

**Seven Mills Primary School**  
London Borough of Tower Hamlets

Headteacher: Mike Hirst  
Deputy Headteacher: Laura Cookson  
www.sevenmills.towerhamlets.sch.uk

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London E14 8LY  
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20<sup>th</sup> March 2018

Dear Applicant,

**Assistant Headteacher/Literacy Lead Vacancy**

Thank you for your interest in our current vacancy for an assistant headteacher.

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 parental engagement is strong and positive. In January this year the school maintained its ‘good’ grade during a short (Section 8) Ofsted inspection.

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.

We are now looking for an additional member of staff to join the Senior Leadership Team, as one senior teacher at the school prepares for retirement. The head is very experienced, and he and other members of the SLT wish to sustain the school’s leadership capacity by sharing their experience with a new colleague.

We are looking for someone with a minimum of five years’ experience as a class teacher, ideally at least partially in Key Stage 2. The post carries a class responsibility for four days per week, and we would like to appoint a teacher who would be confident to teach in either Year 6 or Year R (or both).

The leadership responsibility of the new assistant head will focus on supporting the core business of the school – teaching and learning – with a specific emphasis on literacy. We have a strong team of teachers, including a part-time specialist spoken language and communication teacher, but the nature of a single-form entry school is that class teachers sometimes find themselves working in isolation. The assistant head should be prepared to

offer support to colleagues with planning, assessment and curriculum development. They will also be expected to be visible and accessible to parents, and to share with the other members of the Senior Leadership Team (head, deputy and one other assistant headteacher) in the day-to-day running of the school. At a small school such as Seven Mills, we have an ethos of everyone 'mucking in'.

Leadership and management experience would be valuable for this post, but first and foremost we are looking for someone who is a strong teacher and who can share their good practice with colleagues. Tact, sensitivity and a sense of humour are important – we expect staff to be reflective and creative practitioners, and the assistant head should be prepared to work within this framework, valuing the contributions made by colleagues, but dynamic and visionary enough to move the school forward in a planned and coherent manner. This post would therefore be a good professional development opportunity for a teacher who wishes to move towards a leadership role, but wants to retain a close teaching relationship with children and still have a strong focus on teaching and learning in their work.

We are committed to ongoing professional development for all staff, and envisage this post as a good first step towards a deputy post or headship.

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

The closing date for applications is Tuesday 24<sup>th</sup> April. Please submit applications as a signed hard copy and ensure that supporting statements are no longer than 800 words in length.

Mike Hirst  
Headteacher

Laura Cookson  
Deputy Headteacher