



The Collegiate Trust
Exceptional Education for All

Deputy Principal

Information for Applicants

School	Courtwood Primary School, Croydon
Required	September 2022
Salary	L8-L12 (outer London)
Closing Date	Monday 23rd May, 9am
Interviews	Thursday 26th May





Dear Applicant

Thank you for your interest in the post of **Deputy Principal**. I hope that this information pack will help you to learn more about our fantastic school and that you will be excited about the prospect of joining our excellent team. The successful candidate will be an excellent **curriculum / teaching & learning** 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; high quality and well-supported staff are crucial for the success of our children and we are able to offer a comprehensive professional development package to ensure that they are provided with the best possible teaching and support.

Opened over 50 years ago, *Courtwood Primary School* is an established and important part of our local community and is at an exciting time in its development. The school has an excellent reputation in the borough for inclusion and provides specialist teaching for children with Autistic Spectrum Disorder in our Enhanced Learning Provision (The Treehouse). We also have an amazing woodland that enables us to deliver Forest School learning to our pupils.

We have been a part of *The Collegiate Trust* for almost 4 years, a family of 7 schools in Croydon and Crawley with provision from nursery up to A Level. The Trust has a clear vision to deliver *exceptional education for all*. Courtwood pupils are well motivated and a pleasure to work with, whilst our staff are talented, hard-working and ambitious for themselves and others. Our facilities enable us to provide the very best learning environment and learning experiences for our pupils and it is the combination of these factors that leads to the improving standards at our school and the enviable reputation that *The Collegiate Trust* has built. I am very proud of what we do and what we have achieved at *Courtwood* and I hold the highest aspirations for what we will do and achieve in the future.

This position has become available following the promotion of the current postholder to lead another primary school in our Trust. I would be delighted to receive an application from you if, upon consideration, you feel that this role and Courtwood may be right for you. To submit an application, please complete the form on the Trust website, attaching where requested a statement of no more than two sides of A4, identifying clearly how you meet the person specification. If you have any further questions about this post or would like to arrange a visit prior to the interview day, I would be pleased to speak with you; please feel free to telephone me at *Courtwood* on 0208 657 8454.

Yours sincerely

Mrs N Grant
Principal

Key Information

Our school is located in Forestdale, South Croydon, within close proximity to Central Croydon and good transport links. We are a one-form entry school, with an ASD ELP for 14 children. We also have a woodland on site, for dedicated Forest School sessions.

We have amazing pupils and a talented team of staff and governors, who all work together to make learning fun and purposeful.

We are lucky to have many fantastic facilities for our children, including a purpose-built Nurture room; Enhanced Learning Provision including a sensory room; a large field; Forest School Woodland, an Outdoor Classroom; pond and a specialist PE coach to deliver one PE lesson per class, per week.



You can find out more information about our school, and our Trust at the following websites:

www.courtwood.org.uk

www.tct-academies.org



Information about *The Collegiate Trust (TCT)*

TCT works in the Crawley and Croydon areas with a clear vision to deliver *exceptional education for all*. Such an education achieves excellent outcomes in pupil progress and attainment, a rich creative, cultural and physical learning experience, and great personal and social development for all pupils. We achieve this by working with and developing strong teams of staff in each school, under the direction of the Principal of the school and the *Local Governing Body* (LGB)

The Trust has grown out of *Riddlesdown Collegiate*, an **outstanding** (OFSTED, May 2016) secondary school in Croydon with almost 2000 students and over 200 staff. *Gossops Green*, 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* joined the Trust on 1st June 2018 and *Courtwood Primary* and *Gilbert Scott Primary* joined the Trust on 1st September 2018. *Kenley Primary School* joined most recently in September 2021.

TCT educates over 4,400 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 almost 700 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. Six out of seven of our schools are judged good or better with OFSTED: *Riddlesdown* improved to *outstanding* in 2016 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 the Director of Education and school improvement team on teaching and learning issues, the *Chief Operating Officer*, *Finance Manager* & *HR Manager* on business management and HR issues, and the *CEO* on wider leadership issues. This complements rather than replaces in-school functions and allows the Principal and LGB to operate with a high level of autonomy in delivering the highest standards in their school. The LGB works to a *Scheme of Delegation* approved by the Trust's Board of Directors.

Our Values

Learning Behaviours

We encourage our children to be active members of the school community and always give 100% to what they do. Our learning behaviours to be successful are:

Resilience
Independence
Perseverance
Practise
Listening
Effort

At Courtwood each pupil has a right to the following:

- A right to learn
- A right to be safe
- A right to be treated fairly
- A right to be happy
- A right to be listened to



Each class will spend time discussing with their class teacher, the responsibilities that they have alongside these rights.

Teaching at Courtwood Primary School

At *Courtwood Primary*, we believe that intelligence is not fixed and work as a *growth mindset* school.

We use a variety of teaching methods including both mixed and matched ability groups. Assessment for learning is essential to our approach to understanding our pupils' needs and have the best impact on their learning.

We remove barriers to *growth mindset* so that children:

- recognise that intelligence can continually be improved through effort
- thrive on challenge
- throw themselves into difficult tasks
- are self-confident
- ignore the sometimes lower aspirations of those in the world around them
- react to failure by trying harder
- engage in self-monitoring
- have learning goals



- like feedback on their performance so they can improve
- are not driven by rewards but by the intrinsic worth of the learning task
- value process over product (it is the learning that matters)

Each class will spend time discussing with their class teacher, the responsibilities that they have alongside these rights.

Job Description

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

Accountable to: Principal

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 develop high quality pedagogy 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
- 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 whole-school curriculum
- 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

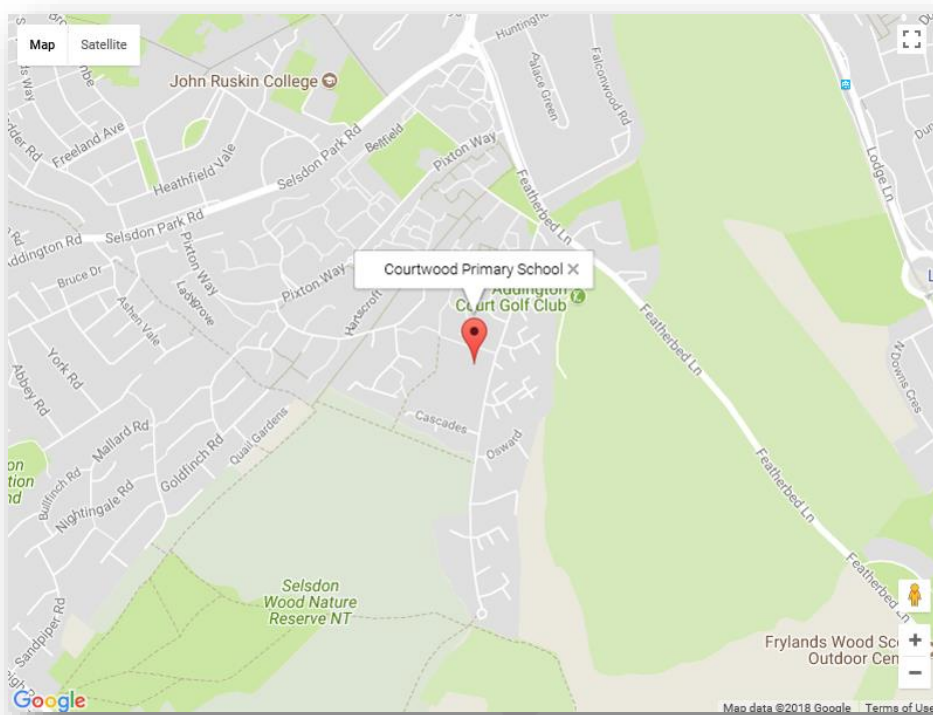
Professional Qualities

- 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



By Car:

Junction 6 from the M25. The A22 is also close by.

By Train:

The nearest station is **East Croydon Station** from where you can get a tram / bus.

By Bus:

Route 433 with good connections to the local tram service.

Courtwood Primary School
Courtwood Lane, Croydon, CR0 9HX

📞 020 8657 8454

✉ admin@courtwood.org.uk

💻 www.courtwood.org.uk