



KENLEY PRIMARY SCHOOL

"A love of learning for life"

Information for Applicants

School *Kenley Primary School, Croydon*

Required September 2021

Salary L5-L9 (outer London)

Responsibility Curriculum / Literacy

Closing Date Friday 7th May (9am)

Interviews W/B Monday 10th May

Appointment of Deputy Principal

Welcome

Dear Applicant

Appointment of Deputy Principal at Kenley Primary School

I am delighted that you are interested in joining our team to help lead the development of high-quality education at *Kenley Primary School*. The successful candidate will be an excellent curriculum / literacy specialist, supporting our team to implement a curriculum with inclusion at its heart. If you join our team in this role, you will enjoy wonderful support and development in preparation for Headship in the future.

Kenley is a friendly, caring school with high expectations for all pupils. We aim to provide a lively, creative curriculum to challenge and motivate our pupils through a range of exciting learning opportunities both within and outside the classroom. We are located on an attractive site that is currently benefitting from capital investment. Our families appreciate the inclusive and nurturing atmosphere of our small school and our children love coming to Kenley.

We are a small school and a close-knit team; because of this the Deputy role has a 2-day a week teaching commitment. This means the successful applicant will get to know the children and colleagues quickly and be able to impact on standards across the school. The Governing Body is currently consulting on joining *The Collegiate Trust (TCT)*, with a planned conversion date of 1st September 2021. We see this as an opportunity to work in partnership with a local family of schools to develop new practice that will benefit our children, staff, and communities. We have chosen TCT as our potential partner because we see a strong correlation with their values and those of Kenley, and they have a clear commitment to collaboration.

In considering taking on such a key role in a school we think it is important that you meet our pupils and staff and see our school. Therefore, we are keen that all candidates should take up our invitation to one of the two scheduled opportunities – **Thursday 29th April and Tuesday 4th May** – before applying. To register for one of these visits, please contact me via email at office@kenley.croydon.sch.uk.

I hope that after reading the information provided here, visiting the school, researching the Trust and reflecting on the tremendous opportunity this role offers, you will submit an application. To apply, please complete the application on the [vacancies page at the TCT website](#), attaching where requested a supporting statement outlining the ways in which you meet the person specification for the post. I look forward to hearing from you.

Yours sincerely

Mrs Denise Dixon
Headteacher

Key Information

Kenley Primary is a small school, set on an attractive site.

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|-------------------------------|
| 8 Teachers* |
| 13 Education Support** |
| 2 Administration** |
| 1 Premises* |

Our school benefits from a talented and highly committed team of staff, with a strong combination of experienced and newer colleagues. The development of staff is a key feature of our work and we are looking forward to working in close collaboration with colleagues in TCT.

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|------------------|-----|
| Reception | 29 |
| Year 1 | 28 |
| Year 2 | 22 |
| Year 3 | 24 |
| Year 4 | 26 |
| Year 5 | 25 |
| Year 6 | 29 |
| Total | 183 |

*fte

**posts

| | |
|-------------------------|------------------|
| Principal | Mrs Denise Dixon |
| Deputy Principal | TBA |
| SENDCo | Mrs F Simpson |
| Business Manager | Ms Kim Jones |

The *Senior Leadership Team* is an experienced group with a strong team ethos. We expect to join TCT in September and look forward to working in partnership with the executive team there and other schools in that family.

You can find out more information about our school, and the Trust we are looking to join, at the following websites:

www.kenley.croydon.sch.uk

www.tct-academies.org



Information about *Kenley Primary School*

Kenley Primary School is a small, one form entry school, located in the beautiful Kenley area of Croydon. We are a *good* school (OFSTED, March 2018) with 183 pupils on roll. Our school is set in spacious grounds and enjoys wonderful green outdoor space, which includes our own *Forest School*. Transport links to the school are excellent as we are close to the A22 and midway between Kenley and Whyteleafe train stations.

We want all our pupils to develop a love of learning. We provide a stimulating and happy environment in which Staff, Parents and Governors work together to enable the school to provide a creative, balanced and meaningful curriculum. We are a vibrant school that does our very best to ensure all our children flourish throughout their time with us, thriving as individuals and achieving their academic potential.

We encourage our children to be positive, responsible, and considerate whilst being confident and successful as independent learners and working cooperatively with others. We pride ourselves on our warmth and friendly atmosphere.

Our vision and values are at the core of everything we do. They underpin our teaching & learning and provide an environment which prepares our pupils as confident, happy citizens.

We aim to ensure all our children leave Kenley with:

A love of learning for life.

Our Mission is to:

- Provide our children with an education that promotes curiosity and perseverance within an engaging curriculum, encouraging everyone to be motivated, successful learners
- Our nurturing environment inspires resilience and the confidence to be independent in a culture where expectations are high, and success is celebrated
- In our school all members of our community work together in supportive, positive surroundings. We are not afraid to take risks in our learning and know that all experiences are an opportunity to improve
- We encourage parents to be partners in their child's education. We work together to promote our values and celebrate and share our achievements.

Information about *The Collegiate Trust (TCT)*

TCT has grown out of *Riddlesdown Collegiate*, an **outstanding** (OFSTED, May 2016) secondary school in Croydon with 2000 students and over 200 staff; in 2017 Riddlesdown was awarded the *World Class Status Quality Mark*. *Gossops Green Primary*, in Crawley, was the next school – and the first primary – to join the Trust, followed by *Waterfield Primary* (also in Crawley) on 1st March 2018, *The Quest Academy* on 1st June 2018, and *Courtwood Primary* and *Gilbert Scott Primary* on 1st September 2018. We hope to welcome *Kenley Primary* to our family on 1st September 2021.

TCT educates over 4200 children and young people from nursery up to 18 years of age. The responsibility that places on us is huge, but we are excited by the positive impact we already have on the lives of so many. We also employ over 600 staff and recognise our responsibilities as an employer in looking after the great people who work with us. Our work in developing pedagogy is built on the very best classroom practice and we are driven by our determination to make a difference to our pupils and students; we want each of them to get a great education as a result of attending one of our academies. Five out of six of our schools are

judged good or better with OFSTED: *Riddlesdown* improved to *outstanding* at its last inspection and *Gossops Green* improved to *good* in September 2019 at its first inspection since joining the Trust; we are looking forward to the first inspection of *Gilbert Scott* as a part of our family, which has been delayed due to the pandemic.

Each school within the Trust is supported centrally by our team of *Directors of School Improvement* on teaching and learning issues, the *Chief Operating Officer, Chief Finance Officer & Director of HR* on business management and HR issues, the *Governance Manager*, and the *CEO* on wider leadership issues; the *Director of IT* leads the strategic development of this work across the Trust, with support on data and tracking also coming from the *Management Information & Data Team*. This complements rather than replaces in-school functions and allows the Principal and *Local Governing Body* (LGB) to operate with clear agency in delivering the highest standards in their school. The LGB works to a *Scheme of Delegation* approved by the Trust's *Board of Directors*.

Job Description



Purpose of Post: To provide professional leadership and management of the curriculum and the development of literacy across the school, ensuring an inclusive approach to support the progress of all children.

Accountable to: Principal (Headteacher)

First Area of Accountability: *To support the Principal in providing leadership and direction.*

- Deputise when required for the Principal
- Support the Principal in promoting the school widely, strongly and imaginatively
- Support the Principal in developing a successful school by contributing vision, ideas, debate, commitment and enthusiasm
- To promote and implement an enriched and inclusive curriculum across the school
- To ensure the delivery of effective literacy work across the school
- Communicate effectively with the Principal
- Attend all school activities as required
- To work in partnership with colleagues in TCT to deliver high quality school improvement (*subject to final approval of the Governing Body to join TCT*)
- To undertake any additional responsibilities required by the Principal.

Second Area of Accountability: *To secure high standards of teaching for learning by acting as a role model to other staff and supporting their continuing professional development.*

- Model leadership responsibilities to other staff and support them in implementing their responsibilities.
- Be an effective team leader for appraisal
- Model high standards in personal planning and delivery of the curriculum, according to school policy.
- Through careful analysis of data, raise standards by identification of areas for development for individual children; set up and implement strategies to address these. Share findings with other staff, governors, and the Trust.

Third Area of Accountability: *To assist the Principal in ensuring health and safety requirements are met*

- Promote positive behaviour within the school
- Liaise with staff and governors on health and safety matters and take action, as required

Person Specification

Qualifications & Professional Learning

- Qualified Teacher Status (QTS)
- Good honours degree
- Evidence of professional learning appropriate to the post

Experience

- An experienced and exemplary classroom practitioner
- Demonstratable commitment, dedication and drive to leading school improvement
- Experience in promoting partnerships with colleagues, governors, parents and the wider community
- Experienced in leading the implementation of strategies for raising achievement and managing change
- Ability to act decisively when required and to work under pressure and meet professional deadlines
- Ability to delegate appropriately

Knowledge & Skills

- Good understanding of educational theory and current developments and their impact on teaching for learning – with a particular emphasis on the curriculum and literacy
- Good understanding of the role of teacher development to improve the quality of teaching for learning
- Good interpersonal and communication skills
- Good time management and organisational skills
- Good coaching and mentoring skills
- Good ICT and administrative skills including the ability to write high quality, evaluative reports

Understanding

- Commitment to equal opportunities, inclusion, safeguarding and education of the whole child
- Experience in the use of positive behaviour management strategies and to support others to do so
- Ability to deal confidently and calmly with a range of situations, employing diplomacy and confidentiality when appropriate
- Ability to maintain a sense of proportion

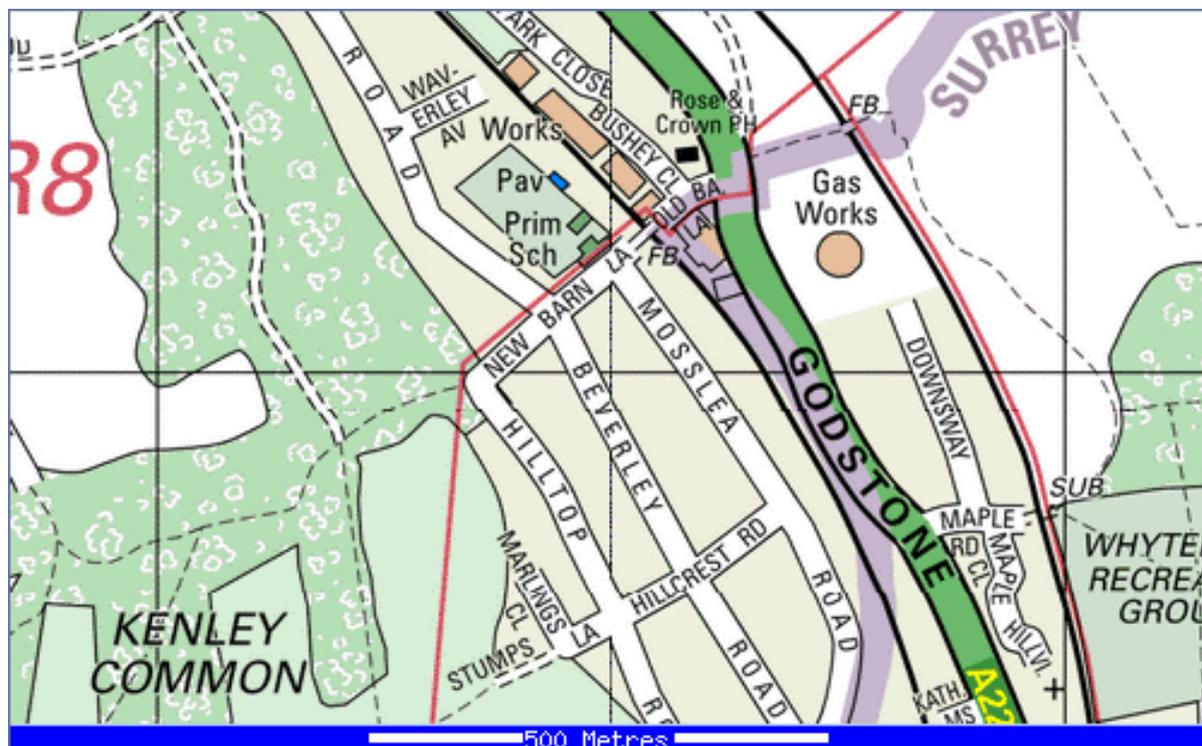
Professional Qualities

- Manage relationships with adults and children sensitively
- Positive attitude and resilience with the ability to take others with him/her
- Ability to think clearly as well as creatively
- Willingness to accept support from others and to promote individual and team development

The Collegiate Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Appointment will be dependent upon further health, medical and attendance checks.

How to Find Us



Kenley Primary School

New Barn Lane, Whyteleafe, CR3 0EX

☎ 020 8660 7501

✉ office@kenley.croydon.sch.uk

💻 www.kenley.croydon.sch.uk