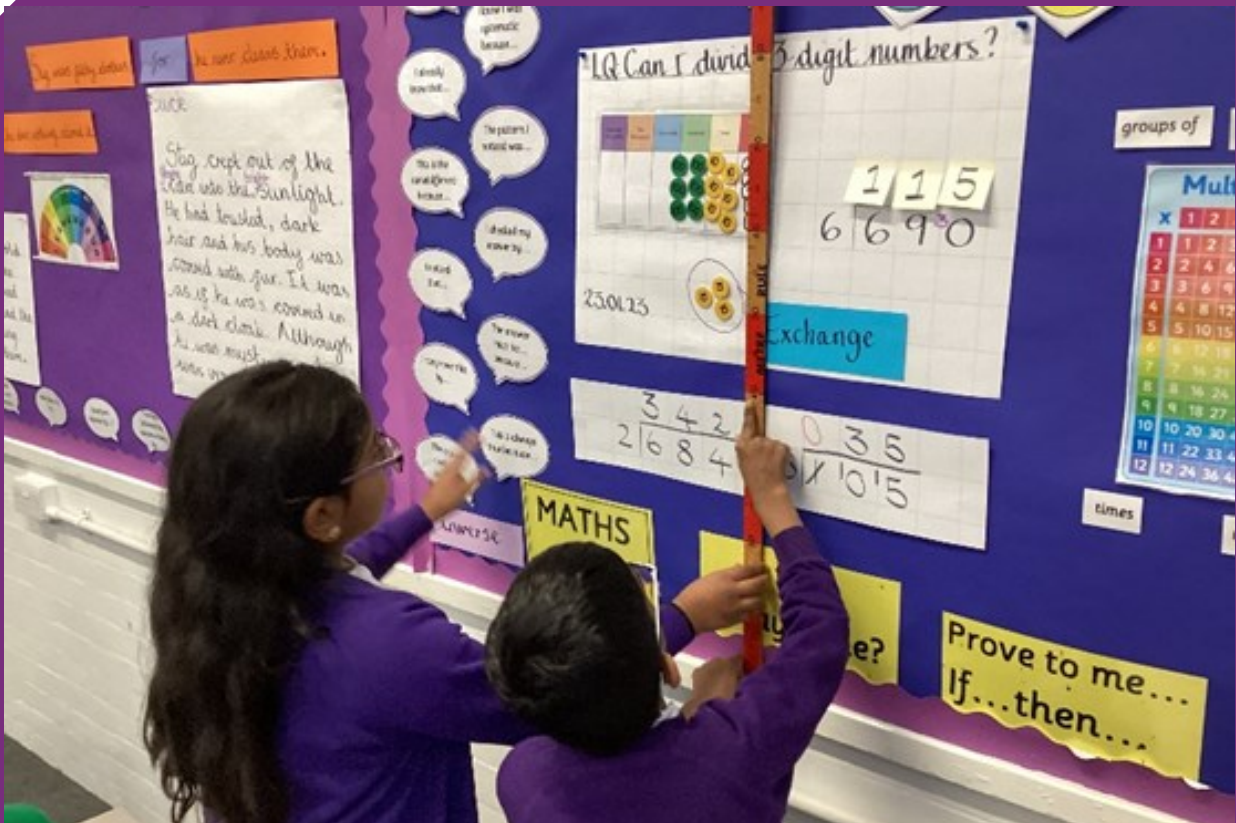




Torridon
Primary School

Deputy Headteacher

Application pack





Torridon
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Torridon Primary School

Letter to candidates

Dear Colleague,

Thank you for your interest in our vacancy for Deputy Headteacher. My name is Manda George and I would like to take this opportunity to tell you a little about our school.

We are a large, happy and vibrant community school committed to ensuring that all children develop the skills they need to thrive and flourish. We are situated in the heart of Catford and the school is well placed for transport links, being close to Bellingham station and on several bus routes.

In September 2018, we amalgamated Torridon Infant & Nursery and Torridon Junior Schools to become Torridon Primary School, making us one of the largest primary schools in Lewisham. There is a strong leadership team in place and they have been instrumental in leading the school on its journey through the amalgamation and beyond. **We were inspected by Ofsted in February 2023 and received a good rating in all areas.**

The current team are extremely talented and wholly committed to making a difference in our children's lives. We are looking for exceptional teachers to join our staff team and contribute to the journey into the next phase of development. This is an exciting opportunity for a dynamic and ambitious candidate with a strong commitment to raising standards.

We have a strong reputation for inclusion and love the fact that our school community is so diverse. Staff at the school respond positively to the many challenges that such diversity can bring. We have a specialist resource base for children with autism and support children with a wide range of special educational needs. Our reputation for valuing, caring for and attending to the needs of each child is justly deserved and a real strength of the school.

Our children enjoy coming to school and are very excited about learning. They feel trusted and respected and they know that there is always someone who will listen to them. School is a safe, warm and caring place where children succeed.

We are developing an exciting innovative curriculum which we feel is relevant to our children and will enable them to become creative thinkers who welcome challenge and have the resilience needed to solve problems.

Our staff team are passionate about making a difference and strongly believe that all children should have equal opportunities to achieve well and become the best they can be. To this end, we promote the highest possible expectations of our children and each other in all aspects of school life. Underachievement is not acceptable and we aim for our children to leave Torridon with a strong sense of self belief, high levels of independence and the ambition to succeed.

We know that our staff are our most valuable resource and invest heavily in ensuring that everyone has the skills they need both to fulfil their current role and to prepare them for future aspirations. Senior staff use a coaching model to provide personalised support for teachers alongside external professional development opportunities. In addition to the development of teaching and learning, we also provide opportunities for middle leaders to develop their leadership skills, taking responsibility for the development of whole school initiatives in line with school improvement priorities.

High quality professional development for staff at all levels is highly valued and we will ensure that you have the support and training you need to be effective in post.



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Our staff team are extremely dedicated and demonstrate high levels of passion, energy and resilience.

I hope this information pack encourages you to make an application. If you have any questions about the position or the school, please do not hesitate to contact me. I think visits are very helpful if you are trying to make up your mind about whether to apply for a school and would encourage you to come and visit us to find out what makes Torridon such a special and exciting place to work. Please contact us to arrange a visit to the school.

If you are hardworking, resilient and passionate about learning and you think this might be the right school for the next step in your career, then I look forward to hearing from you.

Kind regards,

Manda George

Headteacher

Phone: 020 8697 2762

Email: admin@torridonprimary.lewisham.sch.uk



'This is a welcoming, happy and diverse school community. Pupils are proud members of this school. They are friendly, polite and considerate towards others.'

Ofsted February 2023





Vision for teaching and learning

Torridon is an inclusive school. We are committed to doing the very best that we can to make sure that every child succeeds. We have a shared responsibility to ensure that we are doing the very best for our children and aim to meet the individual needs of each child wherever possible. Our core values of: **Aspiration, Community Diversity, Excellence and Respect** underpin all that we do.

At Torridon we aim to engender a passion for learning and the pursuit of excellence in every aspect of our work. We have the highest expectations for ourselves and all of our pupils, aiming for standards that exceed national expectations, both in the core subjects and across the wider curriculum.

We want every child to leave Torridon wanting and determined to make a difference to the world, and having the skills to do so. In order to do this, we believe that we have to enable the children to be emotionally intelligent, resilient and brave, and provide them with the academic foundation to enable them to be outstanding individuals in all aspects of their lives.

We want our children to:

- Be confident in themselves as learners
- Be eager and enthusiastic learners
- Understand themselves as learners, being proud of their successes and understanding the next steps in their learning
- Be emotionally intelligent
- Be resilient and determined to succeed
- Be responsible for their actions

We aim to achieve this by:

- Ensuring that children's achievement is at the heart of our school
- Valuing and celebrating children's social and cultural diversity
- Maintaining the highest possible expectations of every child
- Striving to ensure that every child succeeds
- Adopting a 'no excuses' attitude towards children's progress and attainment
- Providing opportunities for our children to develop academically, socially, morally, emotionally and spiritually in a safe and caring environment
- Working closely with parents and carers to ensure that we are providing the best possible education for our children

About the school

We have over 640 children at Torridon, each one of them different and unique.

Inclusion is very much at the heart of what we do and we have a very strong inclusion team who support our children with SEND.

As well as our mainstream classes, we are proud to have specialist support for children with Autism Spectrum Condition (ASC). Our resource base caters for children from Reception to Year 6 who have a diagnosis of ASC. Children in the resource base have a diagnosis of autism and an Education, Health and Care Plan (EHCP). They are allocated a place by the Local Authority Special Needs Panel in conjunction with the school. The children who attend the resource base are very much part of our school and access the mainstream classes according to their level of need.



At Torridon we believe that positive and rewarding relationships are fundamental in ensuring a naturally positive environment for learning and we have a responsibility to embed personal values such as respect, honesty and courage. We prioritise the formation of solid and respectful relationships between children and staff. We believe that respect should be mutual and something which is earned, not expected. In order to reflect this, all staff are known by their first names.



Our staff work very closely together and there is a strong sense of teamwork. Teachers have non contact time to plan together with year group partners. Planning in this way ensures consistency across classes and means that teachers are able to share particular expertise and support each other.

Torridon pupils can expect a high quality of teaching across a broad and balanced curriculum that allows all children to achieve to the level of the best. Teachers can expect pupils who are keen and who know how to learn.

We are currently developing an innovative and creative curriculum offer which embraces cross curricular learning and is brought to life through visits, visitors, workshops and other real life experiences.

Our aim is to prepare our pupils for the roles and responsibilities they will face at Torridon, at secondary school and in the community.

We have specialist teachers for art, dance and music and have a strong reputation for our arts curriculum. Children perform regularly both in school and at local events and we provide lots of opportunities for them to link with organisations such as Ballet Black, Irie Dance Theatre and the Lewisham Arts Network.

Our children also love to compete in a wide range of sporting events including tournaments for netball, hockey, gymnastics and athletics. We also have very strong football teams who play in Lewisham's Saturday league.

Current Staffing Structure

2023-2024		
Headteacher		
Deputy Headteacher	Deputy Headteacher (Vacancy)	HR Manager
Subject Leaders	Year Group Leads	SENCOs
Class teachers	Early Year Practitioners	Teaching and Learning Support Assistants
Admin Team		Premises Team



‘Leaders and teachers encourage pupils to do their best. Pupils focus well in lessons and are enthusiastic about learning. Pupils value the support available to help their wellbeing. For example wellbeing champions are available to help pupils regulate their emotions and understand their own feelings.’

Ofsted February 2023

Job Description

Position: Deputy Headteacher

Reports to: Headteacher

Grade: L14-18 (£73,933—£80,655)

Key purpose of the job

To carry out the professional duties of a teacher other than a Headteacher, as described in the School Teacher's Pay and Conditions Document, including those duties particularly assigned to you by the headteacher

Main activities

- ◇ To assist the Headteacher in the leadership and management of the school and in all aspects of school development, including taking full responsibility for the school in the absence of the Headteacher.
- ◇ To take full responsibility for leading and managing significant aspects of the school, under the overall direction of the Headteacher.
- ◇ To carry out teaching duties, as required, in accordance with the school's scheme of work and the National Curriculum
- ◇ Promote equal opportunities within the school and seek to ensure the implementation of the school's Equality and Diversity Policy.
- ◇ Have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.

Specific Responsibilities

LEADERSHIP AND MANAGEMENT

1. To assist the Headteacher, senior leadership team and governors in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil attainment and progress.
2. To play a significant role in setting aims and objectives for the school and formulating the School Development Plan along with the Headteacher, governors and other senior staff. To take responsibility for developing and monitoring policy and practice as laid down in the school development plan and in agreement with the headteacher.
3. To inspire, motivate and influence staff and pupils, taking a lead role in maintaining the highest standards of teaching, learning, pupil discipline and children's safeguarding.

4. To provide an excellent role model for all members of staff and for pupils in all aspects of school life. To be an exemplar of all school policies and practices. To actively promote the aims of the school. To offer professional guidance and support for colleagues.

5. To take a leading role in improving the involvement of parents, carers and the community in the life of the school.

6. To provide effective leadership and management to teams of staff, as agreed with the Headteacher.

7. To take full responsibility for leading and managing one or more aspects of the school's provision, as agreed with the Headteacher and Governing Board.

8. To make a significant contribution to the school's professional development programme, including co-ordinating training programmes, delivering INSET and working with individuals and teams in a variety of professional development activities. To lead and manage the induction of new staff as directed by the Headteacher.

9. To assist the Headteacher in school self review and evaluation and in the effective planning and management of school resources to secure improvements.

10. To maintain an informed view of standards and of the quality of teaching across the school by monitoring pupils' learning and teachers' planning and teaching.

11. To provide guidance and support to other members of staff in order to improve the quality of teaching and learning.

12. To actively promote equality of opportunity by assisting the Headteacher in ensuring the school's curriculum provides the best possible education for all pupils, taking into account ethnicity, gender, Special Educational Needs, disability, pupils learning English as an additional language and others with emotional needs which may affect learning.

13. To assist the Headteacher in all aspects of the day to day administration and organisation of the school, including taking responsibility for agreed areas.

14. To assist the headteacher with the implementation of the school's performance management policy, to secure school improvement and individual professional development.

15. To participate in recruitment and selection, as agreed with the headteacher.

16. To deputise for the Headteacher in the event of absence or unavailability, by carrying out leadership and management tasks in accordance with school policy and practice.



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TEACHING AND LEARNING

1. To carry out teaching duties as agreed with the Headteacher, providing a model of excellence for colleagues. This may include, as required:

- ◇ Taking full responsibility for teaching a class.
- ◇ Providing cover for absent colleagues or those released for professional development.
- ◇ Providing in class support for colleagues through team teaching or demonstration lessons.
- ◇ Teaching booster, challenge or catch up groups.

2. To provide leadership and support for colleagues (teachers and other staff) ensuring good or better teaching across the curriculum, including:

- ◇ Managing and planning the delivery of an inclusive curriculum across the school.
- ◇ Supporting members of the team in developing their role, in particular in relation to raising standards.
- ◇ Supporting teams and individuals with short term planning.
- ◇ Supporting staff in the use of assessment information to inform teaching and learning.
- ◇ Inducting and supporting newly qualified and less experienced staff. Providing in class support to staff through demonstration lessons, team teaching, observation and feedback.

3. To undertake a significant role in maintaining a high standard of pupils' behaviour and discipline within the framework of the school policy and supporting other staff as necessary.

4. To liaise effectively with parents and carers to ensure good relationships between school and home in order to improve teaching, learning and behaviour.

5. To support the Headteacher in the management of the school database of individual pupils' attainment and progress.

OTHER DUTIES AND RESPONSIBILITIES

1. To attend daily and weekly meetings in accordance with school policy and to lead such meetings as required.
2. To take key stage and whole school assemblies and to support other staff with assemblies.
3. To prepare and present reports as required to governors, LA officers, parents, carers and external agencies.
4. To attend occasional meetings during evening hours, at weekends or in school holidays, as required.
5. To undertake other tasks commensurate with the role as required and directed by the headteacher.

KEY ORGANISATIONAL OBJECTIVES

The postholder will contribute to the school's objectives in service by:

- Ensuring compliance with Data Protection, Equalities, Safeguarding, Health and Safety and all other relevant legislation.
- Operating within the school's Equal Opportunities framework at all times.
- Demonstrating a commitment to improving teaching and learning across the whole school.
- Ensuring the maintenance of a safe, caring and stimulating environment for all pupils and staff.
- Demonstrating high standards of personal integrity, loyalty, discretion and professionalism.

SAFEGUARDING

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Lewisham Safeguarding Children's Board and the school's safeguarding policy.

CONDITIONS OF SERVICE

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by Local conditions as agreed by the governors

Special conditions

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Equal opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

Person specification

The person specification is a picture of the skills, knowledge and experience needed to carry out the job. It will be used in the shortlisting and interview process

QUALIFICATIONS	
1	Qualified teacher status.
2	Degree level qualification.
3	Evidence of continuing and recent professional development relevant to the post.
KNOWLEDGE AND UNDERSTANDING	
1	An understanding of the importance of the culture and ethos of our school in securing high standards and strategies for improving these.
2	An excellent understanding of current theory and practice in teaching and learning, particularly as it relates to achieving excellent rates of progress for children.
3	A good understanding of effective leadership and management in relation to raising pupils' attainment and school improvement.
4	A good understanding of effective strategies for gaining and maintaining high standards of discipline at whole school level, in accordance with the school's policy
5	Good understanding of how opportunities can be made to enrich and enhance the curriculum to address the needs of the pupils
6	Secure and up to date knowledge of Safeguarding and Child Protection issues and procedures.
7	Good understanding of the statutory requirements for primary schools.
8	An understanding of the role of parents, carers and the community in school improvement and how this can be promoted and developed.
9	An understanding of the need to work collaboratively with a range of external agencies.
10	Knowledge of equality of opportunity issues and how they can be addressed in school.
EXPERIENCE	
1	Recent, significant and successful experience as a teacher in the primary or Early Years phase.
2	A proven track record of raising attainment.
3	Significant and successful experience of leading and managing aspects of the curriculum at whole school level, e.g. as assistant headteacher, subject or phase leader
4	Experience of contributing to school improvement, as a member of a leadership team.
5	Experience of successfully supporting and mentoring colleagues in order to secure school improvement.
6	Successful experience of improving the quality of teaching and learning, through processes of monitoring and support.
7	Experience of managing and using pupil attainment and tracking data bases.
8	Experience of designing and leading staff development programmes
9	Experience of initiating and implementing strategies to improve parents' and carers' involvement in their children's learning.
APTITUDE AND SKILLS	
1	To be an outstanding teacher who is responsive to children's needs
2	To be able to provide a model of best practice, through teaching in classes across the school.
3	To demonstrate leadership qualities, including energy, resilience and the ability to enthuse and motivate others.
4	To be able to respond to the changing needs of the school, providing flexible leadership and management.
5	To be able to articulate a clear vision for high quality education in an inner city context.
6	To be approachable, accessible and to be able to work with a good sense of humour.
7	To have a good personal presence and high levels of emotional intelligence.
8	To be able to communicate clearly, both orally and in writing with a diverse range of audiences, including; children, parents and carers, staff, governors and outside agencies.
9	To be able to develop and maintain effective relationships with all members of the school community and outside agencies.
10	To be able to work effectively under pressure, to prioritise appropriately and to meet deadlines.
11	To have good analytical skills, being able to synthesise complex information, summarise, draw appropriate conclusions and make decisions using school performance data.
Torridon is committed to safeguarding and promoting the welfare of children and as such all appointments will be subject to satisfactory DBS checks	



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How to Apply

If you decide to make an application, please look carefully at the Job Description and Person Specification.

Your supporting statement should be no longer than 3 sides of A4 and should be tailored to demonstrate your suitability for this post.

CVs will not be accepted and interviews will be offered to those applicants best demonstrating skills, abilities and experience match the person specification and can demonstrate and evidence their commitment to our school.

Key Dates

Closing date: **Midday Friday 17th May 2024**

Shortlisting: **Friday 17th May 2024**

Interviews will take place: **Thursday 23rd May 2024**

Visits to the school

By arrangement: please contact us if you would like to visit the school .

Email: recruitment@torridonprimary.lewisham.sch.uk

Any Questions?

If you would like an informal discussion about any aspects of this job opportunity, please contact Manda George (Headteacher) in the first instance:
phone: 020 8697 2762

email: recruitment@torridonprimary.lewisham.sch.uk

Applying

If you decide to apply for this post please return your completed application form to :

recruitment@torridonprimary.lewisham.sch.uk





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Location

Torridon Primary School
Hazelbank Road
Catford
SE6 1TG

Tel: 0208 697 2762

Email: admin@torridonprimary.lewisham.sch.uk

Torridon is located on Hazelbank Road and is a short walking distance from Bellingham station.

Parking:

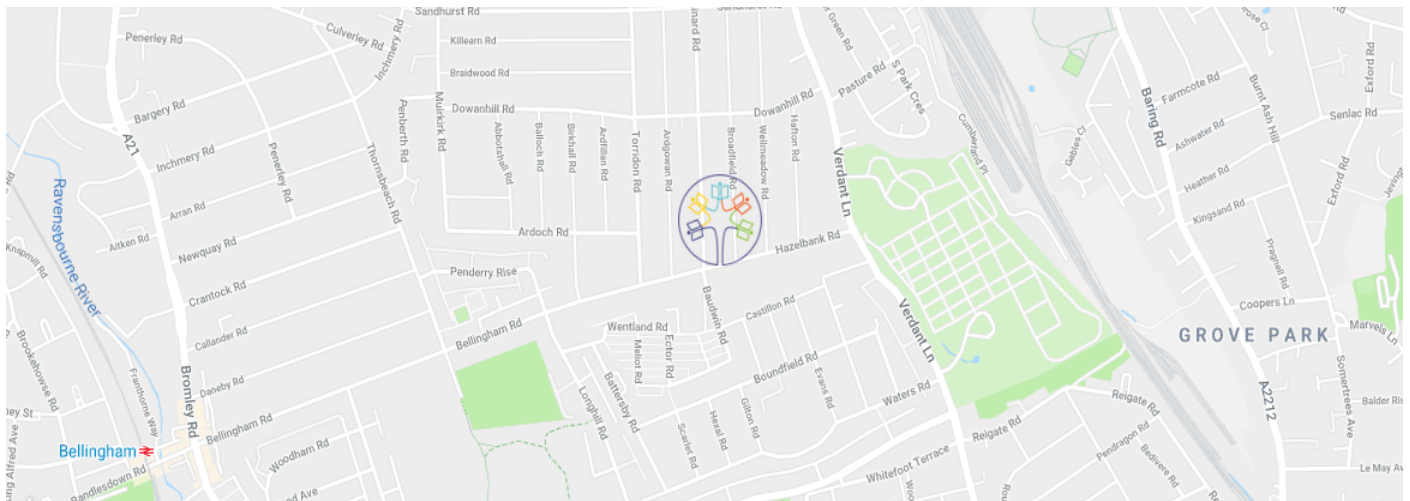
Parking is available in the surrounding roads.

By bus:

There are bus stops located on Torridon Road served by the 124. Bromley Road is served by a number of buses that go towards Bromley, Beckenham and Lewisham.

By train:

Bellingham train station is situated on Randlesdown Road in Zone 2 and is approximately a 10 minute walk away from the school.



Lewisham - The place to live and work

Lewisham is a cosmopolitan area in south-east London, occupied by energetic, creative and diverse communities. Lewisham benefits from attractive residential neighbourhoods and one of the highest number of parks and green spaces in London.

It's a place that is changing rapidly. There are exciting developments happening in the town centres and local neighbourhoods, bringing new housing, schools and leisure facilities to the area.

Lewisham has excellent transport links. London Overground now connects more of Lewisham with central London and the tube network. It's also easy to reach Canary Wharf, the City, London City Airport and the new international rail terminal at Stratford.

There's a great deal for you and your family and friends to do. Getting to and from those various places and events won't be a problem either, as we've got great transport links. Most teachers live around a half-hour's walk or bike ride away from work, and enjoy access to good rental properties, shared ownership schemes and interest-free loans for home purchase on the open markets as part of the Keyworker Living scheme. So living and travelling couldn't be much easier.



Lewisham Recreation Centre



Torridon
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Lewisham pretty much has it covered. Thriving, established markets, restaurants that cover almost every cuisine in the world, beautiful green spaces, sport, dance and music. There's something for everyone.

The children of Lewisham are our future business leaders, hairdressers, politicians, taxi drivers, mechanics, nurses, plumbers, artists, footballers, engineers, music moguls, journalists, chefs and even teachers. We owe it to them to give them the best start to their lives and careers.

As one of our school leaders or teachers, you'll have children's futures in your hands. Because of that, you deserve all the support we can provide. In fact, all our teachers enjoy the best we can offer, from our renowned Induction Programme for ECTs through to Leadership and Management Programmes that will help you develop your knowledge and skills, no matter what your level of experience.



St Saviour's Church Tower



Torridon Primary School

We don't forget our invaluable support staff either: they've got access to development and training in order to raise pupils' achievement levels, and they have real career paths. For you, it means you'll have a motivated, well-trained team of people around you. And you'll benefit from all the other support systems we've implemented, from Lewisham Learning to advisory staff who focus on Hearing, Visual, Speech & Language, Specific Learning and Physical Difficulties, and Behaviour Improvement Programmes.

For teachers with children, there are many nursery classes and crèches, good childcare, and after-school clubs and play centres. We'll also be happy to talk to you about flexible and part-time working.

Just as importantly, you'll have borough-wide opportunities for Continuing Professional Development, through conferences and a range of training. You'll also have the chance to take part in local authority advisory work, contributing your ideas and expertise to borough-wide development. So your students won't be the only ones improving their prospects.





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Additional Information

Please click on the links below for additional information.

All In London – Guide to Lewisham:

Please go to: <https://www.allinlondon.co.uk/boroughs/lewisham/>

First Steps – Mayor of London's shared ownership scheme:

Please click [here](#).

