



Croydon High School

for girls aged 3-18yrs

GDST
GIRLS' DAY SCHOOL TRUST

DEPUTY HEAD OF JUNIOR SCHOOL

Required for September 2024

Permanent, full-time

Salary commensurate with experience and qualifications, plus benefits



Information for applicants

Information for applicants

www.croydonhigh.gdst.net



The School

As part of the GDST (Girls' Day School Trust), a family of all girls' schools across England and Wales, Croydon High School is an exceptional independent day school for girls aged three to 18. It was the first 'all-through' GDST school and has a proud history of providing outstanding education for girls stretching back to 1874.

Our purpose-built campus in Selsdon, South Croydon, accommodates both the Junior and Senior Schools, as well as a sports' centre, on a sloping site of over 20 acres, three miles from the centre of Croydon. Bright, large classrooms are served by wide corridors and offer a superb learning environment.

Proud of its heritage, Croydon High School is also firmly focused on the future. Staff are supported by a Senior Leadership Team, under Head Annabel Davies, who consistently strive to move the School forward preparing girls to meet the challenges of the modern world.

Our staff are dedicated, inspirational and they love their work. Relationships between the staff and girls are supportive, proactive, and warm. We pride ourselves on managing the balance between offering challenge and supporting each girl to be the best version of herself that she can be.

The School is a community where every girl is valued. We tailor our approach in line with our mantra, *Every Girl, Every Day*, to ensure that we offer an exceptional education where everyone can aspire without limits. We want every girl to enjoy a learning experience – every day – that inspires her ideas, stimulates her curiosity, and motivates.

Croydon High is made up of pupils from a broad and culturally diverse range of backgrounds and the school recognises and hugely values the positive impact this has on all who work, teach and learn here. To support and enhance the educational and pastoral provision for all our pupils, we are fully committed to a recruitment policy in which job applicants are not discriminated against on the grounds of sex, race, disability, age, nationality, colour, ethnic or national origin, marital or civil partner status, pregnancy, sexual orientation, gender reassignment, religion, or belief.

"Your kindness, hard work and dedication ensured that I have had a wonderful year at school."

Thank you card to form tutor



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Organisational structure

The Girls Day School Trust

The GDST owns and operates 23 independent girls' schools and sponsors two academies, delivering innovative learning to girls. From nursery, primary and prep school, throughout secondary school and Sixth Form, they learn in an environment where every girl thrives.

A Council of Trustees is legally responsible for the GDST's strategic direction, its activities and has oversight of the organisation. This includes ensuring financial viability and control, the safety and welfare of pupils, and the realisation of their duties as employers of all GDST staff.

Whether you are looking for a teaching or support role you will not only belong to a successful school, but also be part of the GDST network of valued and essential colleagues from a wide range of backgrounds. The GDST is committed to diversity, inclusion, and real change: a family where every individual is valued, respected and included.

The School Governing Body

Under the GDST governance arrangements, each GDST school is supported by a SGB who plays a valuable role in providing a high-quality education for our girls.

The SGB for Croydon High offers guidance, advice and critical oversight, bringing expertise from their varied areas of specialism. They support the Head and help the School to foster the excellence for which it is renowned in the local area.

The School Senior Leadership Team

Croydon High is managed and run by a Senior Leadership Team; including the Head of Junior School, Director of Philanthropy and External Relations, and Director of Finance and Operations alongside the academic leaders of the Senior School.



“Croydon High School is a great school to teach in and I have seen a lot of kindness in action in the past eight years that I have been here. I always feel well supported and empowered to have high aspirations for myself and my pupils.”
Junior School staff member

“Croydon High’s way – and the GDST way – is so exactly representative of an ideal workplace, in my mind. The way Croydon High is concerned for mental and physical wellbeing of pupils AND staff, the way you’re open to change, the way you’re welcoming to everyone from any and all backgrounds, the way you encourage healthy discussions around accountability and how to make progress and improve... Working in this kind of environment is a dream.”
Senior School staff member

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The Junior School

Croydon High School has an exciting opportunity for an experienced teacher with excellent leadership skills to join us as Deputy Head of Junior School. You will support the Head of Junior School and the Junior Leadership team with the smooth running of the Junior School. You will assist with the implementation of the Junior School Development Plan and will regularly review subject and school policies to ensure that they adhere to the school's developing needs.

You will also be responsible for the direction and development of the Junior School curriculum, ensuring that all students have access to an exciting, innovative and relevant age/phase curriculum. As a lead practitioner who is proficient in their field, you will help establish creative and effective approaches to teaching and learning, playing an instrumental role in raising and maintaining high standards for all students.

We are looking for an excellent classroom practitioner, with a sound understanding of child development and the principles and practices of primary education. You will possess proven experience of successful curriculum leadership and management and can provide evidence of effective curriculum innovation. You will need outstanding interpersonal, communication and organisational skills, and will be capable of working effectively as a key member of a management team.

In the Junior School we strive to support all our pupils while they become the best version of themselves. We encourage uniqueness, so there is no ideal that pupils need to model themselves on, nor any set formula for their interests and passions; they need only approach learning opportunities with curiosity and commitment. In everything that we offer, we have each pupil's future in mind. This starts at Nursery and Reception and will carry on through their time with us, providing each pupil with essential skills for their future. Visitors to our school often comment on how relaxed and happy the pupils are in their school environment. This is an aspect we are keen to maintain as it is the most important element of what we do. Happy pupils who are comfortable to talk to our staff about their work, their ideas and their concerns are best placed to learn.



Working at Croydon High

As part of the GDST we offer a variety of benefits, such as:

- Competitive salaries and pay progression
- Extensive professional development opportunities
- Training grants for obtaining further qualifications
- Access to the GDST central training and development programme
- Generous pension schemes
- Life assurance benefit
- Free school lunches
- Up to 50% discount on fees for children at GDST schools
- Interest free loans for training, computer purchase or season tickets
- Cycle to Work scheme
- Employee Assistant Programme
- Retail and lifestyle discounts
- Financial guidance and support
- Competitive terms and conditions of employment

There are, however, many more good reasons to work with us.

Location

By rail:

Nearest stations are South Croydon and East Croydon, followed by bus journey (64, 433) to the School.

By tram:

Nearest stop Gravel Hill, followed by bus journey (64, 433) to the School.

By bus:

Routes 64, 409, 412, 433 all have stops within a short walk from the School.

By car:

Postcode CR2 8YB for Sat Nav.

By bicycle:

There is a cycle rack for those wishing to cycle.



Job description

Role	DEPUTY HEAD OF JUNIOR SCHOOL
Job purpose	To support the Head of Junior School and Junior Leadership Team in the running and promotion of the Junior School.
Accountable to	The Head of Junior School
Responsible for	Curriculum and Teaching and Learning
Accountabilities	Policy/strategic direction and development <ul style="list-style-type: none">a) Share with the Head of Junior School and Junior Leadership Team the translation of the whole School vision into agreed objectives within the Junior School Development Plan.b) Share with the Head of Junior School and Junior Leadership Team a regular review of subject, and other School policies and action plans to ensure that policy and planning take account of the School's developing needs and are appropriate to the full range of student needs.c) To be accountable for the strategic direction and development of the Junior School curriculum to ensure that all pupils can aspire without limits to achieve their potential.

Teaching and learning

- a) Be a lead practitioner in establishing creative and effective approaches to teaching and learning.
- b) Lead on a programme of curriculum improvement, to ensure that all students have access to an exciting, innovative and relevant age/phase curriculum, (in consultation with the Head and Junior Leadership Team).
- c) Be instrumental in developing and raising/maintaining high standards for all students.
- d) Take a lead role in the monitoring of lessons, giving feedback and subsequent follow up, as required.
- e) Ensure that staff are kept abreast of curriculum developments, including National initiatives.
- f) Monitor and assess the provision for SEN in liaison with the Head of Academic Support, ensuring we are meeting the needs of all pupils.
- g) In liaison with subject leaders, ensure the provision of for the more able allows for the development of academic growth and curiosity.
- h) Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher as outlined in the general teaching job description.

Leadership and management of self and others

- a) As a member of the Junior Leadership Team, provide a professional model for others, clearly demonstrating effective teaching and classroom organisation. Display high standards of achievement, behaviour and discipline. Demonstrate personal commitment to quality and excellence.
- b) Assist the Head and Junior Leadership Team in the daily operational management of the School, and deputise in their absence, including attending and leading as required planning meetings, staff meetings, curriculum meetings, relevant senior School link meetings and parent meetings.
- c) Take a lead role in staff performance review and professional development, which deliver intended and agreed outcomes.
- d) Contribute to successful communication between the Junior and Senior School staff.
- e) Help maintain a culture of collaboration and high expectations.
- f) Assist in the selection process of new staff for the Junior School to ensure that high standards of teaching and learning are maintained.
- g) Plan and develop a CPD programme in line with school strategic priorities.

Monitoring, evaluation and assessment

- a) Responsibility for the management and organisation of assessment procedures in the Junior School.

- b) In liaison with the Head of Junior School, take a lead role in monitoring and evaluating data on student progress.
- c) Take a lead role in the assessment of prospective students.

Communications, marketing and external links

- a) Take a lead role in supporting the Junior School's marketing strategies to ensure its attractiveness in the wider market and secure optimum student numbers.
- b) Assist the Head of Junior School and Junior Leadership Team to develop amongst staff an outward perspective and personal commitment to promotion of the School.
- c) Support effective communication links between staff, parents, students and the wider community.
- d) Ensure the smooth running of events (for example, open mornings, concerts)

Management of resources

- a) Plan and write the Junior School timetable to ensure efficient use of resources.
- b) Manage daily staff cover, including Teaching Assistants.
- c) Assist the Head of Junior School and Junior Leadership Team in identifying future resourcing needs and aspirations for the Junior School for consideration in the School budget planning process.

Further specific responsibilities

- a) Attend weekly Senior Leadership Team meetings as directed by the Head.
- b) Attend weekly Junior Leadership Team meetings as directed by the Head of Junior School.
- c) To be a trained designated safe-guarding lead and work as part of the whole school safeguarding team.
- d) To take responsibility for Health and Safety in the Junior school and attend the termly Health and safety meetings.
- e) Share with other members of the Junior Leadership Team the supervision of students who have not been collected from the School premises by 6.00 pm.
- f) Share with other members of the Junior Leadership Team the 'on call' rota during the summer holiday break.

Supporting the work of the GDST

- a) Demonstrate GDST values and high standards of professional conduct at all times.
- b) Develop strong, positive relationships with GDST colleagues, contribute to collaborative work cross GDST Schools and support other staff in participating in GDST work in order to share best practice.
- c) Contribute to collaborative work across GDST schools and support other staff in participating in GDT work to share best practice.

All School staff are expected to:

- a) Work towards and support the school vision and the current School objectives outlined in the School Development Plan.
- b) Support and contribute to the school's responsibility for safeguarding pupils.
- c) Work within the school's health and safety policy to ensure a safe working environment for staff, pupils and visitors.
- d) Contribute towards organising, participating in or delivering on the school's programme of co-curricular activities.
- e) Work within the GDST's Diversity Policy to promote equality of opportunity for all pupils and staff, both current and prospective.
- f) Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents, colleagues and any external personnel.
- g) Engage actively in the performance review process and training and development opportunities available.
- h) Adhere to policies as set out in the GDST Council Regulations, the Hub and GDST guidance and communications.
- i) In accordance with GDST policy, provide cover for absent colleagues by supervising and so far as is practicable, teaching pupils.
- j) Participate in meetings at the school which relate to the curriculum or the administration or organisation of the school, including pastoral arrangements, or for any purpose as reasonably decided by the Head of Junior School.
- k) Carry out duties such as supervising pupils at break or lunch, as reasonable.
- l) Attend all relevant parents' meetings, which may take place in the evening.

General requirements

Review and Amendment

- m) Support pupils and colleagues by attending some school productions, functions, trips and events as appropriate, and contributing, where possible, to the wider life of the school.
- n) Carry out such other associated duties as are reasonably assigned by the Head of Junior School. This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification**Skills Required**

Outstanding interpersonal and communication skills (verbal and written); able to engender a positive team spirit	Essential
Effective leader-leads by example	Essential
Able to work effectively as a key member of a management team	Essential
Strong organisational and administrative skills	Essential
Ability to interpret and produce data in a variety of forms	Desirable
Ability to think and plan strategically	Essential

Knowledge base

Excellent classroom practitioner with a sound understanding of child development and principles and practice of primary education	Essential
Evidence of inspirational and successful curriculum innovation	Essential
Understanding of Safeguarding procedures	Essential
Working curriculum knowledge of all key stages in the Primary phase	Desirable
Working knowledge and understanding of the role in ICT to enable innovative and effective approaches to learning and teaching	Essential

Qualifications/Attainment

Degree	Essential
QTS or equivalent	Essential
Evidence of recent appropriate in-service training and professional development	Desirable

Experience

Successful and demonstrable experience of curriculum leadership and management	Essential
Teaching experience in more than one key stage/phase	Desirable
Experience of providing school based INSET	Desirable
Range of curricular responsibilities	Desirable

Attitudes/Approach

Approachable	Essential
Ability to remain calm under pressure	Essential
Clear-sighted, determined, positive, results orientated	Essential
Good listener, Empathetic	Essential
Proven skills of flexibility and adaptability	Essential
Honesty and integrity	Essential

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How to apply

An application form should be downloaded from our website <https://www.croydonhigh.gdst.net/vacancies/> completed and, together with a supporting letter addressed to the Head, be emailed to hr@cry.gdst.net

Closing date for applications: 9.00am, Friday 10 May 2024.

Interviews expected to take place on: Tuesday 14 May 2024 *(with second interviews for successful candidates to take place on Friday 17 May 2024)*

Any candidate wishing to seek additional information on the role, or application process, should contact the HR & Compliance Officer by email: hr@cry.gdst.net

The school reserves the right to appoint at any stage during the recruitment process.

Safeguarding

Croydon High is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection checks appropriate to the post, including online searches and checks with past employers and the Disclosure and Barring Service.

A copy of our School Safeguarding and Child Protection Policy (CHS) and Whole School Recruitment, Selection and Disclosure policy (including employment of ex-offenders) can be found [here](#) on our website.





Croydon High School, Old Farleigh Road,
Selsdon, South Croydon CR2 8YB

Head: Ms Annabel Davies

Head of Juniors: Miss Sarah-Jane Pendleton

www.croydonhigh.gdst.net

Juniors

Tel: 020 8260 7508

Email: juniors@cry.gdst.net

Seniors & Sixth Form

Tel: 020 8260 7500

Email: seniors@cry.gdst.net



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