



The
Smallberry Green
Primary School
BE THE BEST YOU CAN BE



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*Deputy Headteacher
Recruitment Pack
March 2025*





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The Smallberry Green Primary School
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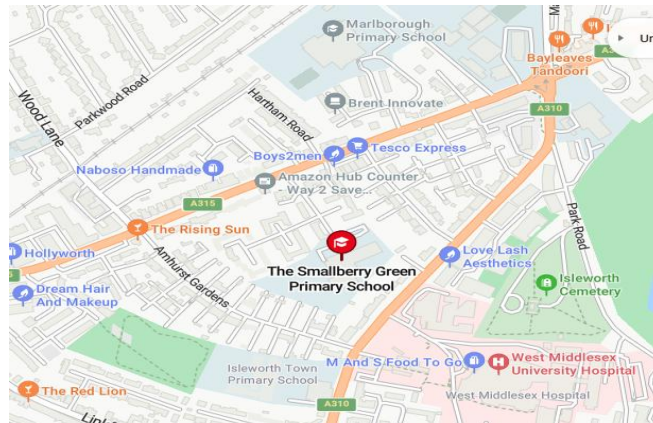




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About The Smallberry Green Primary School



Smallberry Green Primary School is a happy, caring school situated in Isleworth, Hounslow with a very positive ethos and friendly nature. We pride ourselves on the community feel to our school where all members of staff get to know each child individually, encouraging them at all times to 'be the best that they can be'. This is demonstrated in the impeccable behaviour our children display by being 'ready, respectful and safe'. This behaviour is modelled not only within the school building but also on the numerous extra-curricular experiences the children participate in.

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Vision and Values

Our School Vision is:
BE THE BEST YOU CAN BE

We aim to achieve the highest academic standards through a rich and well balanced curriculum that is inspiring and engaging. We do this within a happy, safe and stimulating environment.

Our unwavering commitment is to enable children to be confident, respectful and successful global citizens in an ever-changing world now, and in the future.

At Smallberry Green, we celebrate a different value every half-term. They include: Resilience, Optimism, Respect, Curiosity, Inclusion and Confidence.

Pupils with special educational needs and/or disabilities (SEND) achieve well because of leaders' utmost care to meet their needs.

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Letter of Welcome

Dear Applicant,

We would like to warmly welcome you to The Smallberry Green Primary School. Thank you for your interest in the position of Deputy Headteacher and joining our fantastic team. As Headteacher and Chair of Governors, we are seeking a hard-working, caring and passionate leader who will be excited about working in our diverse and continually improving school. Our next Deputy Headteacher must be fully committed to ensuring all children and staff are happy, safe and the 'best they can be'.

Here at The Smallberry Green Primary School, we pride ourselves on the following:

- We are a highly inclusive and very welcoming two-form entry school with an ASD Unit.
- Our school serves the local community of Isleworth, Brentford and West London.
- We welcome families of all backgrounds, cultures, languages and abilities.
- We work very closely with parents and carers, using their feedback constructively to continue to improve.
- We have a keen focus on our values: Resilience, Optimism, Respect, Curiosity, Inclusion and Confidence.

Our aim as a school is for every child to reach their full potential, ensuring academic excellence and achievements across the curriculum and beyond. Sport and music are a key feature of our school as well as the extensive range of extracurricular activities, including clubs, trips and visits, which are widely available to all children.

We are not a school that stands still. We are extremely proud of the successes we have had to date; our last Ofsted Inspection, in February 2023, confirmed our judgements, grading EYFS and Personal Development to be outstanding. We are continually driving to build on that success and expect the successful applicant to have the ambition, drive and motivation to strive for nothing but excellence, which is what our wonderful children deserve.

There is a strong whole-school safeguarding culture where staff are vigilant to keep all children safe and well. Our safeguarding and health and safety processes are exemplary; we constantly review and monitor these to ensure that they are best for the children and staff that we care for.

The well-being of all is paramount. We aim to ensure all our staff and children feel cared for and listened to. We want our new Deputy Headteacher to prioritise this too.





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The school's budget is well managed and as a result, we are staffed with excellent, highly skilled teachers and support staff who all receive effective professional development to ensure they continue to grow and learn.

Over the last few years, we have been fortunate to continue to improve our school and site which we are very proud of as it is an attractive, bright and comfortable place to come to learn and work.

As Deputy Headteacher, you will be a very positive advocate for The Smallberry Green Primary School at all times, demonstrating high standards, patience, enthusiasm and the vision to make a marked difference. You will not only have the strategic skill to plan ahead but also the strong organisational qualities to ensure the school runs seamlessly on a day-to-day basis.

The Smallberry Green Primary School is a very happy place to work and learn, where we take the time to ensure children and adults feel valued, supported and challenged. We have a very close and dedicated staff team who all place the needs of each and every child at the heart of all that they do and we want a Deputy Headteacher who will continue to champion this.

We do very much look forward to meeting you for a tour of the school and receiving your application.

Kind regards,

Helen Holton and Scott Wallace-Cotter
Headteacher and Chair of Governors

***Leaders and
governors have high
expectations for all
pupils.***

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Key Data

Type of school	Primary
Provision	Nursery to Year 6
Location	London Borough of Hounslow
Type of establishment	State Maintained Community School
Co-ed. or single sex	Co-educational
Budget	Balanced Budget
Last Ofsted inspection	February 2023
Total Staff	62
Number of teachers	23
Number of TAs	19
Number of children	423
Average class size	30
Overall attendance	93.75%
% of pupils eligible for free school meals	23.17%
% of pupils on SEND support	22.69%
% of pupils with EHCP or statement of SEN	8.75%
% of pupils with EAL	15.13%
Number of previously Looked After Children	2





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Deputy Headteacher

Start date: September 2025.

Salary: Group 3, L11 – L15 (£67,762 - £74,239)

The Smallberry Green Primary School is a friendly, diverse and busy primary school located in Isleworth, with a vibrant and hardworking school community. The school promotes the highest standards for all our children, widening their horizons and raising their aspirations, embracing new technologies and initiatives to fully prepare the children for their future in an ever-changing world.

We are looking to appoint a strong, dynamic leader, motivator and coach who will quickly earn the respect and commitment of the children and staff and be able to build on the cohesive team of staff, children, parents, governors and the wider community. The candidate will ideally have a proven track record of delivering the highest standards to be part of leading the school forward from 'good' to 'outstanding', and beyond...

We are offering you the opportunity to lead the teaching and learning within a thriving primary school that has an excellent local reputation that truly makes a difference, celebrates its multicultural community - leaving no child behind. You will lead a staff team that is committed to the best educational standards and the needs of our children alongside an aspirational headteacher, supported by a proactive governing body. The school has an ongoing commitment to learning for all with personalised professional development opportunities which will serve to support future goals.

If you are passionate about education and are seeking an exciting career opportunity, The Smallberry Green Primary School would welcome your application.

Visits to the school prior to application are strongly encouraged. Tours of the school can be scheduled by appointment at the school office. Please contact Natalie Subeather, Headteacher's PA on 020 8580 2070 to make an appointment.

Completed applications should be returned to Yvette Mayers, Strategic People Lead for Schools and Children's and Adult Services via Yvette.Mayers@hounslow.gov.uk.

For further information on how to apply please visit the school website at www.smallberrygreen.co.uk or click on this link. *Please note that cv's will not be accepted*

Closing date: Friday 25th April 2025 at Midday

Interviews: Tuesday 20th May 2025

Our school is proud of its commitment to safeguarding and promoting the welfare of children and expects all staff, visitors and volunteers to share in this commitment. Appointment to this post will be subject to an enhanced DBS disclosure check and satisfactory references.





Job Description - Deputy Headteacher

Duties

This job description is subject to the general conditions of service for a Deputy Headteacher as set out in the current School Teachers Pay and Conditions Document. This job description is based on the National Standards of Excellence for Leaders (2015).

Main Purpose

The Deputy Headteacher will work alongside the Headteacher to provide professional leadership, vision and strategic direction for the school in order to maintain and develop the conditions which will enable pupils and teachers to achieve effective learning so that the school's aims and objectives are implemented in accordance with the policies of the governing body and national and local education strategy.

Accountable for

Leadership of all teaching and support staff, with specific performance management responsibility for members of the middle leadership and teaching team.

Accountable to

The Headteacher

Key Accountabilities Qualities and Knowledge

- Hold and articulate clear values and moral purpose, focused on providing a world class education for the pupils they serve.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.

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- Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
- Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel

Pupils and Staff

- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Hold all staff to account for their professional conduct and practice.

Systems and Process

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.





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- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Welcome input from all stakeholders and support all members of the school community to understand the roles and initiatives of the school and how it delivers on these effectively and in the best interests of the children.
- Exercise strategic, planning for teaching and learning to ensure the equitable deployment of budgets and resources in your control, in the best interests of pupils' achievements and the school's sustainability.
- Support leaders in ensuring a continued distributive leadership model throughout the organisation, support in forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

The self-improving school system

- Create outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

The content of this job description may be amended at any time following discussions between the Governing Body and the Headteacher and will be reviewed on an annual basis.





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Person Specification Deputy Headteacher

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





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

The ability to identify potential in both pupils and staff and to be insistent on their success as outstanding students and teachers

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

Commitment to safeguarding and promoting the welfare of children and young people

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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Pupils really enjoy their learning. They are happy in lessons and when playing with their friends on the playground.

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