



1 Letter from the Head

Dear Prospective Candidate

Thank you for expressing an interest in Mission Grove Primary. We are currently seeking to appoint a Deputy Head to strengthen the dynamic Senior Leadership and teaching team we already have.

Mission Grove is a large four form entry school, split across 2 sites in the heart of Walthamstow. The school prides itself on allowing children to thrive emotionally and academically, with a strong emphasis on pupil voice with excellent pastoral care that nurtures and develops their mental health and wellbeing. Through our enrichment programme we enable the children to experience a wide range of activities, enabling them to develop their own individual strengths.

We are looking for a deputy to join a well established SLT, playing a key role in driving improvement as part of our school journey to excellence in all aspects of life at Mission Grove.

This pack will give you a glimpse of the life at Mission Grove. Please look at the school website, www.missiongroveschool.com and ensure that you book a visit.

I look forward to receiving your application

Yours faithfully

Katie Jennings

Head Teacher



“Pupils report that they feel safe in school and they know they are listened to when raising a concern. “

Ofsted May 2017

2 Information

VISION

For the children at Mission Grove to become well rounded individuals who have drive, passion and the confidence to do their best; who leave with the skills to succeed and flourish in life. Staff have high expectations of themselves and others and are reflective practitioners. Mission Grove provides security, opportunities and enjoyment for all.

Context

Mission Grove is an exciting, friendly and engaging place to learn and work. This information pack is designed as a guide to ensure we are all working together as a team and to give the children the best possible opportunities. The school enjoys a respectful, co-operative and mutually supportive staff team where the children are the centre of everything we do. Mission Grove is a learning zone for pupils, staff, governors and the local community. Everyone has a responsibility to be positive about the school and promote the school's excellent reputation. If you have a question or need help in any way, just ask.

In March 2017 the school underwent a short OFSTED inspection and was judged 'Good'.

The 2 areas that were identified as areas that the school needs to improve are the provision for more able pupils and having more opportunities for writing.

The school is on a split site, North (Buxton Road) South (Edinburgh Road).

We are a four form entry school, except in 2019/20 cohort which has 3 forms of entry. With funding from the DFE for Covid19 'Catch up' we have added an extra teacher in year 5, to reduce the class sizes. We have a 50 FTE place nursery on the North site and a 20 FTE place on the South. We provide 2 year old provision for 20 FTE children on the North site. We offer full time nursery places on both sites.

We offer 'wrap around care' in the form of breakfast and after school clubs, as well as a Holiday Club.

Leadership & Staffing

The SLT is made up of the

Head teacher, three assistant heads, Early years, Years 1—3 and Years 4—6, all are non class based and the School Business Manager.

The nurture team is currently the Inclusion manager, 2 part-time Learning Mentors and a school counsellor.

The year group teachers are released together for their PPA, provided by in-house staff.

3 Job Description

To carry out the professional duties of a teacher other than a Headteacher, as described in the School Teacher's Pay and Conditions Document, including those duties particularly assigned to you by the Headteacher.

Job purpose:

The Deputy Headteacher shall:

Play a major role under the overall direction of the Headteacher in:

- To promote the shared vision for the school;
- Formulating the school aims and strategic intentions;
- Establishing school policies and leading on implementation of relevant policies;
- Managing staff and resources;
- To take full responsibility for leading and managing significant aspects of the school, under the overall direction of the Headteacher.
- Monitoring progress towards strategic intentions and targets;
- Maintain a vibrant, highly inclusive ethos in our multi cultural school where our children's achievements and positive behaviour are celebrated.
- To carry out teaching duties, as required, in accordance with the school's schemes of work and the whole school Curriculum.

MAJOR TASKS

Leadership and Management

- To be an excellent role model, in the classroom and beyond and in his or her role as a senior leader within the school.
- To deputise for their Head in her absence.
- To assist the Headteacher, senior leadership team and governors in achieving the vision and direction for the school, setting out very high expectations and with a clear focus on pupil attainment and progress.
- To make a significant contribution in setting aims and objectives for the school and in formulating the School Development Plan along with the Headteacher, governors and other senior staff.
- To take responsibility for developing and monitoring policy and practice as laid down in the school development plan, and in agreement with the Headteacher.

- Lead in improving the involvement of parents, carers and the community in the life of the school.
- To take full responsibility for leading and managing one or more aspects of the school's provision, as agreed with the Headteacher and Governing Body.
- To play a significant role in contributing to the school's professional development programme, including co-ordinating training programmes, delivering INSET and working with individuals and teams in a variety of professional development activities. To lead and manage the induction of new staff as directed and advised by the Headteacher.
- To work with the Headteacher in school self-review and evaluation and in the effective planning and management of school resources to secure improvements.
- 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.
- To lead staff in a way that develops all team members, promoting their skills, confidence and expertise.
- To actively promote equality of opportunity by assisting the Headteacher in ensuring the school's curriculum provides the best possible education for all pupils, taking into account all groups.
- To assist the Headteacher in all aspects of the day to day administration and organisation of the school, including taking responsibility for agreed areas.
- To assist the headteacher with the implementation of the school's performance management policy, to secure school improvement and individual professional development.
- To participate in recruitment and selection, as agreed with the Headteacher.

B. Teaching and Learning

- Work with the Headteacher, SLT and middle leaders in the continuous drive to raise standards throughout the Primary school.
- Work with the Headteacher, SLT and middle leaders to secure continuity in the Creative Curriculum across the school.
- Share with the Headteacher responsibility for ensuring the quality of teaching and learning through monitoring and evaluation.
- Work with relevant middle leaders to maintain consistency in assessment, planning and teaching in the foundation stage, key stage 1 and key stage 2.
- Assist the Headteacher in developing and promoting the school's policies .
- To lead and develop innovative approaches to classroom practice to transform the learning of our students.
- Teaching booster or 'intervention' groups
- Inducting, mentoring and professional development of staff
- Support the provision of a Collective Act of Worship.

C. Safeguarding

- Have a commitment to Keeping Children Safe in Education.
- Contribute to the annual safeguarding audit.
- To set the tone for a caring and nurturing environment in which pupils feel confident to talk to someone if they have a problem.
- Train as a Designated Safe Guarding leader.

D. Standards

- Provide an exemplary professional role model for all staff, parents and children setting a good example in terms of dress, punctuality and attendance.
- Undertake a significant role in maintaining a high standard of pupils' behaviour and discipline in line with the schools policy and support staffing were necessary.
- Work alongside the Headteacher and SLT to provide coaching, partnership teaching, training and other forms of staff development.
- Provide exemplary teaching examples .

Other duties and responsibilities

- To participate in daily and weekly meetings, in accordance with school policy and to lead such meetings as required.
- To plan and deliver key stage and whole school assemblies and to support other staff with assemblies.
- To prepare and present reports, as required to governors, LA officers, parents, carers and outside agencies.
- To attend occasional meetings during evening hours, at weekends or in school holidays, as required.
- To undertake all other tasks commensurate with the role as required and directed by the Headteacher.

Partnerships

- Work alongside the Headteacher in building high performing staff teams to secure rising standards and the emotional well-being of pupils.
- Work alongside the Headteacher and Governing Body to promote strong working partnerships with the school community and the Local Authority.