



**Interim Deputy
Headteacher
Inclusion
Candidate
Pack**



Welcome letter from our Headteacher



Dear Prospective Candidate,

Thank you for showing an interest in our vacancy at Horsenden Primary School. We are a large, multicultural school where we hold limitless aspirations for our pupils and staff. We are keen to recruit inspirational and ambitious staff to join our well-established team. Our school values, represented by the HORSE code (Hardworking, Optimistic, Respectful, Sincere, Empowered) underpin the work we do. Staff and governors strive for continuous improvement to achieve exemplary teaching and learning experiences for all of our pupils, each and every day.

We achieve all of this by investing heavily in developing and valuing all staff. Staff are developed in a range of ways and are provided with a wide variety of opportunities to engage in personalised training, including opportunities for professional reading, discussion and self-reflection. The professional development programme is complimented with a coaching-style feedback model, strong links with other local schools, and opportunities to access externally provided qualifications such as the NPQ's.

We aim to develop pupils who are confident, ambitious critical thinkers who have the skills to successfully explore their interests while becoming curious about the world around them.

Our newly developed experiential curriculum is designed to inspire and challenge our pupils. It is well designed and bespoke to our school, celebrating our pupils and the local community. It is built on an oracy approach where speaking and listening underpins learning. The explicit teaching of new vocabulary combined with talk opportunities support pupils to make links across subjects and to their real life experiences.

Inclusion is at the heart of what we do. All pupils are valued for their differences and staff strive to ensure that every child is challenged to access the curriculum at their level. We are still embedding our approach to using metacognition and SOLO Taxonomy to hold limitless aspirations for all of our pupils. We aim to teach children how their brains work, how they learn best and to take responsibility for their learning and progress, which we believe will set them up for life.

Yours sincerely,

Mrs E. Appelby,
Headteacher

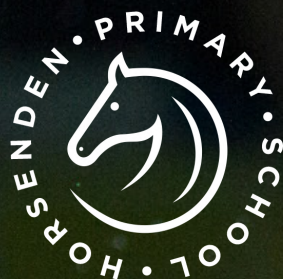


About our School

Horsenden Primary school is a larger than average, 3 form entry primary school in the Greenford area of the London Borough of Ealing, serving a diverse community.

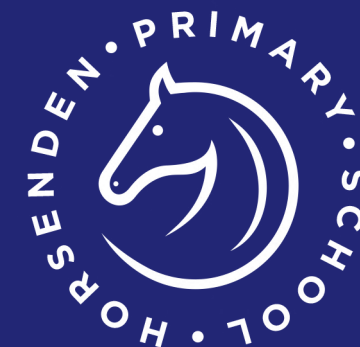
The school's fantastic facilities, including a swimming pool, provide a range of unique development opportunities for an experienced leader. We aim to develop pupils who are confident, ambitious critical thinkers who have the skills to successfully explore their interests while becoming curious about the world around them.

We achieve this by recruiting passionate and ambitious staff and investing heavily in developing and valuing them. Staff are developed in a range of ways and are provided with a wide variety of opportunities to engage in personalised training, including opportunities for professional reading, discussion and self-reflection.



Job Description

Post Title:	Interim Deputy Headteacher - Inclusion (maternity leave cover from Sept 2024)
School:	Horsenden Primary School
Pay Range:	L16 (Inner London)
Line Manager:	The Headteacher and Governing Board
Responsibilities:	Teachers and Specialist support staff



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 school's own policy.
- Under the overall direction of the headteacher play a major role:
 - in helping to formulate the aims, objectives of the school and establishing the policies through which they are to be achieved
 - being responsible for standards and the curriculum, including monitoring pupil progress
 - proactively managing staff and resources.
- Take on responsibilities of the headteacher as agreed and appropriate in the absence of the headteacher.
- Take responsibility for Inclusion across the school by working with the SENDCo and overseeing the development and progress of all significant pupil groups.
- Carry out the professional duties of a teacher as required.
- Be the designated Safeguarding Lead for the school, take responsibility for child protection and for safeguarding and ensuring the welfare of children and others within the school.

Duties and Responsibilities

Shaping the Future

- Support the headteacher and governors in establishing an ambitious vision and maintaining a positive school ethos for the future of the school.
- Lead by example to inspire, motivate and develop self and others.
- Play a leading role in school improvement: policy development, school self-evaluation, improvement planning and implementation of agreed action plans.
- Be a proactive and effective member of the senior leadership team and support the headteacher in managing change.
- Promote a culture of inclusion within the school community and ensure that the views of all stakeholders are valued and taken into account.

Job Description *continued*

Leading Teaching and Learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations of what every pupil and member of staff can achieve. Ensure the active involvement of pupils and staff in their own learning.
- Raise standards and expectations through carrying out staff appraisal, training and professional development, through coaching and mentoring, supporting staff, to improve the quality of teaching and learning.
- Lead the development and review of agreed aspects of the curriculum, including planning, assessment and the development of a creative and engaging curriculum, tailored to pupils' needs and interests .
- With the senior leadership team, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations and learning walks to ensure consistency and quality.
- Work in partnership with the senior leadership team in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented.
- Support the senior leadership team in analysing data, target setting, monitoring and evaluating teaching and learning to ensure consistently high standards.
- Lead by example to ensure the active involvement of staff and pupils in their own learning.
- Ensure that statutory assessments are carried out robustly and that processes to moderate judgements are rigorous.

Developing Self and Others

- Be an excellent role model for staff and pupils by keeping well-informed about developments to work in your area of expertise, being reflective and seeking feedback about your overall performance and teaching, and by demonstrating a desire for continual improvement.
- Undergo training to develop and maintain the knowledge and skills required to carry out the role including specifically with regards to keeping up to date with developments in safeguarding.
- Support the development of collaborative approaches to learning within the school and beyond.
- Work with the senior leadership team to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school development plan and identified appraisal.
- Support the induction of ECTs, new staff, students and volunteers, take responsibility for students on teaching practice or work experience, as appropriate.
- participate in selection and appointment of teaching and support staff as appropriate including overseeing the work of supply staff/trainees/volunteers in the school.



Job Description *continued*



Managing the Organisation

- Be a proactive and effective member of the senior leadership team.
- Lead regular reviews of school systems to ensure statutory requirements are being met and improved on where appropriate.
- Contribute to the effective dissemination of information, good communication and the smooth running of the school on a day-to-day basis.
- As appropriate and under the leadership of the headteacher, undertake activities related to professional and personnel/HR issues e.g. sickness absence, disciplinary, capability.
- Maintain a consistent approach to ensuring high standards of behaviour, attendance and punctuality across the school.

Securing Accountability

- Support the Governing Board in fulfilling their responsibilities with regard to the school's performance. Attend Governing Board meetings as appropriate to present reports and information.
- Contribute to the reporting of the school's performance to the school's community and partners.
- Play a key role as the Designated Safeguarding Leader and in ensuring the health, safety and welfare of pupils and staff.
- Ensure effective induction of pupils new to the school and good transition to secondary school.

Strengthening Community

- Assist the senior leadership team in implementing policies and practice, which ensure inclusion, equality and promote the extended services that the school offers.
- Attend, and where appropriate organise and conduct meetings with parents, carers and outside agencies to ensure positive outcomes for all parties.
- Strengthen partnership and community working by fostering positive relationships with external agencies, parents, the community and colleagues in other schools.

Working Time/Review

This job description sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, but does not direct the particular amount of time to be spent carrying them out. There are not definitive working time arrangements in the national conditions of employment. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Other Duties and Responsibilities:

Undertake any other reasonable professional task as directed by the Headteacher.

Person Specification



Qualifications

- Qualified teacher status or recognised equivalent
- NASENCo Award
- Evidence of further Continued Professional Development/Research to keep up to date with the role

Experience – show evidence of

- Being a good to outstanding practitioner who can demonstrate high quality, inclusive teaching strategies
- Experience of working successfully as a senior leader across the primary age range
- Experience of leading a significant area or phase including effectively managing change to raise standards and turn policy into effective practice
- Experience of undertaking the role of Designated Safeguarding Lead in a school or similar setting

Professional Knowledge

- A clear understanding of skills development across the curriculum and how assessment can effectively support planning and provision
- Up to date knowledge of statutory regulations and guidance relating to the post

Professional Skills

Can demonstrate the ability to:

- Embrace challenge, show initiative and be able to remain focussed and work effectively under pressure
- Support, motivate and inspire both colleagues and pupils by leading by example
- Analyse whole school data, to evaluate the performance of pupil groups, pupil progress and plan an appropriate course of action for improvement
- Rigorously monitor the quality of teaching and learning with regards to inclusion including achievement and progress over time
- Play a key role in staff appraisal and provide effective coaching, mentoring and CPD opportunities, tailored to individual and whole staff needs
- Lead and manage the provision for identified pupil groups to ensure effective identification of and successful support to achieve agreed goals
- Be an effective team player and work collaboratively and efficiently within your teams as well as with wider leadership teams, governors and parents
- Communicate successfully to a wide range of different audiences and deal effectively with difficult situations that may require conflict resolution
- Work productively with a range of external agencies and to involve parents and the local community in the life of the school

Commitment

Demonstrate a strong commitment to:

- inclusion
- safeguarding and child protection
- promoting the school's vision and ethos
- ensuring equality of opportunity

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

If you would like to find out more about this exciting opportunity, please email us at recruitment@horsenden.ealing.sch.uk or call us on **020 8422 5985**.

Visits to the school are strongly encouraged. Please get in touch with Mrs F Carver to book a tour.

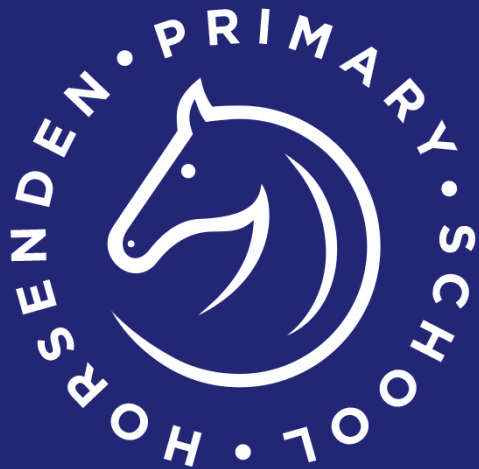
An application form is available to download at:
www.horsenden.ealing.sch.uk/our-school/working-with-us

Please email your completed application form to:
recruitment@horsenden.ealing.sch.uk

Closing date: **Noon, Tuesday 19th March 2024**

Shortlisting: **Wednesday 20th March 2024**

Interviews: **Tuesday 26th March 2024**



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