



JOIN THE SJSC TEAM

# Deputy Headteacher

Join a dynamic and committed staff who work together to ensure our children flourish academically and personally.



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# WELCOME TO SJSC PRIMARY SCHOOL

## LETTER FROM THE HEADTEACHER

Join us at St John's and St Clement's Primary School, where we are dedicated to nurturing the potential of every child. As our Deputy Headteacher, you will play a pivotal role in strategic leadership and the implementation of the vision across the school.

The SJSC vision is that ALL children flourish academically and personally, so that they have the skills to have success in life and with a commitment to the common good. We believe in developing the whole child and have an inspiring curriculum that empowers children to achieve and explore their place and role in the world.

We are looking for a dynamic, passionate, and inspiring individual to join our wonderful team in crafting innovative approaches to teaching and learning, children's personal growth, staff development, and policy implementation. This role requires the successful applicant to uphold the highest of standards, show tenacity in implementing these, whilst being personable and supportive.

We have wonderful children at SJSC and celebrate diversity explicitly and thoughtfully in our everyday practices and learning. We are lucky to have a diverse, supportive and passionate community. Our commitment to inclusivity is reflected in being Southwark's Hearing Resource Base, fostering a positive and supportive environment for all.

Our diverse and vibrant school thrives on values of kindness, resilience, aspiration, creativity, and community. At SCJC we all 'achieve, grow and give'. As a collaborative environment, we encourage open discussion, evaluation, and continuous improvement, fostering a culture of reflection and shared growth.

If you are ready to make a profound impact on the lives of our children and contribute to our mission of 'Flourishing in the love of God, love of life, love of learning,' we invite you to join us on this fulfilling journey at St John's and St Clement's Primary School.

Alli Crank

## ABOUT THE ROLE

# JOB DESCRIPTION

**Title of Post:** Deputy Headteacher

**Salary Scale:** Leadership Scale L12- L17

**Responsible to:** Headteacher and Governing Body

The Job Description should be read in conjunction with the National Standards of Excellence for Headteachers.

### Core Purpose

The Deputy Headteacher will deputise for the headteacher in their absence. They will work for the headteacher to secure the National Standards across the school in relation to this post, where the standards reference "headteacher" this will also include Deputy Headteacher.

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 policy.

- Under the overall direction of the Headteacher play a lead 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 of the Headteacher
- Carry out the professional duties of a teacher as required
- Take responsibility for child protection issues as appropriate
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school
- Be in sympathy with the ethos of our Christian organisation and church schools.

# JOB DESCRIPTION

## Duties and Responsibilities

### Shaping the future

- In partnership with the Headteacher and governors establish and implement an ambitious vision and ethos for the future of the school
- Play a leading role in the school improvement and school self-evaluation planning process
- In partnership with the Headteacher 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 Headteacher, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community 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
- Work with the Headteacher to raise standards through staff performance management
- Lead the development and delivery of training and support for staff
- Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
- Work in partnership with the Headteacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
- With the Headteacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality
- Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school
- Develop, review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- Ensure through leading by example the active involvement of pupils and staff in their own learning

# JOB DESCRIPTION

## Developing Self and Others

- Support the development of collaborative approaches to learning within the school and beyond
- Organise and support the induction of staff new to the school and those being trained within the school
- Act as an induction co-ordinator for NQTs and have responsibility for students on teaching practice and those undertaking work experience, as appropriate
- 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 Headteacher
- 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 Headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management
- Lead the annual appraisal process for all identified support and teaching staff

## Managing the Organisation

- Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication
- Working with the Headteacher, undertake key activities related to professional, personnel/HR issues
- Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the senior leadership team
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate
- To undertake any professional duties, reasonably delegated by the Headteacher

# JOB DESCRIPTION

## **Securing Accountability**

- Lead and support the staff and governing body in fulfilling their responsibilities with regard to the school's performance and standards
- Support the headteacher in reporting the school's performance to its community and partners
- Promote and protect the health and safety welfare of pupils and staff
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

## **Strengthening Community**

- 'Work with the headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- 'Develop and maintain contact with all specialist support services as appropriate
- 'Promote the positive involvement of parents/carers in school life
- 'Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- 'Strengthen partnership and community working
- 'Promote positive relationships and work with colleagues in other schools and external agencies

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate.



# PERSON SPECIFICATION

	<p>Please use the below to complete the Personal Statement section of your application. Give examples wherever possible. Statements to be no more than three A4 pages, minimum font size 10.</p>	<p>Essential / desirable</p>
<p>Qualifications and experience</p>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status and degree</li> <li>• At least 5 years successful teaching experience across the primary age range</li> <li>• Evidence of recent training in whole school leadership and management (eg NPQSL/NPQH)</li> <li>• Significant and successful area leadership resulting in school improvement</li> <li>• Evidence of outstanding teaching ability</li> <li>• Experience working in at least 2 key stages (EYFS/KS1/KS2)</li> <li>• Experience of working in more than one school/setting</li> </ul>	<p>E E D  E E D D</p>
<p>Skills and knowledge</p>	<ul style="list-style-type: none"> <li>• Good knowledge of the EYFS and primary curriculum</li> <li>• An excellent understanding of theory and best practice in teaching and learning, particularly as it relates to achieving high rates of pupil progress</li> <li>• A track record of implementing successful strategies to raise attainment</li> <li>• An understanding of the role of parents and community in school improvement and how this can be promoted</li> <li>• A good understanding of effective strategies for gaining and maintaining high standards of behaviour at whole school level</li> <li>• Experience of interpreting and using assessment data to raise achievement</li> <li>• Ability to form and maintain excellent relationships with children which enhance their learning and emotional wellbeing</li> </ul>	<p>E E  E E  E  E E</p>
<p>Leadership and management</p>	<ul style="list-style-type: none"> <li>• Experience of delegating, supporting and monitoring the work of others</li> <li>• Experience of managing substantial change across a subject area or whole school</li> <li>• Successful experience of observing and evaluating teaching, providing effective feedback and implementing support</li> <li>• Ability to work effectively in partnership with the Headteacher</li> <li>• Experience of leading the professional development of staff within the context of school improvement</li> </ul>	<p>E E  E  E E</p>
<p>Personal Qualities</p>	<ul style="list-style-type: none"> <li>• Ability to lead and motivate others</li> <li>• Ability to work collaboratively</li> <li>• Excellent interpersonal skills</li> <li>• Ability to communicate clearly and work effectively with all stakeholders</li> <li>• Ability to work on own initiative, make decisions and solve problems</li> <li>• Excellent organisational skills and the ability to work effectively under pressure, prioritise appropriately and meet deadlines</li> <li>• Highly effective presentation and training delivery skills</li> <li>• A commitment to maintaining and promoting the school's ethos of inclusion, equality and respectful relationships</li> </ul>	<p>E E E E E E  E E</p>



# APPLICATION

We strongly encourage applicants to arrange a visit and an informal opportunity to meet the headteacher. To do so please contact Alli Crank at:  
headteacher@sjsc.southwark.sch.uk.

SJSC particularly welcomes applications from global majority communities, especially those that reflect the make-up of the local community.

**Application form:** download from our website  
[www.stjohnsandstclements.org.uk](http://www.stjohnsandstclements.org.uk)  
Application by email ONLY.

For queries regarding the application please contact Marie Myers at:  
businessmanager@sjsc.southwark.sch.uk

**Closing date:** Thursday 21st March 2024 - 9 am

**Shortlisting:** Friday 22nd March 2024

**Interview date:** Wednesday 27th March 2024

Candidates are advised that references will be taken up immediately after shortlisting. • The post will be offered subject to the satisfactory completion of pre-employment checks. In line with KCSIE and safer recruitment practices, an online search will be conducted for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. The successful candidate will be required to undertake a criminal record check via the Disclosure and Barring Service (DBS) as well as qualifications and reference checks.

