



Candidate Information Pack

Deputy Head of School



Introduction from our Chief Executive



Through a model of learning that creates a collaboration and partnership of inspirational and inclusive schools that share the same values, our Trust provides the drive for educational excellence and dynamic innovation. Our academies work closely and collaboratively together, along with our partners, aiming to deliver school to school improvement and exceptional learning experiences for both children and staff. It seeks to develop a 'family' of schools where communities are striving for excellence; where going that extra mile for all the children is part of the fabric. Strive4 is passionate that all children are able to achieve; it challenges the myths that only some can. To maximise the levels of achievement across each of our learning communities, all activities are focused on improving the life chances of the children in our care. The Trust believes, that in terms of learning, every second counts.

Our Trust comprises of two large Primary Schools, educating around 1,200 pupils, and employing over 150 talented staff. The Trust has partnerships with the Havering Education Services, Redbridge Education Partnership and the Best Practice Network and is currently delivering high quality CPD for those at the start of their careers right through to those looking for leadership progression through the National Professional Qualifications of Leadership. The Trust has ambitious plans for growth over the next 5 years which makes this an extremely exciting time to join our Trust.

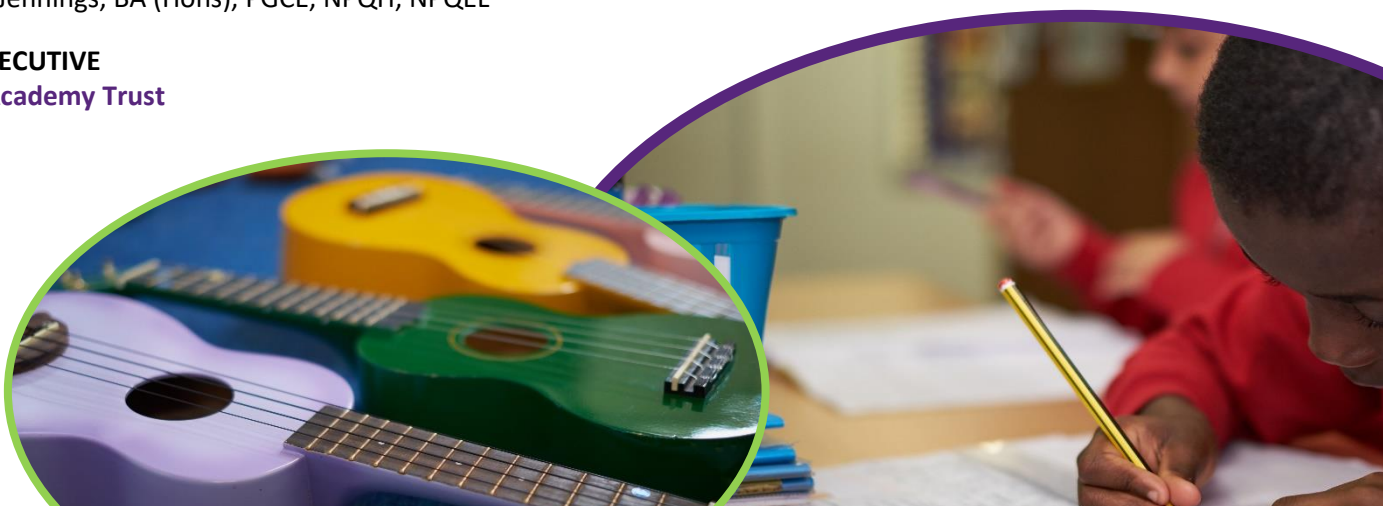
We are now recruiting for the Deputy Head of School for Ray Lodge Primary School: an exciting leadership opportunity within our highly successful and financially robust Trust. The role combines management freedom for effective leaders with secure central support that encourages collaboration for success. We are looking for someone who is ambitious for the children and wider community of Redbridge, who will enhance children's life chances, make them eminently employable and provide a bright future for them and their families.

Our successful candidate will receive encouragement, support and guidance to develop their own career within the Trust. They will work with other senior colleagues and a dedicated Local Governing Body as both our schools move forwards to becoming truly outstanding. This is a career opportunity and we look forward to hearing from senior leaders who have a strong background in curriculum, who are ambitious for themselves and the children they serve and who are ready for that next step.

Thank you for your interest in Strive4 Academy Trust. We very much look forward to receiving your application.

Amanda Jennings, BA (Hons), PGCE, NPQH, NPQEL

CHIEF EXECUTIVE
Strive4 Academy Trust





Strive4 Academy Trust – Who we are

Strive4 Academy Trust is a non-profit making charitable company limited by guarantee, based within the London Borough of Redbridge, in North-East London. The Trust exists to support and assist schools to build upon their existing strengths and to help them achieve educational excellence. It has a proven track record of school development and transformation and significant experience in running schools. It includes both a sponsored academy and a school which has chosen to convert to academy status.

The Trust was formed in 2017 with the linking of Ray Lodge and Farnham Green under one Executive Leader. It encompasses over 1200 pupils in Woodford and Seven Kings.

Ambition & Aspiration – Shaping the Future

Our Principles of Excellence:

- Where all actions are taken with perception and moral discernment and all decisions are taken with **children at the centre**.
- A culture where **every second counts**; not a moment is wasted and one where every child can succeed.
- Where thoroughness and commitment to bespoke professional development for staff and aspirational life ambitions for children ensures that all are **empowered for excellence**.
- Where the **uniqueness of each academy** is encouraged and celebrated and where innovative curriculums reflect the values and ethos with the whole school community.
- Leadership with **vision and efficacy**; where collective expertise, accountability and financial efficiency adds value and leads to ever improving and aspirational outcomes for children.
- Where **excellence in teaching and learning** is a moral compulsion.

Advantages of being part of Strive4 Academy Trust:

- Substantial investment in cross-Trust initiatives to improve teaching and learning.
- Strong central services for finance, HR, IT, facilities and business functions, allowing the leadership team to focus on the quality of education and standards.
- Strong financial position over the next 5 years.
- Innovative approaches to teacher recruitment and retention.
- Fast track development of leaders for promotion opportunities.
- Close collaboration between senior leaders across the Trust.
- High quality strategic governance with wide business and professional experience.
- Robust delivery models (as government policies, rules and measures change).

The Role

Position:	Deputy Head of School
Location:	Ray Lodge Primary School
Reports to:	Head of School
Contract:	Permanent/Full time
Commencement Date:	September 2024
Salary:	L14-L18 £68,751 - £75,480 (Dependent on experience)

We are now recruiting for a Deputy Head of School; an exciting leadership opportunity within our very successful multi-academy trust. It is the ideal position for an existing school leader who is seeking a leadership role that focuses on the curriculum and all things pupil. It combines management freedom for effective leaders with secure central support. The Trust fully encourages collaboration for success.

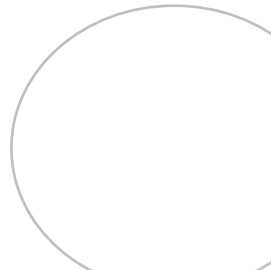
Ray Lodge Primary School is a vibrant, aspirational and successful primary school located in enviable settings within Woodford Green. It is a school where children develop into resilient, confident learners with the motivation and determination to shape happy and bright futures for themselves – a school where aspiration leads to success. The role gives the successful candidate time to further enhance the twice-judged outstanding provision and take a lead position in the executive board of the Strive4 Academy Trust. Our children are our biggest asset and they deserve a leadership team with rigour, determination and passion to help provide them with the best possible future. We are looking for an incredibly unique and special person who has the energy, commitment and fervour to create world class provision – only the best will do for our children.

As a Deputy Head of School within Strive4 Academy Trust, you will have the opportunity to make a real difference to the future lives of our children whilst developing your own professional skills and expertise. Joining our team will offer a wealth of opportunities, including personalised career development programmes, access to well-being support programmes, social activities in and around school and the chance to become part of an ambitious and supportive network of professionals. You will already be an exceptional senior leader at a successful school with a background in curriculum development with real ambition to improve the life chances of the pupils in Strive4 Academy Trust. We will expect the Deputy Head of School to further develop our uniquely positive culture where every child is expected to excel and where their progress is supported each step of the way.

Please contact us if you are:

- An energetic, enthusiastic and ambitious senior leader with a track record of success at primary level.
- An inspirational leader with high expectations of yourself and staff.
- Confident and able to communicate a clear vision for the school.
- Able to develop children to reach their full potential regardless of background or circumstance.
- Approachable and keen to work with staff across the Trust to ensure wide success.
- Able to establish and develop excellent relationships with the community and other stakeholders.

We can offer you:

- A competitive salary, along with well-being support programmes and access to private healthcare.
 - An exciting career path with opportunities for further progression in the future.
 - A personalised career development programme.
 - Guidance and support on your journey from close collaboration with a small central team to a larger group of talented executives to share best practice and innovation.
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The Responsibilities

KEY PURPOSE OF THE JOB

- To assist the Head of School in the leadership and management of the school and in all aspects of school improvement, including taking full responsibility for the school in the absence of the Head of School.
- To take full responsibility for leading and managing significant aspects of the school (including some of following; assessment, CPD, safeguarding, attendance, curriculum, extended schools), under the overall direction of the Head of School.
- To carry out teaching duties, as required, in accordance with the school's schemes of work and the National Curriculum.
- To carry out professional duties of a teacher and Deputy Head of School, as described in parts 10 and 12 of the School Teacher's Pay and Conditions Document, including those duties particularly assigned by the Head of School.

SPECIFIC RESPONSIBILITIES

Leadership and Management

1. To assist the Head of School in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement.
2. To play a significant role in setting aims and objectives for the school and in formulating the School Improvement Plan along with the Executive Head, Head of School, trustees and other senior staff.
3. To take responsibility for developing assessment procedures and practice, in agreement with the Head of School.
4. To inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil behaviour management.
5. To demonstrate and promote professional integrity in all endeavours. To independently and collaboratively strive for excellence for the benefit of the entire learning community.
6. To co-ordinate pupil involvement in the life of the school including School Council
7. To take a leading role in improving the involvement of parents, carers and the community in the life of the school.
8. To provide effective leadership and management to a team/teams of staff, as agreed with the Head of School.
9. To take full responsibility for leading and managing one or more major aspects of the school's curriculum provision, as agreed with the Head of School and Board of Trustees.
10. To co-ordinate the school's continuing professional development programme, including organising training programmes, delivering INSET and working with individuals and teams in a variety of professional development activities.
11. To assist the Head of School in school self review and evaluation and in the effective planning and management of school resources to secure improvements.
12. To maintain an informed view of standards and of the quality of teaching across the school by monitoring pupils' work and teachers' planning and teaching.
13. To provide guidance and support to staff in order to improve the quality of teaching and learning.
14. To actively promote equality of opportunity by assisting the Head of School in ensuring the school's curriculum provides the best possible education for all its pupils, taking into account ethnicity, gender, special education needs, pupils learning English as an Additional Language, disability and others with emotional needs that may affect learning.
15. To assist the Head of School in all aspects of the day-to-day administration and organisation of the school, as agreed with the Head of School, including taking responsibility for agreed areas, e.g. timetables, duty rotas, teacher cover etc.
16. To take a significant role in the implementation of the school's performance management policy, to secure school improvement and individual professional development.
17. To effectively manage any budgets delegated by the Head of School
18. To participate in recruitment and selection, as agreed with the Head of School.
19. To deputise for the Head of School in the event of absence or unavailability, by carrying out leadership and management tasks in accordance with school policy and practice.

Teaching and Learning

1. To carry out teaching duties, as agreed with the Head of School, providing a model of excellence for colleagues. This may include, as required:
 - Taking full responsibility for teaching/team teaching
 - Providing cover for absent colleagues or those released for professional development;
 - Providing in-class support for colleagues through model lessons and team teaching;
 - Teaching booster or 'catch up' groups.
2. To provide leadership and support for colleagues (teachers and support staff) with regard to teaching and learning and the curriculum, including:
 - Supporting the planning and delivery of the curriculum across the Trust, including developing schemes of work and medium-term plans;
 - Supporting subject leaders in developing their role, in particular in relation to raising standards;
 - Supporting teams and individuals with short term planning;
 - Organising and delivering training, as needed, to groups of school staff;
 - Supporting staff in the use of assessment information to inform teaching and learning;
 - Inducting and supporting newly qualified and less experienced staff and/or supply teachers;
 - Providing in-class support to staff, through model lessons, team teaching, observation and feedback.
3. To undertake a significant role in maintaining a high standard of pupil behaviour and discipline, within the framework of the school policy and supporting other staff as necessary.
4. To liaise effectively with parents and carers to ensure good relationships between school and home in order to improve teaching, learning and behaviour.
5. To take a leading role in the management of the school system for tracking pupil attainment and progress.

Other Duties and Responsibilities

1. To attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required.
2. To take whole school assemblies and to support other staff with assemblies.
3. To prepare and present reports, as required the Board of Trustees, parents or outside agencies.
4. To attend occasional meetings during evening hours or in school holidays, as required.
5. To promote the safeguarding of children.
6. To carry out duties and responsibilities in accordance with Health and Safety Policy and relevant Health and Safety legislation.
7. To ensure that duties are undertaken with due regard to and compliance with the Data Protection Act and other legislation.
8. To operate within the school's equal opportunities framework at all times.
9. To facilitate for National Professional Qualifications.

Note: The postholder will be expected to comply with any reasonable request from the CEO to undertake work of a similar level that is not specified in this job description.



Person Specification

We seek to recruit talented individuals who can not only help to build the success of our schools but also people who are engaging and passionate about everything they do.

When we recruit, we look for specific experiences and qualities. However, we also value diversity because we recognise the importance of people bringing their own backgrounds, experiences, perspectives and ideas to the school and the Trust. Our ideal candidate for this role will already be an outstanding senior leader within a successful Primary School/Academy who has a background in curriculum development/school improvement.

Method of candidate assessment: A=Application form, I=Interview, T=Test

Weighting: 3=most important, 1= least important

Selection criteria	Method	Weighting
Professional qualifications and experience <ul style="list-style-type: none"> Qualified Teacher Status At least 5 years successful teaching experience across the primary age range Experience of working in at least 2 key stages (FS/KS1/KS2) Experience of teaching in more than one school/setting Evidence of recent professional development relevant to the post Evidence of recent training in whole school leadership and management Significant and successful subject/area leadership resulting in school improvement Evidence of outstanding teaching ability 	A A A A A A/I A/I	3 3 2 2 3 2 3
Skills and Knowledge <ul style="list-style-type: none"> Good knowledge of the EYFS and primary curriculum An excellent understanding of theory and best practice in teaching and learning, particularly as it relates to achieving high rates of pupil progress A track record of implementing successful strategies to raise achievement Good ICT skills An understanding of the role of parents and community in school improvement and how this can be promoted A good understanding of effective strategies for gaining and maintaining high standards of behaviour at whole school level Experience of interpreting and using assessment data to raise achievement In-depth understanding of at least two statutory assessments Ability to form and maintain excellent relationships with children which enhance their learning and emotional wellbeing 	I A/I A/I A I I A/T A/T A/T	3 3 3 3 3 3 3 3 3
Leadership and Management <ul style="list-style-type: none"> Experience of delegating, supporting and monitoring the work of others Experience of whole school leadership for at least one year Experience of managing substantial change across a subject area or whole school 	A/I A/I A/I	3 3 3

<ul style="list-style-type: none"> • Successful experience of observing and evaluating teaching, providing effective feedback and implementing support • Ability to work effectively in partnership with the Head of School • Experience of leading the professional development of staff within the context of school improvement • Success at promoting inclusive practice across a school that leads to high expectations for all learners • Experience of acting as an outstanding model of teaching for others 	A/T	3
	I	3
	A	3
	A/I	3
	A	3
Personal Qualities		
<ul style="list-style-type: none"> • Ability to lead and motivate others • Ability to work collaboratively • Excellent interpersonal skills • Ability to communicate clearly and work effectively with all stakeholders • Ability to work on own initiative, make decisions and solve problems • Excellent organisational skills and the ability to work effectively under pressure, prioritise appropriately and meet deadlines • Highly effective presentation and training delivery skills • A proven track record of making every second count • A proven track record of personal integrity • A proven track record of striving for excellence • Excellent emotional awareness • A lifelong learner 	I	3
	A/I	3
	I	3
	A/I	3
	A	3
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Additional Information

Arranging a visit to Ray Lodge Primary School

On the basis that interested candidates will be keen to visit the school before making a formal application, you can arrange this by emailing our recruitment team at recruitment@strive4academy.co.uk. Visits will be facilitated on -

- **Thursday 2nd May** 8:00am - 8:45am or 9:00am - 9:45am
- **Friday 3rd May** 3:30pm – 4:15pm or 4:15pm – 5:00pm
- **Thursday 9th May** 8:00am – 8:45am
- **Friday 10th May** 3:30pm – 4:15pm or 4:15pm – 5:00pm

Candidates wishing to have an initial conversation with the Head of School about this role can also arrange for a telephone/videocall. Those wishing to do so should in the first instance also email our recruitment team at recruitment@strive4academy.co.uk.

Application and Selection Process

We are seeking to appoint the best possible candidate and therefore the application process will reflect this.

Please submit your application [form](#) via email to recruitment@strive4academy.co.uk. If you are shortlisted, you will be asked to sign the application form upon arrival at interview.

Application Closing Date: Thursday 16th May 2024 (noon)

Shortlisting Date: Friday 17th May 2024

Interview Date: Tuesday 21st May 2024

We will endeavour to notify the successful shortlisted candidates on 17/05/2024. Information about the interview process and any necessary preparation will be circulated to all shortlisted candidates as soon as possible after this.

The successful candidate will be contacted as soon as possible after the interview day and an offer will be made subject to references, contract, and an enhanced DBS check.

If you have any queries on any aspect of the application process or need additional information, please contact our HR department at recruitment@strive4academy.co.uk

The Academy is committed to safeguarding children and successful candidates will be subject to an Enhanced DBS check. Our commitment to safeguarding is underpinned by robust processes and checks which are in place across the Trust.

Thank you for your interest in joining Strive4 Academy Trust as Deputy Head of School at Ray Lodge Primary School.

