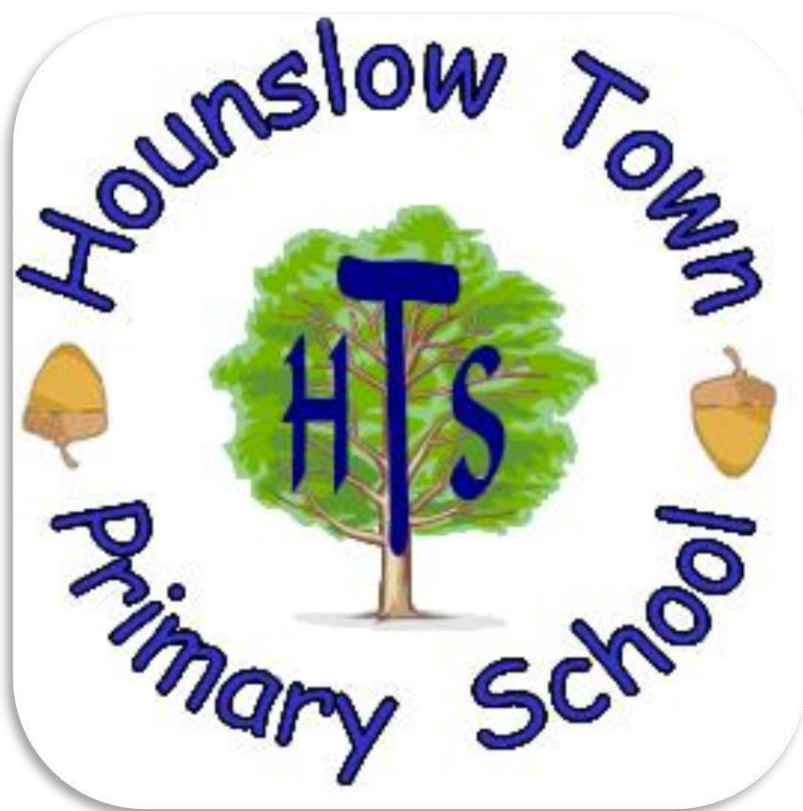


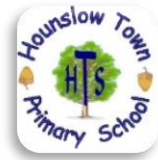
# Hounslow Town Primary School

## Deputy Headteacher Recruitment Pack



# Contents

- About Hounslow Town Primary School
- Headteacher's Letter of welcome
- Vision and values
- Key data
- Advert
- Job description
- Person Specification



## About Hounslow Town Primary School



Hounslow Town Primary School is a large 5 form entry primary school in central Hounslow which moved into a brand new school building with amazing facilities, including a resourced provision for pupils with Moderate learning Difficulties in September 2018

We provide for children aged 3 years old (Nursery) to 11 years (Year 6). There is a very diverse school community at Hounslow Town with representatives from up to 33 ethnic groups and at times, over 76 languages spoken. We have a specialist unit (The Rainbow Unit) which supports children with Moderate Learning Needs and promotes inclusion across the whole school where we endeavour to meet the needs of all children.

We have a high proportion of children with EAL and over 65 languages are spoken within the school. We have approximately 20% of families eligible for PPG.

**‘To inspire, to encourage, to learn, to achieve..’**

# Headteacher's Letter of Welcome



Dear Applicant

I am delighted to be able to welcome you to Hounslow Town Primary School.

We are a large 5 form entry primary school in central Hounslow, and in September 2018 moved into a brand new school building with amazing facilities. We provide for children aged 3 years old (Nursery) to 11 years old (Year 6). There is a very diverse school community at Hounslow Town with representatives from up to 33 ethnic groups and, at times, over 76 languages spoken. We have a specialist unit (The Rainbow Unit) which supports children with Moderate Learning Needs and promote inclusion across the whole school where we endeavour to meet the needs of all children.

We have a distinct ethos, which is enhanced by the principles of a Rights Respecting School. The children have a good understanding of the UN Convention on the Rights of the Child and our values are promoted by what it means to be a 'Hounslow Town Child' and a 'Hounslow Town Adult'. Our broad and balanced curriculum is designed to support children in their futures, and while maths and literacy are the 'skin and bone' of the curriculum, Art, Music and a programme of trips and visitors are to give 'heart and soul'. Our new school facilities enable us to offer food technology and we aim to develop a range of life skills. Our overall mission is to help children develop as well-rounded, ambitious and 'decent' individuals capable of being successful in their futures.

In December 2021 we received a 'GOOD' OFSTED rating. Inspectors commented how '...pupils feel safe, secure and valued because staff are caring and friendly.' Inspectors further noted that '...pupils are highly engaged in all lessons. Pupils said that they love coming to school because they like finding out new things.' It has been really positive to have the hard work of the whole school acknowledged.

We want to foster a sense of community for our school, with families being involved in school life. Apart from the usual parent teacher consultation opportunities and invitations to events, we offer stay and learn sessions with families invited to take part in lessons and gain insight into what goes on in school.

Needless to say, school life is very busy, but please don't just take my word on this; come and visit for yourself.

Laura Khalil  
**Headteacher**

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# Vision and Values



Our mission is:

- to grow as learners together
- for children to become well rounded individuals who achieve their full potential
- to provide challenge and inspiring opportunities which meet the needs of all children
- to use ICT confidently and safely in a changing world
- to actively promote the health and emotional wellbeing of all, through strong partnerships
- for staff to have high quality development opportunities to improve and extend their skills and knowledge
- to ensure on going excellent teaching and learning

We believe that happy children learn and we keep these goals at the heart of all we do as a school.

Hounslow Town is a Rights Respecting school and we use the United Nations Convention on the Rights of a Child (UNCRC) and the values decided on as a whole school community to underpin our ethos. Find out more on the UNICEF website. <http://www.unicef.org.uk/rrsa>

**We have 4 school priorities for the 2024 – 2025 academic year:**

1. To renew the school values and ethos of HTPS
2. To use INSIGHT effectively to identify, monitor and address phase subject priorities
3. To address projected school deficit SLT
4. To manage the increasing complexity of SEND offering inclusion and appropriate provision SLT

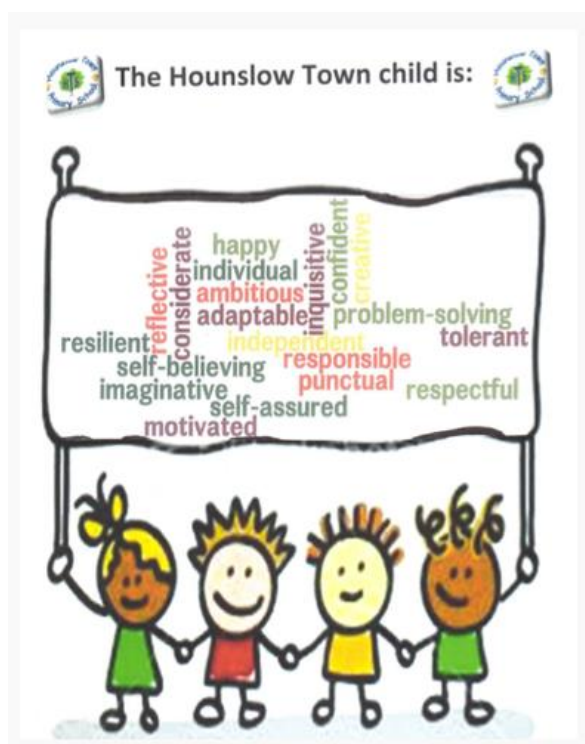


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# Key data



Type of school	Primary
Provision	Nursery to Year 6
Additional provision	23+ place provision for children with MLD
Location	London Borough of Hounslow
Type of establishment	State Maintained Community School
Co-ed. Or single sex	Co-educational
Budget	Balanced budget currently (projected deficit)
Last Ofsted Inspection	'Good' - December 2021
Total Staff	170
Number of teachers	51
Number of TAs	70
Number of children	1110
Average class size	30
Overall attendance	94.2%
% of pupils eligible for free school meals	19.3%
% of pupils on SEND support	15.6%
% of pupils with an EHCP	5.9%
% of pupils with EAL	77%
Number of looked after (or previously looked after) children	4



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# Job Advert

**Hounslow Town Primary School**  
**School Road**  
**Hounslow, Middlesex**  
**TW3 1QZ**  
**Tel: 020 8570 1747**  
**Headteacher: Ms L. Khalil**



## **Deputy Headteacher**

**Salary: L15 – L19 (£74,239 - £81,508) Outer London**

**Required from: September 2025**

We are looking for an enthusiastic, positive, and excellent leader for Hounslow Town Primary School. You will work as part of the leadership team to offer strategic direction to the school. You will lead on teaching and learning, curriculum and assessment as your main responsibilities, and have a teaching commitment of working alongside staff to improve the standards, quality and consistency of our provision.

Our new Deputy Headteacher will work alongside the Headteacher and Governing Board to develop the leadership and strategic direction of the school. The successful candidate must share the vision and values of the school, be a good team player and able to form positive relationships within the school community.

We are looking for a candidate who:

- Has proven successful leadership experience
- Has up to date knowledge regarding the curriculum, teaching and learning and assessment
- Is able to demonstrate proven ability to raise standards
- Has experience of working with a diverse school community (SEN, EAL, Disadvantaged)
- Has high expectations with regards to behaviour and pastoral support
- Has a commitment to Special Educational Needs, and promotes Inclusion at all times
- Always puts the needs of the children first
- Is flexible and willing to adapt to the needs of the school
- Has a positive, enthusiastic, 'can do' attitude and can form good relationships with all stakeholders

Visits to the school are welcomed and encouraged. Please telephone the school office to make an appointment. **Completed applications should be returned to the school via email:**

[s.fyfe@hounslowtownprimary.co.uk](mailto:s.fyfe@hounslowtownprimary.co.uk)

Closing date: **Thursday 1<sup>st</sup> May 2025**

Interviews will take place during the week commencing **5<sup>th</sup> May 2025**

Hounslow Town Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

**Hounslow Town Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check, satisfactory references and a check against the barred list for children is required for this post.**

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# Job description: Deputy Headteacher



## Main purpose

The Deputy Headteacher, under the direction of the Headteacher, will take a major role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- Be responsible for the academic and pastoral elements across the school

All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers Pay and Conditions. Teachers should also have due regard to Teachers Standards. In addition, teachers appointed to Deputy Headteacher posts must undertake the responsibilities as outlined in current School Teachers Pay and Conditions Document. Performance will be assessed against the teacher standards and objectives set as part of the performance management process as relevant to their role in the school.

In the absence of the Headteacher, the Deputy Headteacher will deputise, as directed by the governing board.

## Qualities

The Deputy Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Uphold and model the values of a Hounslow Town Adult

## Duties and responsibilities

### School culture and behaviour

Under the direction of the Headteacher, the Deputy Headteacher will:

- Work alongside the senior leadership team (SLT) and other staff members to create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's Values and Expectations policy

### Teaching, curriculum and assessment

Under the direction of the Headteacher, the Deputy Headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions. Lead on Insight across the school.
- Ensure the teaching of a broad, structured and coherent curriculum which represents the diversity of the pupils within the school
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities



- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Lead on using Pixl as a summative assessment approach
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read (Little Wandle and the Reading café)
- Lead a team of subject leaders ensuring the curriculum is of a high standard, has clear progression and is adapted to the needs of classes and individuals.
- Hold weekly Raising standards meetings to ensure data s being used analytically to impact on staff development, curriculum adaptations and interventions/boosters.
- Measure and analyse the actions formed in RSMs
- Take on a regular contact commitment i.e. teaching when there is a staff absence, covering planned release time, leading an assembly
- Lead a given team and support with their delivery of the curriculum i.e. LOLs, subject leaders, EAL, support staff (HLTAS, TAs, play assistants etc.)
- Lead or contribute to CPD / INSET
- Liaise with colleagues to produce relevant documentation that provide clear focus and direction, following the school's monitoring programme and expectations e.g. policies, policy schedules, half termly calendars, staff handbook, ensure the school's website is up to date etc.

### **Additional and special educational needs (SEN) and disabilities**

Under the direction of the Headteacher, the Deputy Headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND code of practice.
- Ensure classroom practice is adaptive, so all children are able to access.
- Ensure the integration of pupils from the Rainbow Centre where appropriate

### **Organisational management and school improvement**

Under the direction of the Headteacher, the Deputy Headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context, leading on a school development objective if appropriate
- Make sure these school improvement strategies are effectively implemented
- Support Leaders of Learning, subject leaders with operation aspects of running a year group or subject such as supporting with: curriculum enrichment opportunities, communication with parents, workshops for parents and risk assessments within a given phase

### **Professional development**

Under the direction of the Headteacher, the Deputy Headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Develop a CPD program based on school development objectives as well as monitoring half termly based on evidence and action research
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs

- Support subject leaders and middle leaders in developing their own subject knowledge and expertise to lead others
- Collaborate with phase leaders of learning to ensure high quality provision and consistency across the year groups and be able to support and challenge them
- Support the ECT lead with devising a bespoke programme for newly qualified staff

### **Governance, accountability and working in partnership**

- Under the direction of the Headteacher, the Deputy Headteacher will:
- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

### **Other areas of responsibility**

- Lead or support DSLs with safeguarding within the set phase (and out of phase if needed)
- Support with a smooth transition for pupils joining the school mid-year
- Support Leaders of Learning with behaviour incidents if requested- following up logged incidents on CPOMs
- Have a presence to the wider school community- such as being on the school gates daily
- To support in curriculum enrichment opportunities such as school trips (including Year 6 residential)
- To support parents with transitions between phases including secondary school applications
- Ensure there is appropriate cover in the instances of staff absence

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

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# Person Specification



## Key Criteria

### Qualifications & Experience

Qualified Teacher Status with 5 years minimum experience

A record of recent and relevant in-service training

Proven successful recent leadership experience within primary education

Substantial and varied teaching experience across the primary age range

Experience of working in urban settings and with a diverse community

Experience of working effectively with the school community and external partners

### Qualities & Knowledge

Evidence of the ability to promote a caring ethos, high behaviour standards and pride in the school and its physical environment

To have a developed understanding of both the strategic role of the leadership team and the importance of being a substantial presence in the daily life of the school

Ability to enthuse and lead a team with sensitivity and energy

### Pupils and Staff

Excellent knowledge of the major curriculum issues, recent educational developments and legislative changes, together with an understanding of their significance for the leadership of a small school

Ability to analyse and monitor assessment data to identify needs and trends in order to promote appropriate levels of challenge to all pupils

A proven commitment to inclusive education which addresses the needs of all the learners in a diverse community

### Systems and Process

The ability to use performance management and line management to secure accountability and improve performance

Evidence of monitoring teaching and learning

The ability to prioritise tasks and delegate work as well as make informed decisions and implement them in a flexible manner

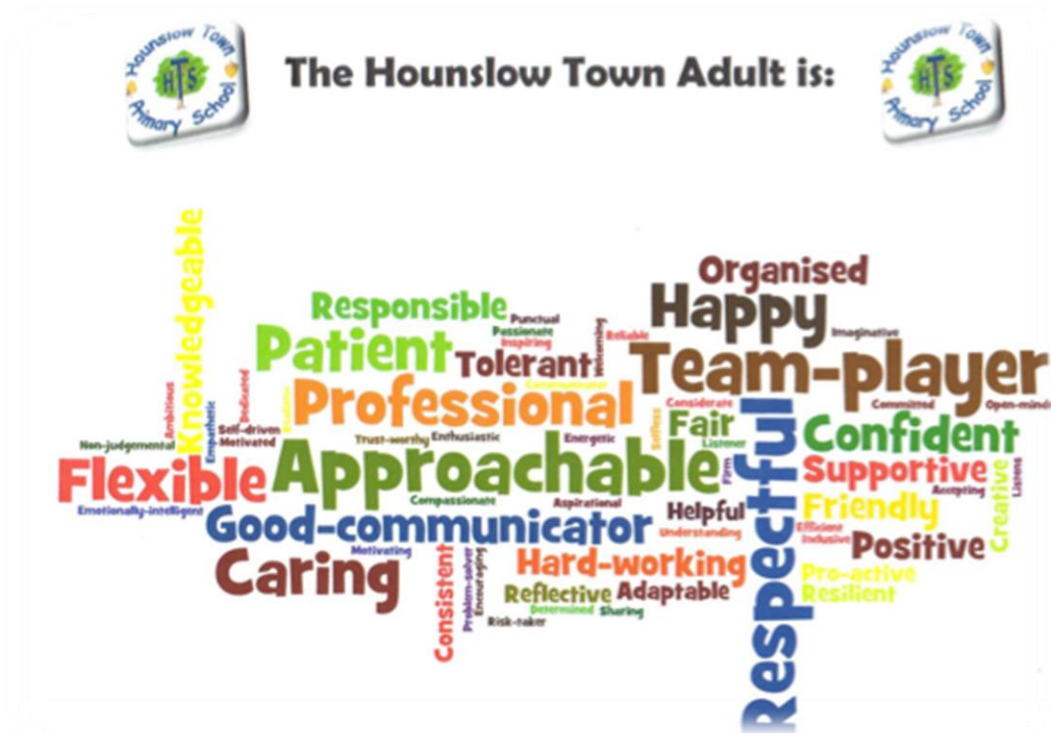
Demonstrate Highly effective organisational skills

## The Self Improving School System

To have the creativity, imagination and confidence to shape the continued success of the school for the future

Ability to motivate and communicate effectively with a wide range of stakeholders

A commitment to acknowledge, celebrate and foster respect for the richness and diversity of the school's communities



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