



Deputy Head Teacher

Rotherfield Primary School

# Welcome and information about Rotherfield Primary School

Dear Applicant,

I am delighted that you are interested in joining the team here at Rotherfield.

This pack provides some more detailed information and will hopefully give you a good insight into the school's ethos. We are schools working in partnership with each other to deliver the very best education possible for our children.

At Rotherfield we need staff who will thrive on a challenge, enjoy working as a team and who will not be scared of trying new ways of doing things. **To be successful here you will need to be passionate about improving the life chances of pupils and their families. For our children, an excellent education will make a defining difference in their lives- and it essential that we recruit staff who share our commitment.**

We are a 'good' school working towards being outstanding at our next inspection. You will find a friendly and supportive staff, who are committed to improvement and having fun as staff team along the way!

You can expect from us a school committed to your professional learning, doing things better, a supportive team, and opportunities for your professional growth across our Federation of schools.

**We are happy to host visits for all candidates and are happy to share school key documents which will help give you a sense of the strengths and areas for development in the school. Nia- the Head of School joined us in September 2024 and has been driving improvement at a rapid pace with the team. If you would relish being a part of driving and supporting improvement as the Deputy- please come and visit us to find out more!**

We are happy to talk to any candidates or show you around- please reach out via the school office.

Yours sincerely,

Nia Silverwood, Head of School

Abi Misselbrook-Lovejoy, Executive Headteacher



# Rotherfield Primary School

<http://www.rotherfieldprimaryschool.co.uk/>

**Rotherfield** is a vibrant, two form entry school, with Nursery, serving a diverse community in Islington. Rotherfield is situated just off Essex Road in Islington, with good transport links.

Rotherfield is a four storey Victorian building. In the corner of our playground, we have kitchen garden beds and fruit trees making our fabulous 'edible garden'. The school has refurbished its EYFS playground, all classrooms, and hall spaces and also gets to use some greenspace land opposite the school as an extra playground and outside learning space.

The school has approximately 64% free school meals entitlement and over 25 languages spoken as first languages in the homes of its pupils. We run an 'Out and About' programme which means pupils do about 36 visits throughout their schooling with us to enhance their wider learning and cultural opportunities (ballet, opera, canoeing, zoo, national museums etc)

We were rated good at our last inspection and are working hard to continuously improve. Rotherfield has an established partnership with another Islington School (Newington Green). The Governing Board Federated in July 2022, following 5 years of working together. Our Executive Head works across both schools, and we work closely in partnership with 21 other Islington Schools through a collaborative network called Futurezone. We love working together to improve things for our children!

<http://futurezone.org.uk/>

We have the following staff working across both schools: Music Specialist, Premises Manager, Spanish Specialist, Business Manager, Executive Head, Head Chef, Data Officer, HR officer, Finance Officer and a Computing Specialist.

We run wrap around care from 7.45am to 6.30pm and have a range of enrichment clubs for pupils to attend.

Our classes have bespoke storage, new furniture and upgraded IT capacity. We have a specialist storage area for teaching resources and staff work area where they can plan and be near resources to select them for lessons. We are also lucky to benefit from a computing space and an art/music studio! We have further plans to develop our playground and children's toilets soon.

The very best way to find out if Rotherfield is right for you is to come and visit us! This will give you a real sense of what it would be like to work here.





# The Growth Learning Collective

The **Growth**  
Learning **Collective**

A community of learners

Over the last 6 months our board has consulted with staff, parents and the community, about developing our Federation. As part of this work, we have developed our vision and just renamed our Federation. Do these values chime with you? This could be just the place for your next career step!

***We believe by working together we can achieve more than working as stand-alone schools. We are welcoming and inclusive schools at the heart of their individual communities. We are committed to providing a safe, healthy and happy environment for children, staff and parents.***

***These are our core aims for our schools:***

- ***A broad and diverse curriculum offer, with enriching experiences***
- ***High academic outcomes for all pupils with an emphasis on fundamental knowledge and skills***
- ***That all children meet their full potential through a nurturing ethos***



# Why do staff work here?

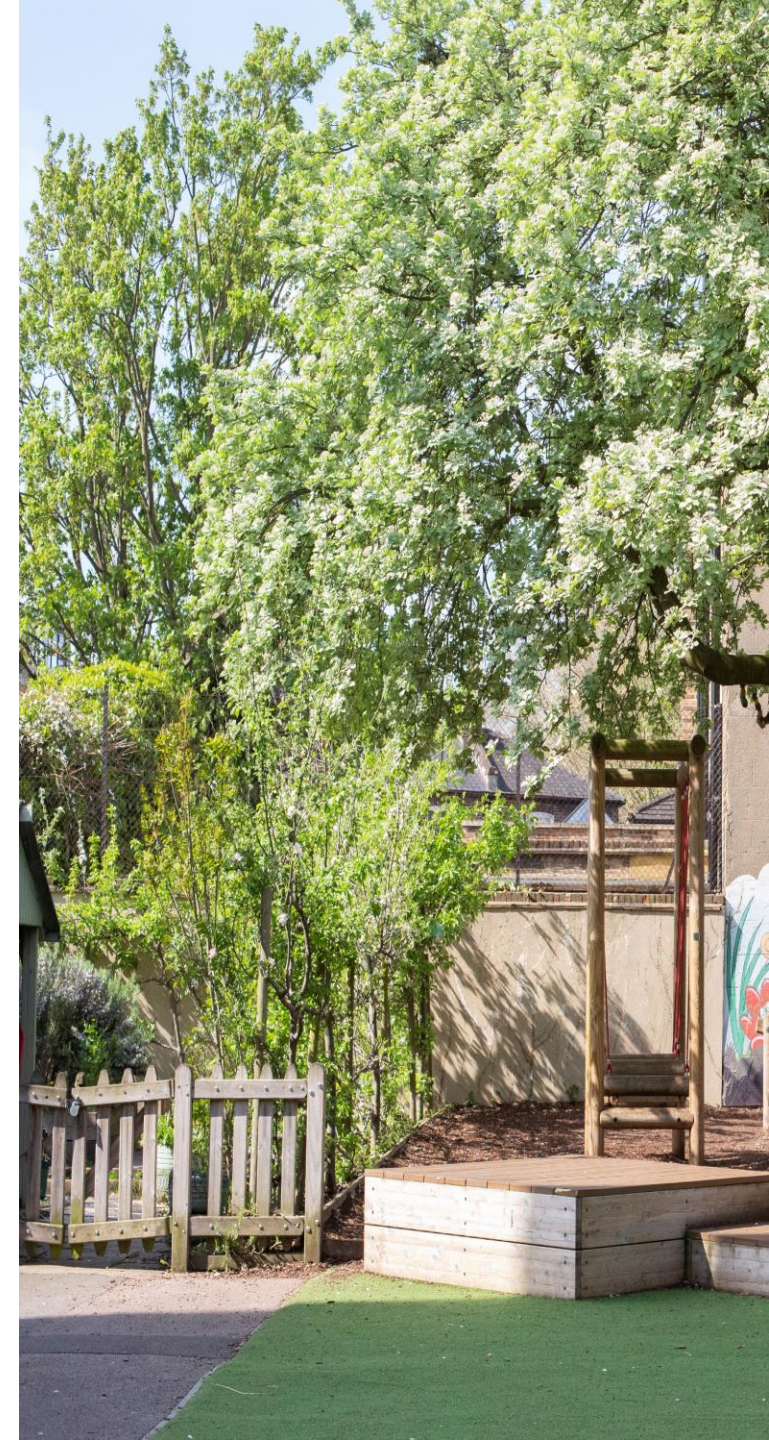


**Janet- Both Newington Green and Rotherfield staff member**

As part of the Subject Specialist Team, I teach Spanish from Reception to Year 6 across the partnership. Teaching every child in two schools every week requires a lot of energy and meticulous organisation, but I love the variety this mode offers, delivering my subject across the age range, adapting language and activities to each cognitive stage.

As a subject specialist, I'm expected to design and deliver a creative curriculum which complements and enriches that of each main school. I'm supported in this by research-led teaching and learning CPD and we're encouraged to challenge our thinking and practice. The buildings and outside spaces in each school have very distinct architectural styles but both have been modernised to create great spaces in which to teach and learn.

When I started the role, I was struck by the children's growth mindset. I love working with such enthusiastic learners. They amaze me every day!



# Rotherfield Deputy Head Teacher

We are looking for a Deputy Headteacher to join us in September 2024.

The role of Deputy Head will have a major impact on the children's lives through improving the quality of education at Rotherfield. We are looking for someone who:

- Has a clear vision of excellence in education; be committed to inclusion, equality of access and high educational outcomes for all of our wonderful children
- Has successful teaching and leadership experience across the primary phase and be able to demonstrate expertise in curriculum design across the Primary National Curriculum
- Be able to demonstrate exceptional communication and organisational skills, inspiring others to be the best they can be
- Has a commitment to professional growth-wanting to do things better all the time
- Has compassion for our children, some of whom have real challenges in their lives (domestic violence, poverty, parental mental health needs)

Visits to the school are actively encouraged please contact the school office to arrange a time.

- Salary: Leadership 10-14 (£67,880 to £73,933) depending on experience. Inner London. Please note this post is offered with access to Teacher Pension Scheme, employer contributions to this take the total salary package to £87,347-£95,136.

**This advert will close midnight on the 17<sup>th</sup> April. Candidates who wish to visit, we can host visits before and after shortlisting. Please contact Nia, via the school office.**

Interviews will be on the Thursday 25<sup>th</sup> April here at the school.

**Rotherfield Primary School takes safeguarding pupils seriously, and as such this post is subject to enhanced DBS, online checks and other safeguarding clearances.**



# Deputy Head Job description

## **MAIN PURPOSE**

The deputy headteacher, under the direction of the Head of School will take a major role in:

- Leading on the development of the school curriculum and assessment procedures
- Leading on a designated core area of the curriculum
- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the School Improvement Plan
- To deputise for the Head of School in her absence as directed by the governing board and set out in the STPCD

## **Specific Duties and responsibilities**

### **School culture and behaviour**

Under the direction of the headteacher, the deputy headteacher will:

- Create a culture where pupils experience a positive, happy and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

### **Leading Teaching and curriculum**

Under the direction of the Head of School, the deputy headteacher will:

- Contribute to the overall vision for the curriculum and ensure this is understood and can be articulated by staff and pupils
- Have overall oversight of the whole school curriculum and actively seek to improve the curriculum offer, through identifying areas for development, ensuring diversity and British values are represented
- Support subject leads to build a rich and diverse curriculum offer built on high expectations for outcomes for all pupils.
- Lead on a core area of the curriculum (Math's, Science or English)
- Lead a phase or designated year groups as directed by the headteacher
- Ensure the implementation of a broad, structured and coherent curriculum, through ensuring robust planning is in place
- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Establish and support curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Be a model of excellence in Teaching and learning and exemplify good practice
- Be a role model and support to others through team teaching, joint planning and having an open door to your classroom for others to learn.
- The role is non class based however, there will be a teaching commitment such as a daily group as designated by the headteacher, or support for colleagues requiring teaching guidance

### **Governance, accountability and working in partnership**

Under the direction of the Head of School, the deputy headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

# Deputy Head Job description cont.

## Assessment

Alongside of the headteacher, the deputy headteacher will:

- Design, develop and implement systems for the collection of useful, timely, and accurate assessment data to track the progress of individual and groups of children in order to inform planning, evaluate performance, track progress and secure raised achievement across all key stages.
- Develop and maintain a whole school approach to assessment and target setting.
- Analyse assessment data from a variety of sources to inform whole school planning and resourcing.
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Develop ways and systems in which parents can be informed about attainment.
- Evaluate analysis of data to identify barriers to learning and suggest ways to address these.
- Monitor the progress of pupils throughout the year, identifying gaps and any underachievement (through book scrutinies, planning checks, observation, discussion with pupils etc).
- Organise PPR meetings and evaluate outcomes alongside the SLT
- Provide class teachers, year group leaders, SENCO, Literacy and Maths co-ordinators and SLT with assessment data.
- Co-ordinate statutory and non statutory assessment arrangements. Ensure assessment materials are ordered and located to the relevant areas of school.

## Organisational management and school improvement

Under the direction of the headteacher, the deputy headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
  - Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- To lead on a specific area of the School Development Plan
  - Ensure rigorous approaches to identifying, managing and mitigating risk
  - Allocate financial resources appropriately, efficiently and effectively
  - Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
  - Make sure these school improvement strategies are effectively implemented

## Professional development of yourself and others

Under the direction of the Head of School, the deputy headteacher will:

- Develop a robust programme of staff CPD programme alongside the HoS
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities
- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs
- To lead the performance management of a group of staff
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture
- Acknowledge the responsibilities and celebrate the achievements of individuals and team
- Develop and maintain a culture of high expectations for self and others

## Other areas of responsibility

- Leading some assemblies
- Organising timetabling of PPA cover and specialist staff
- Creating a weekly staff bulletin
- Participate in the recruitment process alongside the HoS

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role and as directed by the Head of School.



# Deputy Head Personal Specification

Qualifications	
Qualified Teacher Status	E
First Degree or Equivalent	E
Evidence of further professional development e.g. NPQ	D
At least four years' post qualified teaching experience	E
At least one years' experience as an assistant head or equivalent	E
Proven track record of leading whole school improvement as SLT member and/or subject leader	E
Knowledge and understanding	
Substantial primary teaching experience including Early Years	E
Excellent classroom practitioner	E
Knowledge and understanding of effective strategies to manage the behaviour of pupils	E
Able to talk about characteristics of effective primary teaching and learning strategies used to raise pupil attainment and achievement.	E
Knowledge of relevant research and current thinking in teaching pedagogy	E
Strong data analysis skills, and the ability to use data to set targets and identify weaknesses	E
Knowledge and understanding of statutory primary assessment arrangements	E
Experience in leading on an area of whole school improvement leading to tangible improvements in pupil attainment	E
Excellent understanding of safeguarding especially the safety and welfare of vulnerable and disadvantaged pupils	E
Leadership qualities	
Ability to meet and set clear deadlines	E
Knowledge and experience of governance and the role of school governors	D
Ability to communicate a vision and inspire others	E
Understanding of school finances and financial management	D
Confidence to challenge kindly and hold difficult conversations	E

Personal qualities	
Creative and innovative; keen to develop new approaches, based on solid research and evidence	E
An unwavering commitment to getting the best outcomes for all pupils	E
Approachable, caring and empathetic with strong emotional intelligence and ability to regulate own emotions	E
Flexible, highly reflective with excellent listening skills, engages with advice and support	E
Welcomes challenge and can remains calm under pressure.	E
Able to deal sensitively with people and resolve conflict.	E
Passionate about professional growth and committed to continued improvement of self and others	E
Committed to active parental involvement and building relationships within the community	E
A sense of fun and commitment to creating a positive and enjoyable school climate for all	E

# How to apply

## **Application Deadline**

**This advert will close midnight on the 17<sup>th</sup> April. Candidates who wish to visit, we can host visits before and after shortlisting. Please contact Nia, via the school office.**

Interviews 25th April

## **To apply**

Please apply online at [Islington Council](#) jobs.

## **Completing your application**

Please read the job description and person specification carefully. You should demonstrate on your application how you meet the requirements of the post according to your qualifications, skills, abilities and experiences. Please ensure to address each criteria of the person specification as this will be used to assess your suitability for the post.

Guidance notes on how to apply for a job within schools and the policy on the recruitment employment of ex-offenders are available as attachment within the online job listing. Please refer to those before submitting your application.

## **Shortlisting and selection procedure**

The shortlisting and selection will be made by a panel of senior leaders. Shortlisted candidates will be notified immediately after shortlisting has taken place and will be provided with further information on the selection process.

Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

## **References**

Candidates are advised that references will be taken up during the shortlisting process. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least two professional references are required.

The post will be offered subject to satisfactory completion of pre-employment checks.

## **safeguarding children**

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.



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**Web:** [Home](#) | [Rotherfield Primary School London](#)

**Executive Headteacher:** Abi Misselbrook-Lov ejoy

**Head of School:** Nia Silv erwood

