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15<sup>th</sup> March 2019

Dear Applicant,

### **Deputy Headteacher Vacancy**

Thank you for your interest in our current vacancy for Deputy Headteacher.

#### **The context**

Seven Mills Primary School is a small but vibrant and successful single-form entry primary school, located just five minutes walk from the shops, businesses and public transport of Canary Wharf on the Isle of Dogs. The school was built in the mid 1960s and serves the Barkantine Estate, close to the Thames. The school is generously sized – both inside and in terms of outdoor space – and it is oversubscribed.

The school is very diverse and many children speak English as an additional language. Around 70% of the pupils are of Bangladeshi heritage and 65% of pupils are eligible for pupil premium. The school is a central part of the local community, provides many extended school activities and has a nursery on site. Behaviour is excellent and the calm atmosphere in the school is often noted by visitors. In January last year the school maintained its 'good' grade during a short (Section 8) Ofsted inspection.

The current Headteacher is retiring at the end of the school year, and as two other members of the senior leadership team are moving on to promotions, our new and old Headteachers will be working alongside each other for the summer term to ensure a smooth transition for the school. They are supported a strong and stable governing body. The leadership team sees its role as ensuring that:

- teaching and learning across the whole school is of the highest quality;
- our children experience a stimulating, engaging and meaningful curriculum;
- our families receive the very best pastoral care and support.

Our ethos is child-centred, and we believe that we can achieve good academic results without ever losing sight of the fact that primary schools can and should be fun. We want every child to experience excitement and success every day, and we want our children to know that we value kindness, co-operation and enthusiasm for a broad range of activities – not just doing well in exams or tests.

Headteacher: Mr Mike Hirst  
Headteacher Designate: Mr Tom Foster  
Deputy Headteacher: Ms Laura Cookson

The school enjoys a good reputation within its community, and there is much positive parental support for the work of the school. In recent years the school has undertaken a number of major building and refurbishment works, including the remodelling of the playground; however, there are no plans to expand the school roll, and we expect to remain as a single-form entry local authority community school for the foreseeable future.

### **The role**

In a small school the Deputy's job is very varied and encompasses a wide range of responsibilities. At Seven Mills the Deputy is also SENCo/Inclusion co-ordinator, so the role here specifically includes:

- fulfilling all the statutory and non-statutory duties of SENCo, including liaising with outside agencies who support children with special needs;
- being the designated safeguarding lead (named person) and liaising with children's social care;
- ensuring that all concerns about children's physical and mental wellbeing are followed up quickly and thoroughly, and taking any necessary actions to address concerns;
- preparation of teaching assistant timetables, and day-to-day management of support staff;
- day-to-day management of cover support;
- ensuring quality assurance of teaching assistant support for SEN children and children in need of additional interventions in order to meet national expectations.

Additionally, the deputy contributes to all aspects of whole school improvement; stands in for the Head whenever necessary; and supports and acts as a sounding board for the Headteacher. This post would therefore be a really good opportunity for someone who aspires to their own eventual Headship to work alongside a school leader and develop their understanding of the 'big picture', as he takes Seven Mills on to an exciting new phase of its development, building on past success. We are committed to professional development, and the school is happy to support a successful candidate through any appropriate qualifications such as the National Award for Special Needs Co-ordination and/or NPQH.

### **The person**

The single most important attribute for a successful candidate is to be an excellent and enthusiastic teacher. All teachers at Seven Mills (Head included) have a teaching commitment, as we believe that school leaders should be able to 'walk the talk'. Breadth of teaching experience across the primary age range is also a desirable attribute for candidates.

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An ability to deal efficiently and accurately with paperwork is also important to us, though admin should never take priority over people. We are looking for candidates who can demonstrate a solution-focused approach to problems, and a wide range of leadership styles that are employed appropriately depending on circumstances.

### **The application**

Completed applications should be submitted using the Tower Hamlets application form posted on the school website. Supporting statements should refer to the person specification and should be no longer than 2 sides of A4 in Gill Sans font size 11 and should explain the experiences you have had that make you a good candidate for this post.

Visits are encouraged – please contact the school office for times. We look forward to receiving your application.

Mike Hirst and Tom Foster  
Headteacher and Headteacher Designate