



ST.MARK'S
C OF E PRIMARY ACADEMY

Deputy Headteacher Application Pack



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Letter from Catherine Paine, Chief Executive Officer

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

Catherine Paine

CEO



Our Cornerstones and Touchstones

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

Inspiration breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. [You can learn more about REAch2 at our website: www.reach2.org](http://www.reach2.org)



St Mark's C of E Primary Academy

Inspiring minds, achieving excellence, nurturing faith



Welcome to St Mark's C of E Primary Academy.

We are a unique, caring, family orientated school, serving a wonderfully diverse community. Our vision is to **inspire** a thirst for knowledge, thinking and learning through our creative, curriculum and values-based ethos; our core purpose is to ensure that our pupils and staff **achieve** excellence through hard work, determination and a focus on maintaining high standards of attainment and conduct. Here at St Mark's, we understand that each individual is uniquely created to 'shine' and grow into compassionate, resilient and responsible individuals, able to contribute positively to the school, the local community and make a difference in society. We use our school verse "You are the light of the world. A city on a hill cannot be hidden" (Matthew 5v14) to encourage our children to be lights in the school and the community.

At St Mark's our mission is to provide the same standard of education and care for all our pupils as we would wish for our own children. As a Church of England Academy, Christian values are central to the life of our school, where we worship together, serve together and grow together. We build **nurturing** relationships based on honesty, respect and trust. In so doing, we welcome everyone from all faith backgrounds and none.

Our learning environment provides a happy, calm and purposeful atmosphere with a culture of high expectations for all. We educate and nurture the whole child through an exciting, creative and inclusive curriculum which develops children's knowledge, skills and identity across a broad range of subjects, encouraging all to excel.

Ms Labinjo
Headteacher

The role

Deputy Headteacher at St. Mark's C of E Primary Academy, Albert Road, South Norwood

We are looking to appoint an inspirational, ambitious Deputy Headteacher to join our dedicated and enthusiastic team. The successful individual will work with the Headteacher to embed outstanding teaching and learning across the school through the development of the curriculum and staff. Our Deputy Headteacher will develop our RE curriculum and lead us in embedding our Christian distinctiveness.

At St. Marks C of E Primary Academy, we strive to ensure that all our pupils are happy, confident, ambitious individuals with a passion for learning; who possess the skills, knowledge, learning attitudes and behaviours to enable them to be successful in the world today, and in the future.

We achieve this through creating a strong sense of community and by providing high quality teaching and learning opportunities through an inspiring curriculum.

We provide all staff with excellent CPD, a supportive working environment and the opportunity to contribute towards projects, initiatives and experiences that make a real impact.

We are seeking a Deputy Headteacher who demonstrates a commitment to our school ethos and vision and who is:

- driven by values and can exhibit deep evidence of relational leadership
- experienced in curriculum development and improvement
- supportive of our strong Christian ethos and able to lead RE in the school
- experienced in working in diverse settings with associated challenges and deprivation
- experienced in transforming schools sustainably and compassionately with demonstrable impact

We can offer you:

- Strong, supportive leadership and a caring, enthusiastic and cohesive staff team
- A commitment to providing high quality professional development
- Encouragement to develop new ideas
- The opportunity to make a real difference to change the lives and futures of our children

Background information about the school

We are a unique, caring, family orientated school, serving a wonderfully diverse community. Our vision is to inspire a thirst for knowledge, thinking and learning through our creative, curriculum and values-based ethos; our core purpose is to ensure that our pupils and staff achieve excellence through hard work, determination and a focus on maintaining high standards of attainment and conduct. Here at St Mark's, we understand that each individual is uniquely created to 'shine' and grow into compassionate, resilient and responsible individuals, able to contribute positively to the school, the local community and make a difference in society.

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We are a caring employer who invests in the future of our employees, as only through their excellence can we deliver excellence for the children and families whom we serve. To see more information about the school, please visit our website [St. Mark's C of E Primary Academy](#)

As a member of the REAch2 Trust, a national family of primary academies, St. Mark's C of E Primary Academy is committed to raising standards and achieving excellent for all pupils whatever their background or circumstance. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike. St. Mark's C of E Primary Academy is committed to safeguarding and promoting the welfare of children and young people / vulnerable adults and expects all staff and volunteers to share this commitment. This position is subject to an enhanced DBS check and satisfactory written references.

The application

You are invited to submit an application form to **Ms T Labinjo, Headteacher** via [MyNewTerm](#)

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust's online [Equality & Diversity Monitoring Form](#) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion or school visit please contact **Ms T Labinjo, Headteacher** via school office on 020 8654 3570 or by email office@stmarks-academy.org. A visit is strongly recommended.

The application process and timetable

Application deadline:	Wednesday 10 th July 2024 at 12pm (midday)
School visits:	By appointment only, please contact school office
Interviews:	Monday 15 th July 2024
Contract details:	Permanent, Full-time – 32.5 hours per week
Salary:	Leadership Pay Scales (L3-L8) – Outer London
Start date:	September 2024 / January 2025

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#).

Job Description

Post: Deputy Headteacher

Responsible to: The Executive Headteacher/Headteacher

Core Purpose

- To provide strong leadership that results in the provision of first-class teaching and learning opportunities for all pupils.
- To work with other leaders and curriculum leaders to provide an integrated coherent approach to teaching and learning which ensures that all pupils make sound progress from their starting points.
- To be responsible for monitoring and evaluating the quality of teaching and pupil achievement ensuring high standards are attained by staff and that all children fulfil their potential.
- To lead the whole staff team in developing further a strong learning culture that has high expectations of work and behaviour at its centre.
- To set high professional development standards as a class teacher providing a role model for all staff in both classroom organisation and management and in implementing all school policies.
- Curriculum Leader for RE..
- To support Community cohesion within the school.
- Embed our christian distinctiveness.

Key Responsibilities:

- To deputise in the absence of the Headteacher

Strategic Management:

- Develop and implement the school's strategy for Academic Education, so that it integrates with the major objectives of the school development plan and takes the provision forward to meet the targets set.
- In conjunction with the Headteacher/DSL/SENCo, set strategic targets for teaching and learning and outcomes for pupils with SEN&D, EAL or those who are subject to child protection procedures.

- In conjunction with the SENDCo/DSL, set strategic targets for attendance for all pupils and specifically those who are deemed vulnerable.
- Develop outstanding practice in teaching & learning, setting targets for continuous improvement and provide support e.g. through appraisal, planning and delivering CPD on matters of learning and teaching as required.

Subject Management to include:

- Play a major role in school improvement and the school self-evaluation planning process.
- Ensure robust evaluation of school performance, progress data and actions to secure improvement comparable to national standards.
- Contribute to the development, implementation and monitoring of action plans and other policy developments and priorities.
- Work as part of the senior leadership team to monitor and evaluate the quality of teaching and learning taking place throughout the school, via a range of monitoring activities.
- Work with the senior leadership team to raise standards through staff performance management.
- Set targets for pupil achievement for children with SEN&D, EAL, LAC and those subject to child protection procedures.
- Monitor and evaluate progress towards targets and intervene swiftly if pupils are at risk of failing to meet targets set.
- Ensuring that there is an effective assessment, recording and reporting system of pupil.
- progress, prepare reports for the SLT and the Governing Body on a half termly basis, and on request when necessary.
- Have an in-depth understanding of access arrangement for children across all year groups and be accountable for correct access arrangements being in place at statutory assessment points.
- Fulfil the duties and accountabilities of the Deputy Designated Safeguarding Lead.
- When necessary, design personalised curriculums that meet the aims of the school and the needs of all pupils, ensuring that the resources required to teach are available for staff to utilise.
- Ensure that the statutory requirements of the National Curriculum are met.
- Monitor and evaluate the design and delivery of the curriculum for pupils with SEN&D and pupils with EAL; continuously striving to improve all aspects.
- Regularly monitor the external and internal learning environment and ensure appropriate ICT initiatives influence and improve learning for pupils and staff.
- Ensure that pupils have equality of opportunity and can work to their optimum.

- Lead by example when implementing and managing change initiatives.

Financial Management

- Oversee with SENCo long term and short-term budgets for resourcing SEN&D, EAL and LAC appropriately and effectively.
- Monitor actual spend against forecast.
- Ensure that 'Best Value' principles are applied to all appropriate purchasing decisions.
- Evaluate use of financial resources to ensure that desired outcomes are met.
- Advise the School Business Manager of potential additional funding and assist with the bidding process.
- Through support and challenge monitor the effective use of the SEN delegated and top-up budgets.

People Management

- Adopt a strong, caring and flexible leadership style so as to influence and motivate staff and pupils to achieve their objectives and those of the school.
- Create an environment of open-mindedness, fairness and harmony between groups and individuals.
- Working proactively with the Senior Leadership Team to create an open, valuable working relationship that thrives on using the knowledge and expertise of individuals and groups to produce optimal outcomes.
- Advise the Senior Leadership Team about the recruitment and retention of high-calibre staff.
- Implement 'Best Practice' performance management processes so as to provide a positive framework for staff development and achievement.
- Evaluate the staff development programme and liaise with the Senior Leadership Team to modify as appropriate.
- In conjunction with all staff, organise activities/processes that encourage team development (including parents and other stakeholders).
- Ensure all staff, including short and long term temporary staff, receive an induction with your area of responsibility and fully understand all relevant policies and their implementation.
- Ensure that effective, caring policies concerning a broad range of pupil and staff welfare matters are implemented.
- Provide overt support to staff to enable them to effectively implement the school policies and specifically inclusion related policies.

- Create an environment where there is visible acknowledgement that everyone's contribution is valued.

Developing and maintaining strong community links

- Develop initiatives to outreach to the community.
- Create and implement ways of actively involving parents in the learning process.
- Instigate, develop and maintain links with local businesses and outside agencies to enhance the learning experience for pupils.
- Network with other schools to share best practice.
- Facilitate a broad range of activities in conjunction with staff, pupils and the wider community to deepen and broaden learners' experiences.

General Duties:

- Provide appropriate, accurate and timely performance and assessment information to enable continuous evaluation of performance.
- Check that information required in-house and via external bodies is produced within the given time scale and is of excellent quality.
- To assist in the recording and monitoring of pupil progress, problems and development needs.
- To be responsible for health and safety of self and others and adhere to the school health and safety policy and procedures.
- Attending training sessions.
- To undertake any other reasonable duties deemed necessary for the smooth running of the school.

These duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected to perform and complete the particular duties as set out above.

Person Specification

Factors	Essential	Desirable	Measured By
Qualifications and Skills			
Relevant degree	X		A
Master's degree		X	A
Designated Safeguarding Lead Qualification		X	A
Qualified Teacher Status	X		A
Designated LAC teacher training		X	A
Evidence of further effective professional development	X		A I
Knowledge			
At least four years' experience of teaching in the primary setting	X		A I
Outstanding teacher	X		R O I
Proven track record of raising educational standards	X		R
Using data to set targets and raise standards	X		R I
Experience of managing / leading a team	X		A R
The monitoring and evaluation process	X		A R I
Assessing pupils with SEN&D and EAL		X	A R I
Statutory testing and access arrangements	X		A O I R
Working with Children's Services		X	A I
Managing in-house admissions		X	A R I
Engaging difficult to reach families		X	A R
Working in a school in challenging circumstances		X	A R I
Contributing to the SEF and SDP	X		A R I
Conducting performance management / appraisal		X	I

Inspection and Ofsted guidance		X	A I
Personal Qualities			
Flexibility of approach	X		R
Well organised	X		O R I
Be confident in supporting and promoting the Christian ethos and values of the school.	X		A I
Supportive – able to work as part of a team	X		R
Able to respond to and seek advice	X		R
Interest and motivation in the job			
Enthusiasm for children’s learning	X		O I R A
*Key: A = application, R = Reference, O = Observation, I = Interview			