

**St. John's Church of England  
(Voluntary Aided)  
Primary School**

**Ofsted and SIAMS Outstanding**



**Deputy Head Teacher  
Information Pack  
April 2019**



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3<sup>rd</sup> April 2019

Dear Applicant

Welcome and thank you for your interest in our Deputy Head Teacher vacancy here at St. John's. I have been Head Teacher since 2006 and my current Deputy joined me a year later and our strong, successful and happy partnership is coming to an end as she has decided not to return from maternity leave.

We are a school with a visible Christian distinctiveness and our ethos is key to all we do and achieve. We are currently revising our vision and values to ensure they truly reflect where we are and the direction we want to take. I am privileged to work with a committed and supportive school community who all heavily invest in our children's learning and development. We have excellent teams of teaching and support staff, a prolific school association and an encouraging and ambitious governing body; all embedded in school life.

We are a growing school, having opened a superb new building in September 2017 and continue to expand to two-form entry. We value and invest in professional development and have created a successful bespoke in-house training and development scheme for teaching staff.

The school was graded Outstanding in all areas in January 2016 and we have continued to develop and progress. We also achieved the Gold Quality Mark for RE and are seeking to renew this in the near future.

I am a National Leader in Education (NLE) and an Ofsted Inspector so as my new Deputy, you will need to be someone who can lead the school with confidence in my absence. They will be mainly non-classroom based but a certain amount of class teaching will be the norm, including as an exemplar and for a degree of cover.

This pack and our website provide a lot of information about us but I strongly encourage you to visit before applying, to be welcomed by our children and staff and to see our splendid buildings and expansive grounds. Details are in the advertisement.

Our school has been exceptional by a wide variety of people. We are a joyful and loving school where children are excited by learning. I very much look forward to meeting and showing you around.

Martina Martin  
Head Teacher



**Our vision, values and motto** which have served us well but are now being revised

Our **vision** for the school is that we will be...

**A place of outstanding creative Christian learning**

We try to live out these **values** in our everyday lives:

**creativity honesty resilience  
independence talents inclusion  
neighbourliness supportiveness achievement**

We only have one **school rule** as we believe that if we follow this rule, we will always do the right thing. Our rule is:

**Love one another**

Our **school motto** reflects our Christian beliefs and encapsulates the work of our school.





## About our school

You are encouraged to browse our website where you'll find a wealth of information about us and get a good feel for what we are about; but here are a few highlights.

We are all very proud of our school...

The original school was housed in an old cottage in 1834. The current Noah building was opened in 1954 when St. John's was a one-form entry school until September 2016 when we started to expand to two-form entry. We are a popular oversubscribed choice of school and had an ad hoc bulge class over recent years but now welcome our requested permanent expansion to enable more children to be taught here. We have ensured that the cherished feeling of 'St. Johns-ness' has not declined while expanding, and that our ethos continues to flourish.

We named our wonderful new building Ark which includes a splendid outdoor area for our reception children, an amazing hand-crafted ark on the stairwell and an upper floor Wheelhouse complete with a ship's wheel. The well-maintained older building is named Noah and children and staff are using all the empty classrooms effectively until we are fully two-form in 2022.

Our grounds have a huge and much valued playing field, two large playgrounds, and a peaceful Spiritual Garden for quiet play and reflection. We opened our Olive Branch Café 18 months ago and it has proven popular with carers and parents before and after school.

As a Church of England Voluntary Aided Primary School we work in partnership with St. John's Church which is right next door – we even have our own gate in our grounds. The Revd. Lu Gale regularly leads our worship and is a full member of our Governing Body. We also work closely with the Southwark Diocese Board of Education and are proud to have been graded Outstanding in all areas in our last Statutory Inspection of Anglican and Methodist Schools (SIAMS); we also achieved the Gold Quality Mark for RE in 2015.

Our Governing Body is very much a part of the school and our governors reflect the skills and expertise needed to lead and support us. Our Chair of Governors is a National Leader of Governance (NLG) and our governors are not only spotted in our school regularly but also support other school's governing bodies. We have a good balance of external, parent and staff governors, and are fortunate that our parent governor elections usually have several candidates. As a VA (Voluntary Aided) school, the Governing Body is the employer.

Our children participate in a wide variety of popular and successful clubs and groups, including music, chess and sports, much of which is provided internally; we have a Breakfast Club and after school provision; and as part of our Staff Wellness programme we have a weekly fitness class for staff.

The St. John's School Association (SJSA) is thriving and contributes tremendously to school life financially and socially, with numerous successful events throughout the year.

Our last Ofsted Inspection in 2016 resulted in us being graded Outstanding in all areas. This was the result of a hardworking and dedicated school community, all of whom were thrilled and proud to be formally graded Outstanding. A few quotes:

- *This is a school which helps pupils develop a love of learning.*
- *Leaders have created a culture of high aspirations where no child is left behind.*
- *Teachers use highly skilful, probing questions to get to the heart of what pupils understand.*
- *Teaching assistants are highly focused on the development of pupils' learning.*
- *The curriculum has many significant strengths.*

The full Ofsted report is on our website, please do have a look <https://www.st-johns.croydon.sch.uk/about/ofsted-reports/>



## 2018/19 School Development Plan

Our new Deputy Head Teacher will play a significant part in the creating and delivery of our School Development Plan. This is monitored and RAG rated by our governor committees, with a termly overview by the full Governing Body (FGB)

### Our writing

One of the top priorities in motion this academic year is raising the quality of writing across the school to achieve 85% of children meeting at least the expected standard for their year group. Some of the areas we have worked on are resources, appropriate texts, age-appropriate success criteria, individual and school targets, marking, key features of criteria, a spelling programme, staff meetings/INSET day and a TA development programme.

With the likelihood of a SIAMS inspection in the next couple of years we are also focussing on:

### Our ethos

To further improve the ethos of the school, so that all children show high levels of love and respect towards all members of the school community. We are looking at the wide spectrum of behaviour including consequences, reinforcement and rewards, and de-escalation strategies. We are also reviewing our policies to ensure links and consistency.

### Our distinctiveness

Our main success criteria are that a revised vision is clear and known by all our community; and that we renew our Gold Quality Mark for RE. We are ensuring that the global and multicultural nature of Christianity as a world faith is celebrated and that our website presents a clear Christian message. A thorough review involving the school community will ensure our vision and values reflect our everyday living at school. We are developing our children to be courageous advocates and are providing our children with opportunities for their own spiritual development.

### Our Governing Body Committees

Each committee suggests areas of development to the full Governing Body for ratification. Our current objectives are:

Policy & Finance Committee: Stakeholder engagement plan to maintain a current, informative and interesting FGB presence on the website. Increase governor's training to ensure we maintain the relevant skills and knowledge.

Personnel: Review long and short term recruitment & retention. Create a staff wellbeing policy & action plan. An in-depth review of the Pay Policy.

Ethos: Support the preparation for the RE Mark and SIAMS.

Premises: Business case and pursuit to secure significant funding for replacing old pipework.

In addition to the objectives below the FGB has also committed to raising funds.

## Data

This is our latest available KS2 attainment – more information is on our website

<https://www.st-johns.croydon.sch.uk/academic-achievements/>

32 children	% At expected standard (100+ scaled score)					% Achieving a High standard (110+ scaled score)				
	Reading	Writing (TA)	Maths	RWM	GPS	Reading	Writing (TA)	Maths	RWM	GPS
St Johns	84%	94%	84%	78%	81%	47%	31%	19%	6%	41%
National	75%	78%	76%	64%	78%	28%	20%	24%	10%	34%
difference	+9%	+16%	+8%	+14%	+3%	+19%	+11%	-5%	-4%	+7%



St. John's CofE (VA) Primary School  
Spring Park Road  
Shirley  
Surrey  
CR0 5EL



020 8654 2260

## Deputy Head Teacher

**Tenable from September 2019**

**Full-time/permanent**

**Pay range:** Group 3 Leadership 8-12 based on experience

This is a marvellous opportunity for an inspiring leader to join our school on our exciting journey to become fully two-form entry. We seek a Deputy Head Teacher who will facilitate the school to grow and evolve in a way that truly reflects our amazing community. We are a dynamic and successful school with a positive ethos and strong family values in which children make very good progress. The successful candidate will be a highly effective person able to provide strategic management for all children across all primary key stages; lead teaching and learning and the curriculum with a focus on high standards; and have excellent classroom practice.

We value and develop our staff, with professional development at the centre of our work. We need a Deputy Head Teacher who can work with our fantastic children and offer a range of skills to complement our ambitious and highly effective teaching staff. We are looking for an outstanding teacher with Senior Leadership experience who is ready for their next challenge. Our recruitment process is about finding the right personality with the right experience, someone who will be as excited as we are about developing our school.

### **Our Deputy Head Teacher will be:**

- An outstanding teacher, preferably with experience of teaching both KS1 and KS2.
- Someone with high expectations of children and a belief that all children deserve the best.
- A true professional; hardworking, organised, efficient, creative, collaborative and committed to their own continued professional learning.
- A skilled, flexible and determined leader who can make a positive impact on the curriculum and rise to a challenge; supporting, motivating and challenging children and staff.
- A consistent and competent support to our National Leader of Education (NLE) Head Teacher; able to manage our school effectively in her absence.
- Passionate about nurturing and developing our school ethos and will have an understanding about the distinctiveness of church schools.
- A person with the commitment, fervour and intelligence to thrive and lead in our busy school community, bringing creativity and inspiration.
- Excelling in communication skills with the ability to lead and motivate the school whilst valuing staff wellbeing.

### **We offer:**

- The opportunity to help lead our outstanding, popular and successful school in the next stage of both our development and yours.
- A commitment to excellent CPD opportunities within and outside our school and the opportunity to shine.
- Supportive, dedicated and dynamic staff with high quality professional learning and support services.



- A welcoming, positive and caring environment.
- Well-maintained buildings and extensive grounds.
- An ambitious, supportive and effective Governing Body.
- A productive and enthusiastic school association and wider community who are fully invested in their children's learning.

and most importantly ...

- Delightful, curious, engaged, enthusiastic and well-behaved pupils who thrive and achieve through our broad curriculum and activities.

If you think you are ready for this role and feel you are the right person to become a major part of our forward thinking leadership team, we encourage you to visit and see us in action. The Head Teacher will be showing potential applicants around on Wednesday 24<sup>th</sup> or Thursday 25<sup>th</sup> April. Please contact the office to arrange an appointment or to book an informal chat with the Head Teacher.

Application packs and the application form can be downloaded from the school website [www.st-johns.croydon.sch.uk](http://www.st-johns.croydon.sch.uk)

No agency enquiries or CVs please.

**Closing date: at noon on Wednesday 1<sup>st</sup> May 2019.** Completed applications should be emailed to [recruitment@st-johns.croydon.sch.uk](mailto:recruitment@st-johns.croydon.sch.uk)

Head Teacher visits to shortlisted candidate's school: Tuesday 7<sup>th</sup> or Wednesday 8<sup>th</sup> May (tbc)  
Interview and assessment process: all day on Thursday 9<sup>th</sup> or Friday 10<sup>th</sup> May (tbc)

St. John's CofE Primary School is committed to safeguarding and promoting the welfare of children and to equality of opportunity. References for shortlisted candidates will be sought prior to interview and an Enhanced Disclosure via the DBS will be completed on the successful applicant. Photographic identification and certificates of all relevant qualifications will need to be provided at the interview stage.

In line with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) the school is responsible for holding and protecting personal data. The school is required to share some data with the Local Authority and the DFE. For further information on who we share data with please see our website for our Privacy Notices: <http://www.st-johns.croydon.sch.uk/>



## Our recruitment process

### Visit

Candidates are encouraged to book an appointment to visit the school. The Head Teacher will show candidates around on Wednesday 24<sup>th</sup> and Thursday 25<sup>th</sup> April. Please contact the school office to book an appointment - or to book an informal chat with the Head Teacher.

### Application

Candidates should read the job description and person specification carefully and then complete the application form downloaded from our website. CVs are not admissible and will not be read by the short-listing panel.

Please ensure you set out clearly **how** you meet the criteria in the person specification, as these are the defined criteria the short-listing panel will use to assess each application. The overall quality of each application will also be assessed

Applicants must ensure they sign the declaration to certify that the information provided on the application form is correct. If you submit the application form electronically you are assumed to be declaring this. Please note that if you provide false information or deliberately omit any relevant details your application will be withdrawn from the recruitment process. You will be asked to sign the form at interview if you are shortlisted.

Only those applications received by the specified closing date and time will be considered. Therefore, candidates must ensure that their completed applications are received by the school by the closing deadline of **noon on Wednesday 1<sup>st</sup> May**. Completed applications should be emailed to [recruitment@st-johns.croydon.sch.uk](mailto:recruitment@st-johns.croydon.sch.uk)

### Short-listing

Short-listed candidates will be contacted by Thursday 2<sup>nd</sup> May. Applicants not short-listed will be informed by email and once the recruitment process is completed, the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed.

### Shortlisted candidates

Shortlisted candidates will be asked to assist in organising a teaching observation of their own class by our Head Teacher on either Tuesday 7<sup>th</sup> or Wednesday 8<sup>th</sup> May (tbc). Assessment and interviews will be held on either Thursday 9<sup>th</sup> or Friday 10<sup>th</sup> May (tbc). References will be sought prior to interview.

The assessment and interview day will include a formal panel interview, meeting members of our School Council and an informal lunch with governors. The additional assessment details will be sent to shortlisted candidates in advance.

**Please note:** All candidates are asked to bring original certificates of qualification relating to the post to interview, together with identification that confirms they have the right to live and work in the UK.

### Outcome and feedback

The successful candidate will be made a verbal offer by Monday 13<sup>th</sup> May. Unsuccessful candidates will be informed as soon as possible and offered an opportunity for feedback.

### Pre-employment Checks

All offers of employment are conditional upon receipt of satisfactory references, medical clearance, evidence of any essential qualifications and a Disclosure & Barring Service Check. Verbal offers of employment will be confirmed in writing once all pre-employment checks have been carried out; that application form will be retained on the personnel file.