



An inclusive
primary school
at the heart of its
community.



Q1E Deputy Head at The Alton School, Roehampton, London

Application Pack



Quality First Education Trust



Quality First Education

Dear applicant

I am so pleased that you are interested in the role of Q1E Deputy Head of The Alton Primary School.

I think this is a genuinely excellent opportunity for someone looking to take on a new leadership challenge.

The Alton is a lovely, inclusive school which plays an important role in the heart of its community.

The Alton is part of the Quality First Education (Q1E) Trust. Q1E is an ambitious Trust with exciting potential. I am proud and privileged to lead it. We are a primary only Trust of four schools and we pride ourselves on being able to provide a tailored provision for our children, staff and schools.

Being part of Q1E means excellent opportunities and benefits for the right leader. You will access outstanding professional development, and be provided with coaching and mentoring from the outset.

You will work in partnership with the newly appointed Head, and you will be supported by colleagues both within your school and across the Trust. You will join senior leader development sessions with me twice a term.

In your role, you will also be supported by our excellent central team, which works in partnership with our schools to support all aspects of teaching and learning as well as financial and operational management.

These are exciting times for our schools and the Q1E Trust. If you have a relentless drive for improvement, excellence and equality, I hope you will consider applying to join us.

John Grove

Chief Executive Officer

Quality First Education Trust

About The Alton Primary School

The Alton is an inclusive one-form entry primary school in Roehampton, which is also home to a small Resource Base for children with moderate learning difficulties.



We have a relentless drive for improvement, excellence and equality.

We aim to provide an excellent quality first education, and to do 'whatever it takes' to meet the needs of all children. We do this at The Alton by providing a rich and stimulating curriculum that enables learners to become valued and responsible members of our community, in an inclusive, safe and purposeful learning environment which nurtures and challenges all. We want our children to love learning and enjoy school.



Staff and facilities

The current head is retiring after 17 years at The Alton and the very experienced Deputy Head is stepping into the headship role. There is a great teaching team. We have a teacher and teaching assistant in each class. Recruitment is supported by the Q1E Trust central team, and staff have access to a wide range of excellent professional development opportunities. Teaching staff learn with and from one another in joint training, and work collaboratively in cross-Trust year group planning sessions.

We have extensive facilities that offer our children a wide array of fantastic, vibrant and diverse opportunities. Our school building is modern, well maintained and excellently resourced, including well equipped classrooms, a large hall, a beautiful library and our 'compugym'. We have secured additional Condition Improvement Funding for premises developments every year for the last three years. We have invested significantly in technology and resources, including Chromebooks, iPads and interactive whiteboards.

We are very fortunate to have an extensive plot with lots of open space, right next to Richmond Park. Our site encompasses hard surface playgrounds, a large field and a safe, dedicated Early Years play space. We really make the most of our grounds for learning opportunities, for our fantastic PE and sports provision, and for community events.

Learning

We work to create a learning environment where everyone feels valued, secure and motivated to learn. Good behaviour is a key part of this and we promote high behaviour standards, emphasising praise and positive reinforcement. We ensure that all adults and children treat each other with mutual respect and consideration.

The Alton uses an 'Excellent Learner' scheme to develop learning attitudes and promote a positive mindset. Excellent Learners ask for help, like a challenge, listen well, learn with others, ask questions, are not scared to make mistakes, don't give up, are creative, can learn by themselves, and want to learn more. Each day a pupil is chosen to be 'star of the day' for a specific excellent learner quality, and excellent learners are recognised in achievement assemblies and newsletters. Children work towards bronze, silver and gold excellent learner awards. We also recognise readers, writers and mathematicians of the week, and award a Kindness cup in partnership with Place2Be.



Curriculum

We offer a high quality, well-resourced and carefully structured provision, with an excellent broad and balanced curriculum which meets and goes far beyond the National Curriculum requirements. Children achieve well and there is a shared drive to constantly review, improve and enrich what we offer, to ensure learning is relevant and exciting for all pupils. Some key aspects of The Alton's curriculum include:

Early Years:

Our Nursery and Reception children share classrooms and a dedicated outdoor space, and our Early Years team work hard to create a happy, purposeful and stimulating learning environment. Whilst much of our youngest children's learning is done through play, and is flexible enough to cater for all needs, we have some key structures in place. We use systematic synthetic phonics to support early reading, and are currently trialling the 'Little Wandle' phonics scheme. Children start using the 'Maths - No Problem!' maths scheme from Reception. The use of computers is introduced in Nursery and becomes an integral part of each pupil's learning throughout the school.



English:

We use a variety of learning and teaching styles in our English lessons, with first hand experiences to develop pupils' understanding. Storytelling is given a high profile at the Alton and this promotes confidence and leads to high quality work in reading and writing. We have daily discrete reading sessions in years 1-6. Every child has a 'book on the go' which is always on their table. We have well stocked library which is open at lunch time and after school, and special reading pods have been placed in the corridors. Our pupils are given opportunities to become critical readers of a rich variety of texts – such as stories, poetry, non-fiction and media texts.



Mathematics:

At The Alton, mathematics is given a high priority across the whole school, with a daily maths lesson plus opportunities for using and applying maths across the wider curriculum. Like all schools in our Trust, maths is taught 'Singapore style' using the mastery approach that underpins the National Curriculum. We use a system called 'Maths - No Problem!' to embed and consolidate mathematical concepts. Problem solving is at the heart of our maths teaching and we approach this in a practical way, using real-life resources. The clear curriculum enables children to build easily on previous knowledge, in combination with their reasoning skills, in order to tackle new tasks independently.

Wider curriculum:

We aim to stimulate and excite pupils' curiosity about the world around them. Pupils are encouraged to question and discuss concepts, whether in science, history, geography or religious education, and we weave in local contextual elements to make learning relevant. French is taught by a specialist French teacher in Key Stages 1 and 2. We work hard to ensure pupils are digitally literate, with computing projects linked to topics across the curriculum, supported by a wide range of software. Through design and technology, pupils design, make and evaluate exciting creations. We work closely with Place2Be in personal, social and health education.

Arts and sports:

We have a rich art curriculum, and we hold our own art exhibition in alternate years. We also aim to foster a love of music, and are raising the profile of singing at The Alton. All pupils benefit from great PE resources, our large hall and spacious site, and a curriculum featuring dance, games, gymnastics and athletics. We focus on a sport for the whole

school each half term and end with a competitive whole school tournament, including a Year 6 versus Staff match. A neighbouring independent school generously allow us to use their fantastic pool for swimming lessons.

Remote education:

Supported by the Q1E Trust, we developed excellent remote learning provision during the school closures associated with the Covid-19 lockdown periods. We maintain the systems to enable us to do this again, if needed. All children have either a Google account or a Seesaw account, depending on their Key Stage, from which they can access home learning. We have also kept a range of home learning resources (such as teacher story times) accessible on our website.





Whatever it takes

The Alton is a very inclusive school, with comprehensive SEND provision and a small Resource Base on site for children with moderate learning difficulties. The Base is an integral part of the school. Across the whole school, children with specific needs are supported by staff-led interventions as well as visiting professionals.

To support children's confidence, resilience and emotional wellbeing, The Alton works with the national charity Place2Be. There is a special Place2Be room in the school where children can go to express and think about their worries, through talking, creative work and play, supported by a specially trained adult. Place2Be runs open lunchtime sessions, a self-referral scheme, and timetabled support for specific children, as well as advice and support to parents and staff.

Extra-curricular activities

We have a vast range of co-curricular activities and after school clubs to ensure our children receive a rounded education. This term, clubs include art, drama, cooking, choir, football, running, cricket, story, yoga and mindfulness. We also have an invitation-only enrichment club for specific groups of children. Sporting events and matches take place throughout the year, including intra and inter school competitions.

Pupils have opportunities to learn through a wide range of educational visits and events, including a residential journey in Year 6. We make the most of being within easy reach of central London for exciting trips, as well as visiting sites in our local area.

Pupil responsibility

At The Alton we provide extensive opportunities for pupils to take on roles of responsibility and leadership. This is a core part of our school ethos.

We hold elections for the roles of Head Pupil, Deputy Head Pupil and Assistant Head Pupil. We have an active, passionate School Council. We also have a successful Peer Mentor scheme, where children are trained to provide help to other pupils. These roles have had a very positive impact on our learning environment.

The Alton is very proud to hold UNICEF's Gold Rights Respecting Schools Award (RRSA). We teach children about their rights and responsibilities, and help them to understand how to respect the rights of others. All children are taught about their rights through lessons and whole school assemblies focusing on global issues. Every year, each class makes and agrees a class charter. Children have also created a lunchtime charter and a playground charter.

Location and community

The Alton School is located at the heart of the Alton Estate. We are right next to beautiful Richmond Park, one of London's eight Royal Parks, which offers wonderful, historic open space, with protected status as an important habitat for wildlife. We're also close to the centre of Roehampton, with a range of facilities nearby including shops, cafes, library and gyms.

Our community is very important to us. We provide great wraparound provision to help our families, with a breakfast club delivered by our own staff. Strong parent-school relationships have a positive impact on our children's learning. This includes inviting parents to assemblies to celebrate children's achievements; holding termly parents' meetings, enabling parents to watch open lessons, sharing updates in regular newsletters and running an annual parent questionnaire.

We have a committed local governing body, and our parents' association, the Friends of The Alton, work hard organising events and raising funds for the school. We also actively engage in community fundraising initiatives, to benefit local charities and foodbanks.

We make the most of our community links to support the provision for our children. We are fortunate to be able to use the excellent swimming pool at a neighbouring independent school. We regularly provide placements for teaching students from the University of Roehampton, a partnership that has been mutually beneficial for a number of years. We engage actively with the local council, such as our current development of a 'School Streets' proposal to make our street a car-free zone at school drop-off and pick-up times.

We have good transport links, with regular buses to Barnes mainline station. There are direct buses to Roehampton from central London (Victoria) and from a number of areas including Putney, Fulham, Chelsea, Clapham, Wandsworth, Wimbledon, Richmond and Kingston. We encourage staff to use public transport but where this is not possible, they are able to park on the school site.

The Alton Estate has been internationally recognised as one of the best examples of modernist housing in the world, with its 1950s buildings inspired by Le Corbusier. The estate is now partway through a transformative regeneration programme which will eventually result in new homes and community buildings, improved green space, better transport links and additional pedestrian and cycling routes. The first few new homes were completed in September 2021. The programme has an active engagement strategy, aiming to involve local residents and businesses through community events and workshops, which we regularly support and signpost in parent newsletters. The regeneration is key to our future planning and we are keenly monitoring its progress. We ultimately expect many new young families to move into the area close to the school.





Our journey

In August 2017, the school became an academy and joined the Quality First Education (Q1E) Trust. Since joining Q1E the school has been very well supported by the Trust to improve and develop in several areas.

In our most recent Ofsted report (October 2019) the school was rated 'good' and inspectors noted that:

- Pupils come to school happily. They have respectful and warm relationships with staff.
- Pupils behave well and work hard in lessons.
- Leaders and staff support every pupil to reach their full potential.
- Pupils achieve well in a range of subjects. This includes pupils with special educational needs and/or disabilities (SEND) who attend the resourced provision.
- Staff benefit from regular training to develop their expertise in teaching different subjects.

The Alton has improved very significantly over recent years and we are extremely proud of its successes. The children, staff, governors and parents have worked hard together to create a thriving, purposeful and welcoming school, and we hope that you will consider joining us.

The current Head is retiring this summer after 17 years in the role and the very experienced Deputy Head has been appointed to the headship from September. We believe this is a fantastic opportunity for a new deputy to work in partnership with the new Head, to continue the school's journey.



About the Quality First Education Trust

The Quality First Education (Q1E) Trust was established in 2017 and currently has four London primary schools:



- Churchfields Primary School, with approximately 500 children on its extensive site in Beckenham
- Belleville Primary School, a large school with over 900 pupils and a history of excellent provision, across two sites in Clapham
- Belleville Wix Academy, with approximately 330 children, one third of whom are taught through an English/French bilingual stream
- The Alton Primary School, with approximately 200 pupils on a large site in Roehampton, bordering Richmond Park.

Our schools are linked together by a **relentless drive for improvement, excellence and equality.**

One of our core principles is the belief that **"the quality of an education system (or school) cannot exceed the quality of its teachers"** (McKinsey 2007). This lies at the centre of what we do and how we operate. Together we provide a high quality education for the children we serve.

We aspire to be an 'employer of choice', providing all those who join us with excellent working conditions and career prospects. Q1E provides clear structures, excellent resources and outstanding professional development for staff, with schools being supported by the Trust's pedagogical and curriculum specialists.



All staff joining the Trust receive an extensive programme of induction and training. Early Career Teachers are paid to attend a three week programme of 'pre-induction' in the summer, as soon as they have finished teacher training. Development opportunities are provided for all roles. Teachers from across the Trust plan, assess and train together.

Leaders work collaboratively across our schools to develop all aspects of provision, as well as to support one another through challenges and to celebrate each other's achievements. Senior leaders (such as assistant and deputy heads) join half termly cross-trust strategic development sessions. Our Heads form a strong and supportive executive board, which meets weekly to work through key issues. Each Head also meets weekly with the CEO on a one-to-one basis, as well as accessing professional support from an external coach.

Being part of a larger organisation gives our schools many advantages, particularly around sharing knowledge, practice and resources. It also provides security from financial pressures and changes within the education system. Our central finance and operational staff support our schools with areas such as finance, personnel, estates, IT, complaints, appeals and many other aspects of school management. We invest in specialist HR provision and a legal advice service. We have a Trust-wide data protection officer, a safeguarding lead, a complaints officer and a director of inclusion. We are supported by robust governance structures, clear policies and systems. We want our Leaders to be able to focus on the children in their schools.

We believe in primary schools improving primary schools, through approaches based on research and evidence, and we have a strong history

of school-to-school support and improvement. Our school improvement mantra provides a framework that we apply to developing any aspect of provision. Our toolbox includes our home-grown Guided Peer Evaluation (GPE) programme: a tried and tested model of in-depth peer review, which we have facilitated in more than 20 schools within and beyond the Trust. We work with a number of specialist school improvement officers and reviewers, to help us continually audit and evaluate what we offer.

We are a very outward-facing Trust, with strong links with outstanding schools nationally and internationally. We have a keen interest in learning from the best, and we have engaged with numerous research projects and innovative pilot schemes, as well as facilitating leadership visits to Singapore, Finland and other top performing countries (and hosting their leaders in return). We lead the South West London Maths Hub and are a national leader in the teaching of mastery-style mathematics. We have a history of providing excellent support to other schools, and have trained and developed hundreds of teachers from schools across London and beyond. We seek colleagues who share our outward-facing ethos and our drive to provide an excellent quality first education for all.



Job Description

Post title:

Q1E Deputy Headteacher of The Alton School

Grade and salary:

Leadership Scale range 3 to 7, inner London.

Salary range £52,313 to £57,003.

Responsible to:

Q1E Head of The Alton

Main purpose of role:

Supporting the headteacher in:

- Ensuring the achievement of the Trust aims that all children are safe, are excellent learners, have excellent social and emotional skills, and fulfil their potential.
- Ensuring that all children are provided with an excellent Quality First Education and that "whatever it takes" is done for those who need additional support.
- Ensuring a culture in which pupils and staff have high expectations of themselves and each other.
- School leadership and management including staff, timetables, resources and financial management of allocated funds.
- Implementing, monitoring, evaluation and improvement of agreed systems and structures, ensuring a relentless drive for improvement, excellence and equality.

Responsibilities:

Strategic development

To work as part of the leadership team to:

- develop a vision of the school's future, within that of the Trust;

- maintain the systems, structures, staff and resources to achieve this vision;
- lead the school towards this vision, with ongoing monitoring, evaluation and improvement;
- communicate this vision and progress to staff, pupils, parents/carers and governors/trustees; and to
- undertake strategic leadership of one or more key areas/wider projects across the Q1E Trust.

Ethos

To contribute to the promotion of a positive ethos within the school and the wider Trust by:

- maintaining a relentless drive for improvement, excellence and equality;
- seeking an excellent Quality First Education for all children: every child, every class, every day;
- doing 'Whatever It Takes' to meet the needs of all children;
- following and contributing to the development of the Q1E 'recipe';
- setting an example of high standards, and setting high expectations of children and staff;
- maintaining high morale and confidence;
- valuing individuals, encouraging personal endeavour and responsibility;
- being an excellent learner, taking responsibility for your own continuing professional development.



Teaching, learning, curriculum and standards

- To ensure the effective management and continued improvement of teaching and learning.
- To ensure high standards of attainment and progress for all children, including those with SEND, EAL, those entitled to pupil premium, mobile pupils and vulnerable pupils.
- To work with colleagues across the Trust to develop an excellent, broad and balanced curriculum.
- To ensure equality of opportunity for all pupils so that they may achieve to the best of their ability.
- To keep up to date with legislation and ensure the school meets all legal/ compliance requirements.
- To keep up to date with Ofsted guidance and frameworks, and ensure the school is 'Ofsted ready'.
- To maintain and implement effective, consistent pupil behaviour management procedures.
- To work towards and report progress against agreed Trust Key Performance Indicators and targets.

Safeguarding

To promote the safety and well-being of all pupils and staff.

- To understand all duties and responsibilities arising from/set out in Keeping Children Safe in Education, Children's Act 2004 and Working Together, in relation to child protection and school safeguarding.
- To ensure the school premises are maintained effectively and provide a safe, secure environment.
- To keep the Headteacher and Designated Safeguarding Lead informed of concerns arising in relation to safeguarding/child protection.

Leading and managing staff

- To maintain excellent relationships with staff in all roles in the school.
- To support the well-being of staff.
- To recruit and retain excellent staff, in accordance with agreed Trust procedures.
- To lead effective staff development, taking account of the school's development priorities.
- To ensure that development and appraisal procedures are implemented fairly and consistently, with equality of opportunity, and that related concerns are addressed promptly.
- To prepare and lead effective and impactful training, staff meetings and leadership team meetings.
- To ensure high standards of behaviour from all staff, volunteers and contractors.

Communications and Partnerships

- To work positively, openly and collaboratively with colleagues within the school and across the Trust, engaging with and contributing to professional peer support and challenge.
- To ensure strong and effective relationships with parents and carers, maintaining positive, active links between home and school.
- To develop relationships and communicate actively with the wider community, including effective strategies to engage prospective parents and ensure a strong pupil roll.
- To develop and maintain effective relationships with external agencies and other wider stakeholders.
- To contribute to regular and effective reporting to the Local Governing Body as appropriate, on school performance and improvement.

Resource Management

- To manage school resources appropriately and effectively, within the Trust guidance.
- To support efficient and effective financial management of allocated funds or budgets.
- To be strategic in deploying staff and resources in the best interests of all children and in line with the school's development priorities.

Other

- To deputise for the Q1E Head of The Alton in his/her absence
- To be proactive in identifying and undertaking relevant continuing professional development.
- To undertake any other duties commensurate with the post as reasonably delegated by the Headteacher.

This job description should be read in conjunction with the range of duties and responsibilities of Deputy Headteacher, as set out in the annual Teachers' Pay and Conditions Document. Candidates will be expected to have considered these in relation to The Alton School.



Person Specification

General	Essential	Desired
Understanding of what constitutes excellent primary provision, and the knowledge, aspiration, commitment, drive and enthusiasm to achieve this	✓	

Qualifications	Essential	Desired
Degree	✓	
Qualified Teacher Status	✓	
Evidence of continuing professional development	✓	

Experience of:	Essential	Desired
Raising levels of educational achievement	✓	
Primary teaching	✓	
Whole school management at senior level	✓	
Curriculum development and innovation	✓	
Staff deployment, development and training	✓	
Whole-school policy development and planning		✓
Building and maintaining excellent relationships with parents/carers	✓	
Working collaboratively with and advising governors/trustees		✓
Working co-operatively with the wider school community/other stakeholders	✓	
Finance and resource management		✓

Knowledge and Understanding of:	Essential	Desired
What constitutes excellent teaching and learning	✓	
The factors relating to high standards of pupil achievement	✓	
The importance of meeting the needs of all pupils	✓	
The principles and practice of school improvement	✓	
Approaches to curriculum development	✓	
The relationship between planning, monitoring and outcomes	✓	
The National Curriculum, including Early Years Foundation Stage, Key Stages 1 and 2	✓	
Knowledge of current major curriculum issues, recent educational developments and significant legislative changes, and their impact on schools	✓	
School safeguarding duties and responsibilities	✓	
The SEND code of practice	✓	
Health and Safety procedures and regulations		✓
The roles and responsibilities of those in governance roles		✓
Working within the framework of a multi academy trust (MAT)		✓

The skills and abilities to:	Essential	Desired
Raise educational achievement	✓	
Improve teaching and learning	✓	
Build and work as part of an effective team	✓	
Lead, inspire, motivate and manage staff	✓	
Inspire, motivate and support children, and involve them in the school's vision	✓	
Contribute positively and actively to the Trust's vision and development	✓	
Work co-operatively and collaboratively with colleagues and local governors	✓	
Communicate effectively with all members of the school community	✓	
Develop and enhance the reputation of the school in the local community	✓	
Listen, persuade, negotiate and manage conflicting/diverse opinions	✓	
Promote and expect good standards of behaviour	✓	
Implement school self-review and evaluation	✓	
Implement and monitor effective systems to further improve the school	✓	
Set goals, plan, facilitate and manage change	✓	
Manage the financial and budgetary aspects of the school		✓
Be innovative, whilst recognising and building on others' good practice	✓	
Analyse and evaluate complex information	✓	
Make complex decisions proactively, and where necessary, at pace	✓	
Be self-critical, to challenge your own work and that of others	✓	
Use common office IT systems including email, Word, Excel, Powerpoint, Zoom.	✓	

Personal Qualities	Essential	Desired
A relentless drive for improvement, excellence and equality	✓	
A clear vision of educational excellence and how this can be achieved	✓	
Commitment to partnership with local governors, parents and the community	✓	
High motivation, energy and enthusiasm	✓	
High personal standards and aspirations	✓	
Positive and pro-active approach to change	✓	
Manages pressure with resilience and flexibility	✓	
Reliable and self-reliant	✓	
Engaging and approachable	✓	
Willingness to be accountable for decisions and take appropriate risks	✓	
The personal and intellectual qualities required to set an example to others	✓	
A commitment to equal opportunities	✓	

How to Apply

We very much hope you will decide that this role is for you.

Please complete the application form and equal opportunities form supplied and email them directly to recruitment@q1e.org.uk.

Please note that we do not accept CVs.

Closing date is noon on Friday 20th May 2022.

We will be looking for evidence in your application which demonstrates that you meet all the criteria, and that you have the necessary skills, knowledge, experience, vision and drive for this exciting role.

We encourage you to contact us at recruitment@q1e.org.uk to arrange an opportunity to visit the school and discuss the role before you apply.

Please also contact recruitment@q1e.org.uk if you have any special requirements to enable you to fully participate in the application/selection process.

EQUAL OPPORTUNITIES

In the Quality First Education Trust:

- our schools are committed to ensuring that every employee is treated fairly in day to day work, promotion and training.
- every job applicant is given an equal chance when they are considered for jobs.
- our schools aim for their workforce to reflect the composition of the local community.
- our schools aim to end discrimination in the workplace in respect of different racial groups, sexual orientation, religion, belief and people with disabilities.

LEGAL INFORMATION

As you are applying for a job with us at the Quality First Education Trust, we need to make certain legal aspects clear before you submit your application.

We are under a duty to protect the public funds we administer and to this end may use the information you have provided on your application form for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes. Providing any misleading or false information to support your application will disqualify you from appointment, or if appointed will render you liable to dismissal without notice. By submitting the application form, you declare that you have understood and complied with the requirements laid down in the previous paragraph.

SAFEGUARDING

The school and the Trust are committed to safeguarding and promoting the welfare of children.

This role involves engaging in regulated activity relevant to children. It is an offence to apply for the role if you are

barred from engaging in regulated activity relevant to children.

Safeguarding checks will be undertaken, including an enhanced Disclosure and Barring Service (DBS) check and a barred list check.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. All criminal convictions must be disclosed.

Our safeguarding policy can be found at

www.q1e.co.uk/key-information.

DATA PROTECTION

When you complete the application form you will be required to declare that you understand that the information given on the application form will be used by the Quality First Education Trust for:

- the purpose of processing my application for employment;
- monitoring the Trust's employment policies; and if my application is successful,
- recording information relevant to my employment

Submitting the application form consents to the processing by the Trust for the purposes set out above of all the information you give, including such information as constitutes sensitive data.

