In partnership with the Headteachers, manage school resources
- Devise, implement and monitor action plans and other policy developments
- Lead by example to motivate and work with others
- In partnership with the Headteachers, lead by example when implementing and managing change initiatives
- Promote a culture of inclusivity within the school communities where all views are valued and taken in to account

Leading teaching and learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Lead the development and delivery of training and support for staff
- Work with other members of the Schools Leadership Teams to lead the development and review of all aspects of the schools' curriculum including planning, recording and reporting
- Work in partnership with the Headteachers in managing the schools through strategic planning to include the formulation of policy and delivery of strategy
- With the Headteachers, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the schools
- Develop and review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards

Developing self and others

- Support the development of collaborative approaches to learning within the schools/Trust and beyond
- Organise and support the induction of staff new to the schools

- Participate, as required, in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school in the absence of the Headteachers
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting
- Work with the Headteachers to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring

Managing the organisation

- Working with the Headteachers, undertake key activities related to professional, personnel/HR issues
- Help manage HR and other leadership processes as appropriate with the Headteachers e.g. sickness absence, disciplinary, capability etc.
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the schools
- Be a proactive and effective member of the Senior Leadership Teams
- To undertake any professional duties, reasonably delegated by the Headteachers

Securing accountability

- Support the staff and governing bodies in fulfilling their responsibilities with regard to the school's performance and standards
- Support the Headteachers in reporting the schools' performance to its community and other stakeholders
- Promote and protect the health, safety and welfare of pupils and staff

Strengthening community

- Work with the Headteachers in developing the policies and practice, which promote inclusion, equality and the extended services that the schools offer
- Promote the positive involvement of parents and/or carers in the life of the schools
- Organise and conduct meetings where appropriate with parents and/or carers to ensure positive outcomes for all parties
- Promote positive relationships and work with colleagues in other schools and external agencies



Person Specification

Qualifications

1. Qualified Teacher Status or recognised equivalent (AF)

Experience – show evidence of

2. Recent experience of working successfully as a senior leader in a school. (AF/I)
3. Evidence of major whole school responsibilities and experience of turning policy into effective and successful practice. (AF/I)
4. Leadership of a significant area or phase, including responsibility for raising standards across the whole school. (AF/ I)

Professional Knowledge

5. A clear understanding of the essential qualities necessary for effective teaching and learning. (AF/I)
6. Up to date knowledge of statutory regulations and guidance relating to the post.(AF)

Professional skills

Can demonstrate the ability to:

7. Analyse data, to evaluate the performance of pupil groups, pupil progress and plan an appropriate course of action for whole school improvement.(T)
8. Develop and review whole school systems to ensure robust evaluation of school performance and actions to secure improvements. (AF/I)
9. Lead and manage a school team/s to successfully achieve agreed goals. (I)
10. Be an effective team player that works collaboratively and effectively with others. (I)
11. Develop and deliver effective professional development for staff (including mentoring and coaching as appropriate).(AF/I)
12. Communicate effectively to a wide range of different audiences (verbal, written, using technology as appropriate). (AF/I)
13. Demonstrate high quality teaching strategies. (T)
14. Support, motivate and inspire both colleagues and pupils by leading through example. (AF/I)
15. Contribute effectively to the work of the Headteachers and senior leadership team. (I)
16. Deal successfully with situations that may include tackling difficult situations and conflict resolution.(AF/I)
17. Work successfully with a range of external agencies. (AF)

Commitment

Demonstrate a commitment to:

- a. equalities
- b. promoting the schools' vision and ethos
- c. fostering a high quality, stimulating learning environment
- d. relating positively to and showing respect for all members of the school and wider community
- e. ongoing relevant professional development
- f. safeguarding and child protection

N.B. Candidates who apply for this post are asked to write a personal statement to show how they meet the selected criteria and how their examples demonstrate impact.



Application Guidance

The Trust is committed to achieving equal opportunities in employment and service delivery and to safeguarding and promoting the welfare of children and young people and expects all staff and voluntary helpers to share this commitment. An Enhanced Disclosure and Barring Check with the Disclosure and Barring Service [DBS] under the Rehabilitation of Offenders Act 1974 will be required for the successful applicant.

Please read this recruitment pack carefully **before** completing the application form. The application form is the first step in the recruitment process, which may lead to an interview and the possible offer of a job. It is therefore important that you complete the application form as fully as you can.

We do not accept CVs and therefore the information that you supply on the application form is the only information that we consider when deciding whether you should be shortlisted.

Additional guidance:

- Please read the job description, person specification, advertisement and any other documentation carefully, before filling in the form.
- Do not leave any gaps in your employment record.
- Please ensure you return your application form by the closing date as advertised. Late applications will not be considered for shortlisting.
- The selection criteria used for shortlisting are the skills, abilities, knowledge and experience required to do a specific job. No assumptions will be made about these criteria. It is therefore vital that you tell us how you meet the selection criteria.

Shortlisted Candidates:

- References will be taken up prior to interview.
- Social Media checks will be made.
- You will be requested to complete a Self-Disclosure Form.
- You will need to bring ID along with you to the interview.

If you need any further information regarding this process, please do not hesitate to contact Donna Corrigan, the Trust Office Manager at information@windrush.greenwich.sch.uk

We look forward to receiving your application.

