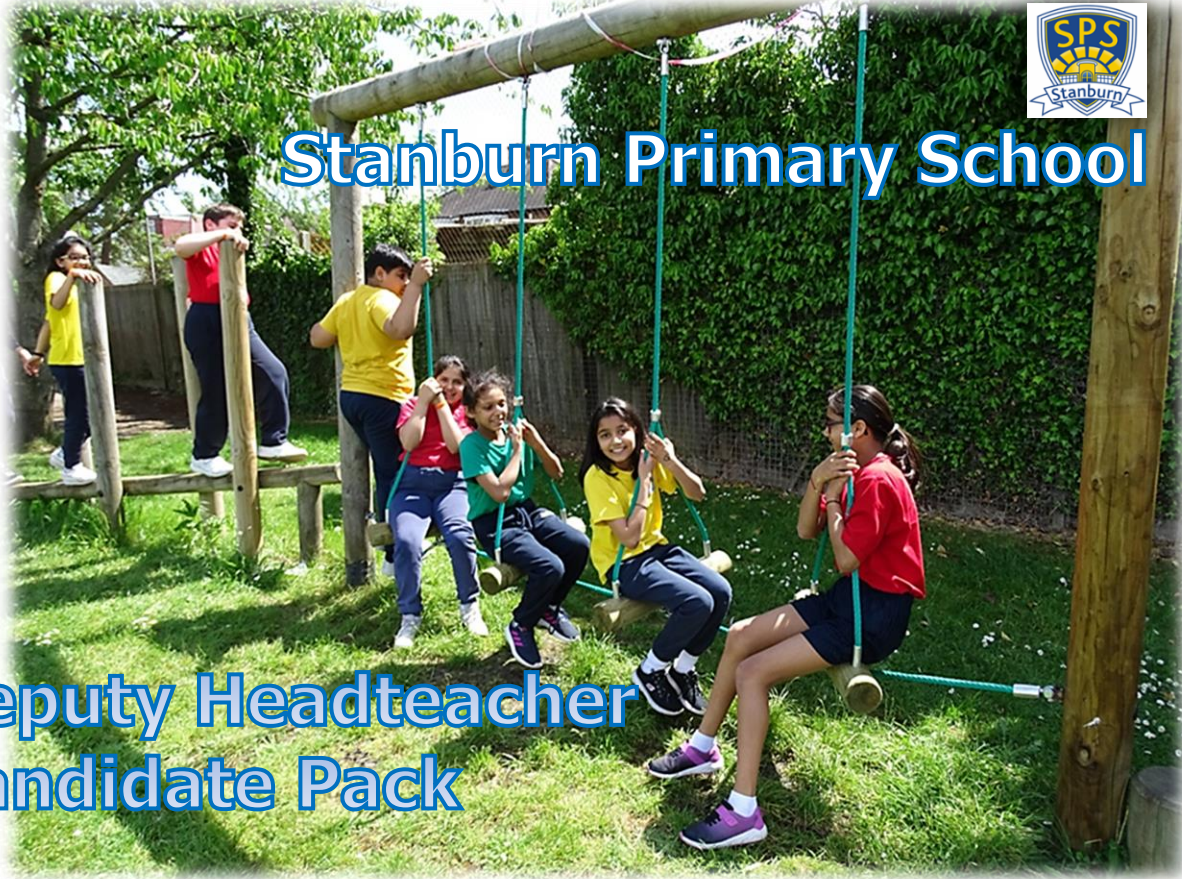




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Stanburn Primary School

Deputy Headteacher Candidate Pack

Dear Applicant,

Thank you for your interest in being our next Deputy Headteacher. Stanburn is a wonderful community of aspirant learners. Both staff and pupils strive to improve and enrich their learning in innovative and creative ways.

Stanburn Primary School is a community school for children aged 4 – 11 serving a diverse, multi-cultural community with a supportive and active parent body. We have strong links with the Local Authority, local schools and the community. We offer a traditional, academic curriculum, excellent teaching and are aspirational for all our children. This is reflected in our results, with 83% of children achieving the expected standard in Reading, Writing and Maths at the end of Year 6.

We offer on-going training and development for our staff through regular CPD, use of the Harrow Educational Partnership and national courses such as NPQs. Staff are supported to develop and hone their skills through coaching and mentoring.

Please also look at our school website to see if Stanburn could be your next home. If so, I would love to meet you. Please contact Mrs Thevanesan, Headteacher's P.A. to arrange a visit.

Warmest regards
Elaine D'Souza
Headteacher

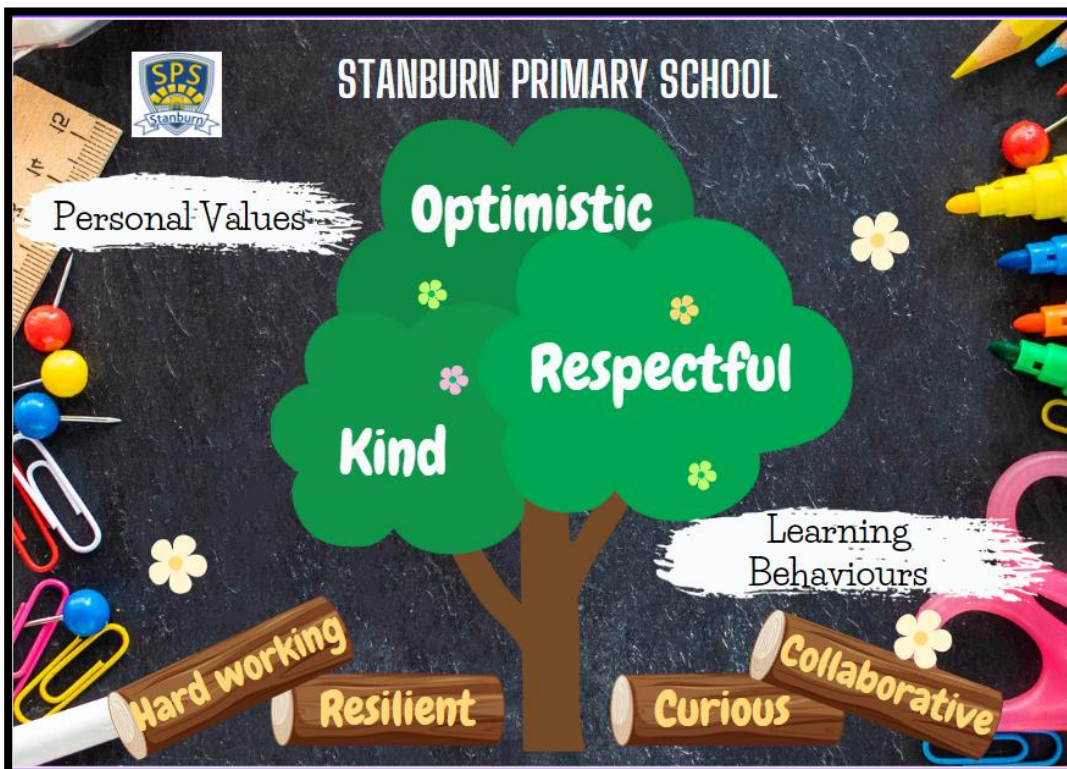


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Our Vision - Believe, Achieve, Succeed – Learning without Limits



Our Values





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DEPUTY HEADTEACHER **Leadership Group L14-20 – Permanent**

Stanburn Primary School seeks to appoint a talented, energetic and well-qualified Deputy Headteacher to join an established and effective team, starting September 2024.

This full time opportunity is perfect for an experienced and successful Assistant Headteacher or Deputy Headteacher of a smaller school who is looking to progress their teaching career in a dynamic, cohesive school with a great reputation. We are seeking a leader with vision, enthusiasm, drive and commitment to join a highly effective team, working collaboratively to give our pupils every opportunity.

The successful candidate will:

- be a full member of the Senior Leadership Team, actively supporting the Headteacher in ensuring that the provision for all pupils is excellent;
- believe in and passionately support the vision, ethos and policies of the school, helping to embed them at the core of teaching, learning and behaviour of the highest quality;
- have an excellent understanding and substantial experience of teaching and learning in the primary years;
- help to develop a school culture that is utterly committed to high expectations and “learning without limits”;
- lead on a range of whole-school initiatives;
- be an outstanding teacher with a track record of successful leadership and have excellent interpersonal skills;
- be keenly interested in how children learn, embracing equality of opportunity and a collaborative approach to teaching and learning;
- lead by example, sharing a deep understanding and knowledge of outstanding teaching and learning in order to develop the practice of others.

You can offer us:

- a commitment to improving standards, ensuring that every child is challenged to achieve their maximum potential;
- successful experience of raising achievement of all pupils through high expectations and challenge;
- a commitment to develop all our staff through coaching, mentoring and ongoing support;
- a proven ability to work effectively in partnership with parents, governors and other stakeholders.

We can offer you:

- excellent career support through exceptional professional development (including additional opportunities offered through being the learning hub for Leadership & Management as part of the Harrow Educational Partnership Board);
- the opportunity to be part of a larger senior leadership team;
- membership of a large, friendly, hardworking team of staff;



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- the opportunity to work with a strong, knowledgeable Governing Body, supportive, ambitious parents and carers, and most importantly;
- the privilege of working with highly motivated, enthusiastic and well behaved children.

How to apply:

For more information, visit our school website: [www.stanburn.harrow.sch.uk/work for us](http://www.stanburn.harrow.sch.uk/work-for-us)

Please complete and email a completed teaching application form to:

recruitment@stanburn.harrow.sch.uk

Closing Date: Thursday 25th April 2024 at Noon

Interview Date: w/c 29th April 2024

CVs will not be accepted. Only shortlisted candidates will be notified.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school follows safe recruitment practices to protect children. The successful candidate will be appointed subject to an Enhanced DBS with Barred List check, satisfactory references and health check. Further information about the Disclosure Scheme can be found at www.gov.uk/disclosure-barring-service-check. Harrow Council aspires to be at the forefront of promoting equality of opportunity as an employer, service provider, procurer of goods and services and a community leader. We aim to tackle all forms of discrimination and achieve equality irrespective of ones: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.



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Job Description

Job title:	DEPUTY HEADTEACHER from September 2024
Contract:	Full time; Permanent
Grade:	Leadership Group L14-20
Responsible to:	Headteacher

The details outlined below represent the school's supplement to the relevant conditions of employment detailed in the School Teachers' Pay and Conditions Document and the job description of a class teacher at Stanburn Primary School.

Purpose:

The Deputy Headteacher, in conjunction with the Headteacher will:

- Drive school improvement in all aspects of the school;
- Support with the daily management of the school;
- Work with staff to constantly improve the standard of teaching and learning;
- Work with subject leads to develop our curriculum provision ensuring it is of the highest standard;
- Raise standards of pupil achievement across the school;
- Be part of the safeguarding team, possibly the designated safeguarding lead;
- Deputise for the Headteacher in their absence.

Responsibilities:

Strategic Direction

- Keep abreast of local and national developments in education ensuring the effective dissemination of information and best practice amongst colleagues;
- Assist in the formulation of the School Development Plan and take responsibility for planning, implementing and monitoring areas therein;

School Culture

- Lead on the formulation, development, promotion and evaluation of school policies as required, in line with our vision and values;
- Promote our school culture of high expectations and 'learning without limits' amongst all staff and pupils;
- Play a central role in maintaining good channels of communication and information flow at all time;
- Be vigilant, proactive and knowledgeable in all areas of safeguarding, pupil welfare, equal opportunities and health and safety.
- Set, promote and sustain the highest standards of pupil achievement and behaviour throughout the school;



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Teaching, Learning, Curriculum and Assessment

- Teach effectively across the 4-11 age range, being a role model to others
- Lead on ensuring our curriculum offer is ambitious, sequenced and builds on knowledge and skills year on year.
- Ensure, together with staff, effective planning, delivery and evaluation of high quality teaching and learning across the school;
- Lead and develop effective initiatives to challenge, support and stretch different groups of pupils;

Organisational management and school improvement

- Ensure the effective management of the school supporting all school operations;
- Manage the efficient and effective use of resources including the management, monitoring and oversight of budgets;
- Assist in the appointment process of staff to the school and lead and manage the induction of new staff as required;
- Deal with urgent problems as they arise and to respond appropriately to unplanned situations which come up in the daily running of the school;
- Contribute to school assemblies, duties, and extra-curricular activities as required;

Staff Support and Professional development

- Line manage and provide support and challenge for those responsible for particular year teams and/or curriculum/aspect areas;
- Assist with year group and whole school monitoring and review. This will include working with year groups to help them review performance and develop actions and policies to raise student achievement, behaviour and wellbeing;
- Take a lead in ensuring that the school's scheme for Appraisal runs effectively and co-operatively;
- Lead on CPD for all staff;
- Lead the implementation of the Early Career Framework (ECF) and carry out the Induction Tutor role for ECTs.

Working in partnership with stakeholders

- Work to build and develop strong positive links and relationships with pupils', staff, parents/carers and the local community, including other schools and the local authority and other agencies;
- Build positive relationships with the full range of stakeholders by attending and fully participating in Parents' meetings, Governing Body meetings, PTA and other meetings as required;
- Lead on developing active parental engagement with the school.
- Actively seek to make links with other schools to offer support and learn from good practice.

Specific responsibilities may be revised periodically to meet the changing needs of the school and the individual.



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Person Specification

Criteria	Qualities
Qualifications & experience	<ul style="list-style-type: none">• Qualified Teacher Status• Degree or equivalent teaching qualification with evidence of further professional study;• Recent and successful experience of working at senior leadership level within the primary sector;• Substantial, varied and exemplary teaching experience within primary school settings;• A proven track record of successful team leadership;• Experience of leading successful school initiatives;• Successful experience of creating and maintaining effective partnerships with parents, the community and fellow professionals.
Skills & Knowledge	<ul style="list-style-type: none">• An outstanding teacher, keenly interested in how children learn with a commitment to personal and professional development;• A comprehensive understanding of the primary curriculum;• An understanding of current research into teaching and learning;• Knowledge and understanding of current government initiatives;• Ability to lead by example and inspire and motivate staff at all levels;• Ability to use and manipulate data to set targets and monitor and track student achievement, progress, behaviour, attendance and punctuality;• Ability to review performance, identify team and whole school priorities and prepare and monitor impact of key targets in action plans;• Ability to use data and staff development to raise standards;• Clear-thinking with the ability to think creatively and strategically.
Personal qualities	<ul style="list-style-type: none">• Professional integrity;• Personal resilience and level-headedness in high pressure situations;• Excellent interpersonal skills with all stakeholders;• Ability and commitment to implement the school's vision and values, acting as a positive role model for pupils;• The ability to determine and plan priorities, managing time well and working under pressure to deadlines;• Able to inspire, motivate and challenge others in a calm and considered manner;• To think creatively to anticipate and solve problems;• Able to juggle day-to-day demands with longer term strategic priorities;• Energy, enthusiasm and the capacity for hard work;• Excellent attendance and punctuality;• The ability to still laugh with the team at the end of a hard day



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Arrangements for appraisal of performance:

There is an annual appraisal cycle carried out by line managers which seeks to acknowledge success, resolve problems and identify training/development needs.

Equal Opportunities

The post-holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

This job description is current at the date below but will be reviewed on a regular basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Signed
Deputy Headteacher

Signed
Headteacher

Dated

Dated