



The Collegiate Trust
Exceptional Education for All

Deputy Principal

Information for Applicants

Academy	<i>Waterfield Primary School, Crawley</i>
Required	September 2023
Salary	TCTF8 £53,880 - 12 £59,332 – Fringe <i>(depending on experience)</i>
Closing Date	9am, Monday 20th March 2023
Interviews	Approx – 24th March 2023



Welcome



Dear Applicant

Appointment of **Deputy Principal** at Waterfield Primary School

Thank you for your interest in this post. 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. High quality and well supported staff are crucial for the success of our children and, as a large primary school, we are able to offer a comprehensive professional development package to ensure that they are provided with the best possible teaching and support.

Waterfield is a friendly, caring school with high expectation for all our 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. The staff endeavour to provide a calm and stimulating environment where good behaviour and mutual respect is modelled by everyone and where everyone is valued.

We are very fortunate to be situated beside a large millpond which provides a wealth of opportunity for first-hand experiences and environmental and conservation education. We also have a brand new building, completed in 2017, which provides an extended hall, reception area, library and a modular building with four additional classrooms. However, our greatest resource is our dedicated staff who work tirelessly to provide the best teaching and learning experience for each child. The Waterfield team works well because all students, teachers, support staff, Governors, parents and carers play a major role in raising standards, aiming high to achieve the best we can for all our pupils. We want our pupils to enjoy coming to school and to be enthusiastic about their learning. We will nurture and encourage pupils and hopefully, inspire them to be active participants in their own development. Waterfield was judged to be GOOD by OFSTED in June 2022, and we are building on that success.

Particular interest will be given to colleagues who have had leadership experience, prior success in raising standards through curriculum development and with a strong background in whole school safeguarding. Colleagues must be able to demonstrate excellence in the classroom in their own practice as they will need to be a model of excellence when coaching, supporting and (on some occasions) covering for class based teachers. Please note the position will come with some small class-based allocations to support the ongoing logistics of the school (see job description).

The Collegiate Trust has a clear vision to deliver *exceptional education for all*. Our pupils are well-motivated and a pleasure to work with, whilst our staff are talented, hard-working and ambitious for themselves and others. Our excellent 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. We are very proud of what we do and what we have achieved at *Waterfield* and hold the highest aspirations for what we will do and achieve in the future.

Whether you are at the very beginning of your career or are looking to develop your experience, a school within *The Collegiate Trust* is a great place for professional growth. ECTs benefit from a focused induction period, prior to appointment, and a well-established programme of support throughout the year, whilst more experienced colleagues have many opportunities to develop skills and extend their professional learning through an extensive and varied programme of professional development. Our aim in all appointments is to appoint colleagues who will share our aspirations and make a major contribution to

building the best life chances for our pupils.

I would be delighted to receive an application from you if, upon consideration, you feel that this role and the Collegiate 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 Waterfield.

We hope that after reading the information provided here, researching the Trust, visiting the school, and reflecting on the tremendous opportunity this role offers, that you will submit an application. Should you choose to do so we look forward to receiving and considering it fully.

Yours sincerely

Dr H Hope

Principal, Waterfield Primary School

Key Information

Waterfield Primary is a school of approximately 355 pupils, set on a spacious and attractive site.

Teachers	20
Education Support	12
Administration	2
Premises	2

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 collaborate closely with other local schools and look forward to working across our Trust.

Nursery	22
Reception	43
Year 1	43
Year 2	44
Year 3	51
Year 4	56
Year 5	45
Year 6	51
Total	355

The *Senior Leadership Team* is an experienced and well-established group, which oversees key strategic areas of work in the school including monitoring pupil progress and the quality of teaching. The Principal works with a talented and ambitious team, with excellent support from the Trust's *Head of Education* and CEO.

Headteacher	Dr Harry Hope
Deputy Head	Mr J Purveur
Assistant Principal	Miss J Watkins Miss S Newman

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

www.waterfield.org.uk

www.tct-academies.org



Information about *The Collegiate Trust*

Our Trust 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 *Quest Primary* joined the Trust on 1st September 2018. *Kenley Primary School* joined most recently in September 2021.

Each school within the Trust is supported centrally by a designated *Director of School Improvement* 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.

Why Work With Us?

The Collegiate Trust is an exciting, fast-paced group of schools committed to progress, collaboration and excellence for all... staff and students alike. We are a dynamic and expanding trust of seven schools (two secondaries with Sixth Form provision, and five primaries) with numerous and diverse career opportunities for both new and existing staff.

All staff and governors, at every level of their career, in both teaching and business support functions, have an equal entitlement to Continuous Professional Development (CPD). This promotes, develops and supports staff in their shared commitment to lifelong learning. Results are reviewed and evaluated regularly in order to support further development of our CPD programme and drive constant improvement.

Through expert facilitation, Trust-wide collaboration, inter-school networking, and our extensive CPD programme, every member of staff has the opportunity to make substantial contributions to the development of the curriculum, pedagogy and delivery of business services, whilst improving their own prospects of career progression.

We are committed to:-

- facilitating **career progression**
- offering **excellent professional development**
- providing **opportunities to lead**
- extending **support from Trust experts**
- developing **collaborative opportunities** to generate new and next practice

Other tangible benefits of working within a TCT school include¹:-

- ✓ Contribution to cost of Masters in Education
- ✓ Superb *NQT Induction Programme* including two-week paid training in June/July
- ✓ The Collegiate Trust's *National Professional Qualifications* for aspirant leaders
- ✓ Two-week October half term (instead of 5 INSET days)
- ✓ Well-equipped staff rooms and work rooms
- ✓ Excellent learning resources in classrooms
- ✓ Cutting-edge technology provision
- ✓ Free Microsoft Office apps
- ✓ Free 'flu vaccination'
- ✓ Free staffroom refreshments

Individuals who are successful in their application to The Collegiate Trust join us at an exciting time. In return for the opportunity to be part of our Trust, we ask that all joining members of staff share in our vision of "Exceptional Education For All" and are motivated to work continuously towards developing their own professional excellence.

Schedule for Appointment

Advert	24th February 2023
School Visit	By appointment
Closing Date	9am, 20th March 2023
Invitation to Interview	24th March 2023



¹ At the time of publication, not all benefits available at every TCT school.

Job Description

Purpose of Post:

To support the professional leadership and management of Waterfield; in the raising of standards across the school, ensuring an inclusive approach to support the progress and wellbeing of all children.

Accountable to: **Principal**

First Area of Accountability:

To support the Principal in providing leadership and direction across the School.

- 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
- Support the Principal in the evaluation of School effectiveness
- To promote and implement an enriched and inclusive curriculum across the school
- To ensure the delivery of effective teaching and learning across the school
- Communicate effectively with the Principal and other stakeholders
- Attend all school activities as required
- To work in partnership with colleagues across TCT to deliver high quality school improvement
- Support the Principal in the leadership and operational implementation of matters aligning to Health & Safety.
- To liaise with key stakeholders i.e Governors, Trust Colleagues, Parents as required (including the production of summary/written reports & presentations)
- To undertake any additional responsibilities required by the Principal

Second Area of Accountability:

To take a prominent leadership role in the monitoring and maintaining of Safeguarding for the School and Community.

- To review and implement the School's Safeguarding Policy (and policies/guidance that support this)
- To manage the recording of/monitoring of outcomes and management of behavioural/safeguarding incidents (including the online platform/record keeping)
- To analyse data/information that relates to safeguarding/behaviour – implementing strategies to support improvements and respond to the current climate
- To support staff in the ongoing professional development with regards to behaviour, wellbeing and safeguarding
- To undertake a prominent role within the safeguarding team (this could include the role of Designated Safeguarding Lead)
- To ensure the curriculum and school environment enhance safeguarding/wellbeing education for ALL children

Third 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 through the implementation of a relevant bespoke curriculum and workforce structure.

- 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 – and where assigned undertake specific teaching responsibilities (as required)
- To develop the curriculum to uphold the values and vision set forth in the Curriculum Intent
- To direct and manage leadership at all levels
- Through careful analysis of data, raise standards by identification of areas for development; setting up and implementing strategies to improve standards in 'Quality First Teaching'

As a dynamic and responsive school the Principal will allocate specific Roles and Responsibilities through the workforce structure each year. The Deputy Principal will therefore work at the direction of the Principal in response to the requirements of the School at that specific time.

Person Specification

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, online searches and the *Disclosure and Barring Service*. Appointment will be dependent upon further health, medical, safeguarding and attendance checks.

Qualifications & Professional Learning

- Qualified Teacher Status (QTS)
- Good honours degree
- Evidence of professional learning appropriate to the post
- **Desirable** – Evidence of achievement or engagement with recognised further qualifications i.e NPQ Programme

Experience

- An experienced and exemplary classroom practitioner and leader in previous setting
- Demonstrable commitment, dedication and drive in leading school improvement
- Evidence of securing and sustaining improvement in Quality First Teaching (QFT) that impacts on whole school standards
- Experience in promoting partnerships with colleagues, governors, parents and the wider community
- To have shown effective leadership skills in managing teams and operational logistics
- Ability to act decisively when required and to work under pressure and meet professional deadlines
- Have experience of line management and effective impact on the professional development of others

Knowledge & Skills

- To have demonstrated a deep understanding of the knowledge, skills and understanding required across the primary curriculum
- To have a working knowledge of the application of both qualitative and quantitative data to develop personalised learning for groups of pupils
- Good understanding of the role of teacher development to improve the quality of teaching for learning
- To have excellent communication skills, enabling successful interactions with a multitude of stake holders (including parents, staff and governors)
- To have knowledge of the application of safeguarding policy into practice – leading and managing safeguarding across a community including monitoring record keeping
- Good coaching and mentoring skills
- Good ICT and administrative skills including the ability to write high quality, evaluative reports

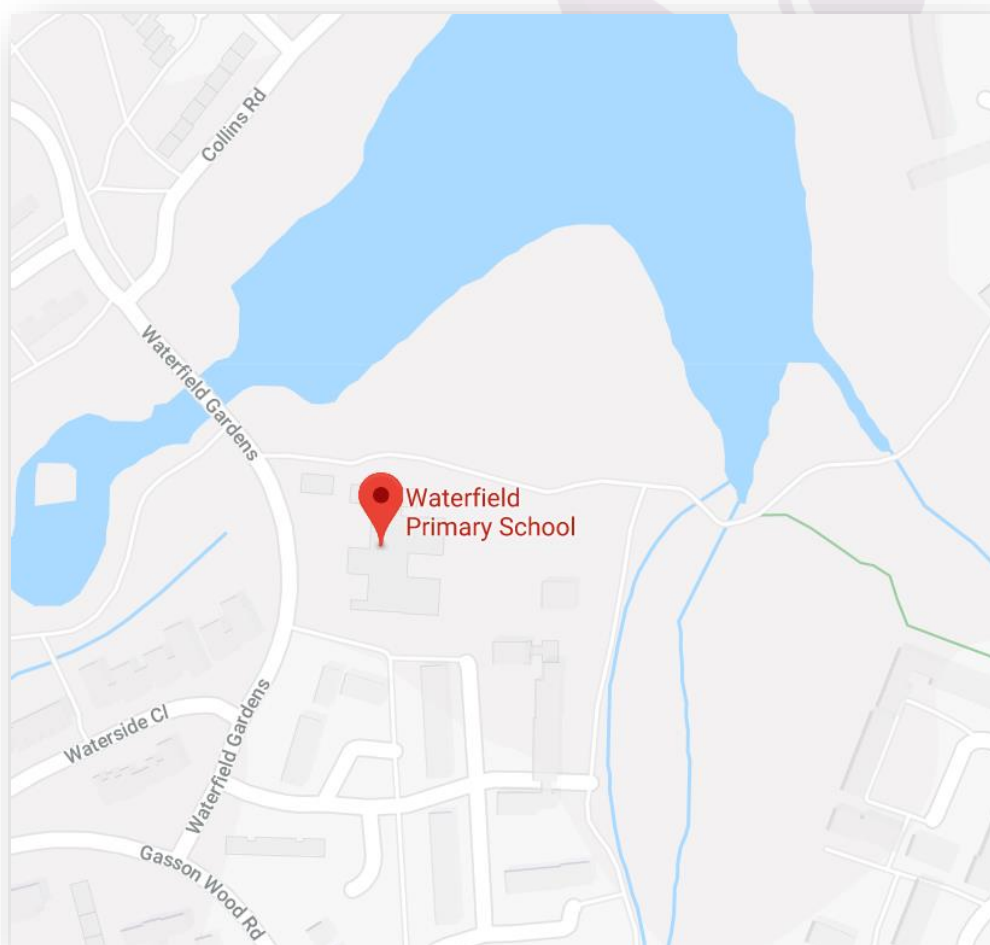
Understanding

- 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

Professional Qualities

- To be able to develop strong working relationships with staff, enabling successful outcomes whilst promoting accountability
- To promote the vision and values of the School and Trust
- Ability to think clearly as well as creatively
- Willingness to accept support from others and to promote individual and team development

How to Find Us



Waterfield Primary School

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☎ 01293 548014

✉ office@waterfield.org.uk

💻 www.waterfield.org.uk