



Deputy Headteacher

Mulberry Wood Wharf Primary

Job Pack



Welcome

The Mulberry Schools Trust is a flourishing multi-academy trust set up in 2017 in Tower Hamlets. Our vision is to provide an outstanding education so that our students leave us as highly qualified, confident and articulate young people. Our family of schools include Mulberry School for Girls, Mulberry UTC, Mulberry Academy Shoreditch, Mulberry Stepney Green Maths, Computing and Science College and Mulberry Academy London Dock, which will open in September 2023.

In each of our schools, we have a very clear statement of purpose – ‘outstanding achievement for all’. This vision is underpinned by the desire to do more for high-quality education for all children and young people – and a commitment to schools working together to secure an inclusive, ambitious, collegiate, and imaginative offer for parents and their children in East London.

By joining the Mulberry Schools Trust, Mulberry Wood Wharf Primary, will become part of our family of schools, with a commitment to working together to secure a great future for every child within our care.

The values of the Trust align directly with those of Tower Hamlets. We have stayed true to our ethos and principles since our founding moment. We base our policies on fairness, transparency and inclusion, whilst taking into consideration the ever-changing world our students are growing up in.

Our aim is to provide all our students with the best education regardless of their starting point. We provide a service to our families and we hold true to the fundamental principles of equal opportunity and inclusion for all. Visit our website below for more information about our work.

We look forward to meeting you.

Dr Vanessa Ogden

CEO
Mulberry Schools Trust



Our Vision

Our vision is to be a key provider for quality education so that all of our students leave us as highly qualified, confident and articulate young people with a wealth of experience.

This vision is under-pinned by moral purpose – a desire to do more to improve the quality of education for all children and young people – and a commitment to schools working together to secure an inclusive, ambitious, collegiate and high-quality offer.

A Mulberry education is premised on three under-pinning principles:

1. Access to education and the chance to be educated is a human right in a civilised world.

We believe that every young person should receive the same opportunities and quality of education, regardless of their natural ability or where they come from. Our Trust was formed to enable our partners to deliver the best possible educational outcomes for their young people and the communities they serve through sharing expertise and promoting outstanding practices.

2. Education should provide rich intellectual and personal development for individuals and communities of people.

An education offered by the Trust is concerned with the spiritual, moral, social, cultural and physical development of people so they have self-determination and can create for themselves fulfilled, happy lives. It is also concerned with equipping people for employment, making a contribution to the economy as well as enabling them to sustain themselves financially.

3. Education is a public good.

To have universal school education brings economic and social benefits to the whole of society; it creates greater peace, prosperity and economic and social well-being. The Mulberry Schools Trust is outward facing and contributes to education beyond the doors of its own schools.

These principles shape the aims of the Trust's education: the curriculum that is delivered, the personal development that is offered and the wider opportunities that are provided across the system.

Our Aims

Our aim is to develop creativity, leadership and a life-long love of learning in our students which will enable them to lead enriched, happy and fulfilled lives, making a contribution to their own community, to British society and to global well-being.

Every student will receive an education that:

1. Engenders high levels of academic and technical ambition
2. Provides rich personal development
3. Enables the development of students' high aspirations and self-determination

Bringing Down Barriers to Success

Our shared background in providing for disadvantaged communities has inspired the Trust to build up a broad network of partnerships to aid and develop student experience, opportunity, drive and success. It is our belief

that there should be no barriers to each child's future and that society should, and can, be a level playing field. Aspiring for this to be reality we promise to:

- Emphasise high quality subject teaching that is reinforced by excellent support for learning and intervention.
- Deliver inclusion services that assist personal development.
- Provide excellent pastoral care so no student goes unsupported.
- Continually develop strong leadership and have high levels of expertise in education, supplemented by knowledgeable, committed and challenging governance.

Partnerships with Impact

The Mulberry Schools Trust's corporate and arts partners, such as Bank of America Merrill Lynch, the British Film Institute, the National Theatre, the London Stock Exchange Group, the Donmar Warehouse, the Southbank Centre, Barts NHS Trust and others, will all contribute extensively and be central to the wider extra-curricular experiences that the Trust is able to offer to achieve its aims.



About Mulberry Wood Wharf Primary

Mulberry Wood Wharf Primary is a brand new primary free school, it will be a two-form entry primary school, mainly serving families in the new Wood Wharf housing development where over 3,000 new homes have been built, and the surrounding area.

Our vision for Mulberry Wood Wharf Primary is to create an outstanding, fully inclusive primary school that ensures the needs of all children are met and which makes a vibrant and meaningful contribution to residents in the surrounding area.

We believe in the importance of primary education in shaping a child's adult life. We know that children's futures are often formed by the age of 10 and we regard the place of nursery and primary education as an essential part of our family.

Our curriculum offer at Mulberry Wood Wharf Primary will ensure pupils learn about their local and national communities and international issues. We will encourage active participation through pupil-led activities, such as working with charities, fundraising and helping others. We will ensure students are fully aware of both their rights and responsibilities. We will use our curriculum as a vehicle for children to be educated about current world issues, such as the environment, poverty and human rights.

Coherent routes through education from nursery through to age 19 are powerful, not just for children but for schools and their communities, in terms of improving practice and knowing families well, establishing long-standing positive relationships to benefit children as they progress.

Mulberry Wood Wharf Primary is based in Canary Wharf in the Wood Wharf district of Canary Wharf, Isle of Dogs, London, E14.

The School Day

The school day for Mulberry Wood Wharf Primary will be as follows:

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| • 7.30-8.45 | Breakfast club |
| • 8.45-9.00 | Arrival |
| • 9.00-10.00 | English/phonics |
| • 10.00-10.15 | Break/play |
| • 10.15-11.15 | English/Phonics |
| • 11.15-12.00 | Maths |
| • 12.00-1.00 | lunch |
| • 1.00-3.30 | Maths + foundation subjects |
| • 3.30-6.00 | Enrichment/after school classes / wrap around supervision |

Reception Classes follow a different timetable.

Hours allocation per week / % curriculum time

We will allocate curriculum time within the timetable, as follows:

- English and literacy 7.5 Hr 33%
- Maths, Numeracy and Computing 7.5 Hr 33% Science and PE 3 Hr 13%
- Arts/MFL 3 Hr 13%
- Humanities/PSHE and RE 1.5 Hr 7%



The Curriculum

The curriculum is ambitious, broad and balanced, tailored to the needs of Mulberry Wood Wharf Primary's community. It is consistent with the fully inclusive, aspirational vision of the Mulberry Schools Trust and focused on outstanding achievement for all. Mulberry Wood Wharf Primary will be an educational environment in which all pupils will become accomplished and confident with the skills and aspirations to move to each phase of their education from early years to primary, on to secondary and into higher education, training or employment at age 19.

Our curriculum will follow the National Curriculum, with PSHCE (Personal, Social, Health and Citizenship Education) and the local agreed syllabus for RE (Religious Education). Spiritual, moral, social and cultural development will be infused throughout children's learning experience. Outdoor learning and physical education will also feature strongly within the daily life of the school, using to full advantage the leisure centre facilities available to the school as well as the local park close by. The River Thames itself and the waterways within the Isle of Dogs will also provide a rich external environment for learning from which our curriculum will benefit.

The curriculum will be based upon strong, well-planned teaching and learning in English and mathematics with other subjects taught through both a thematic and discrete approach. There will be cross-curricular links and vibrant experiences with enrichment activities appropriate to age and need, to bring the curriculum alive and to engage and motivate pupils. Extra-curricular activities will be planned to deepen learning, provide opportunities for pupil choice, give time for additional tuition where necessary and allow children with emerging and established talents to flourish. Our wrap-around care provision and homework will add further opportunities for enrichment and deeper learning.

For the most able, the curriculum will stretch and challenge pupils and allow for quick progress in basic skills, with opportunities for cross-curricular learning to be applied to different situations and for the deepening and extending of knowledge.

CURRICULUM PRINCIPLES

Our aims are focused on the intellectual, practical and personal development of children. The following underpins our curriculum model:

- English – A swiftly growing competence in the essential basic skills of speaking, listening, reading and writing with the ability to use language fluently to express themselves through a variety of forms.
- Maths – A swiftly growing competence in the essential basic skills of number and mathematics, promoting their proficiency in logic, problem-solving and number pattern, with an appreciation of the use of number throughout daily life, as well as in its more abstract forms
- Foundation subjects and RE – A strong knowledge and understanding of the world around them learned through the foundation subjects and RE, with a love of learning and the ability to pursue their passions further independently. The arts, sciences, computing and digital technology will be at the forefront of our enrichment programme for pupils, drawing upon the resources of our external partners
- Spiritual, moral, social and cultural development – A deep knowledge of themselves through engagement with PSHE and rich, varied and frequent opportunities for spiritual, moral, social and cultural development.
- Creativity – The capacity for imagination, curiosity and creativity, promoting the desire for discovery, invention and entrepreneurialism
- Learning without limits – Resilience and self-regulation in learning, with a 'growth mindset' and the ability to know when to ask for help from peers and adults and how to find it
- Social skills – A range of social skills, capability in teamwork and capacity for independence from adult support in learning
- Engagement with the physical environment – Experience of outdoor learning, engaging with the environment through physical activity and exploration. There will be a full range of trips and visits to promote this development
- Self-care and physical development – Knowledge of self-care and how to look after physical health as well as emotional and mental well-being

Job Description

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| Job Title: | Deputy Headteacher |
| Reports to: | Headteacher |
| Salary scale: | Leadership Scale L10 – L15 |
| Duration: | Permanent |
| Working Pattern: | Full-Time/Part-Time |
| Responsible for: | Responsible for: Curriculum, data collection and assessment processes, HR procedures, some class-based teaching whilst the school grows (PPA/ECT time 1 day a week) |

Priorities for Mulberry Wood Wharf

- Support the Headteacher in the development and embedding of a high-quality curriculum at Mulberry Wood Wharf Primary.
- Support the Headteacher to recruit and induct a team of high-quality staff who are fully committed to the vision, values and ethos of Mulberry Wood Wharf Primary.
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment at Mulberry Wood Wharf Primary.

Qualities

The Deputy Headteacher of Mulberry Wood Wharf Primary should be passionate about achieving the best possible outcomes for our children. They will value people and care about the whole family: parents, carers and children. The Deputy Headteacher will be welcoming, genuinely friendly and visible to parents. Our Deputy Headteacher will have empathy, understand the importance of listening and enjoy learning. The Deputy Headteacher will enjoy celebrating success, in all its forms, and have a strong belief in growing the whole child.

Their style of leadership will be calm, considerate and inclusive, supporting the use of distributed leadership, to facilitate decision making and to deliver the school's strategies. Decisions will be made with reference to the school's aims and values. They will understand our changing and growing community and will have the ability to build and maintain a sense of community and common purpose. Supporting the Headteacher in motivating staff and a focus on their development will be a key part of our Deputy Headteacher's day to day activities. They will be outward facing, collaborating with other schools, the Local Authority and other organisations for the benefit of Mulberry Wood Wharf's pupils and their families.

Duties

This job description is subject to the general conditions of service as set out in the current School Teachers Pay and Conditions Document, including the conditions of employment for Deputy Headteachers and the school's own policy.

Main Purpose

Under the overall direction of the Headteacher play a lead role:

- In formulating the aims and objectives of the school and in establishing the policies through which they are to be achieved.
- Managing staff and resources and monitoring progress towards their achievement.
- Undertake any professional duties of the Headteacher reasonably delegated by the Headteacher.
- Take full responsibility for the school in the absence of the Headteacher.
- Carry out the professional duties of a teacher as required.
- Take responsibility for child protection issues as appropriate.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

Leadership and Shaping the Future

- To uphold the school values of "be the best you can".
- To promote and maintain a school culture based on emotional intelligence and taking a holistic view of the child.
- To work with the Headteacher, staff and the Governing Body to produce a school improvement plan which identifies priorities and targets, based on robust school self-evaluation.
- In partnership with the Headteacher manage school resources.
- Devise, implement and monitor action plans and other policy developments.
- Lead by example to motivate and work with others.
- In partnership with the Headteacher, lead by example when implementing and managing change initiatives.
- Promote and lead a culture of inclusion.
- To support the Headteacher in developing leadership capacity at all levels, identifying emerging talents, coaching current and aspiring leaders.
- To promote the development of teamwork and collective responsibility.
- Implement systems for managing the performance of designated staff, addressing any under performance, supporting staff to improve and valuing excellent practice.
- To regularly review own practice, set personal targets and take responsibility for own personal development.
- To manage own workload and that of others to encourage an appropriate work/life balance.
- Alongside the Headteacher promote a learning community which provides and values continuous professional development for all staff.
- To support the creation of an environment where pupils are given the opportunity to expand their horizons beyond their previous experience.

Teaching and Learning

- To be passionate about setting high expectations for all pupils regardless of their ability or background
- To support the Headteacher in promoting a successful learning culture that will enable pupils to become effective, enthusiastic, independent learners committed to lifelong learning.
- Alongside the Headteacher champion creative, responsive and effective approaches to teaching and learning.
- To promote high expectations of teaching and monitor and evaluate its effectiveness on learning outcomes.
- To implement strategies which are seen as consistent, firm and fair and that secure high standards of good behaviour, punctuality and attendance.
- To maintain and support the development of effective systems of planning, assessment and record keeping, sharing effectively with parents/carers and pupils.
- To teach as directed across the school as required by the Headteacher.
- To promote and celebrate the positive benefits of living within a culturally and ethnically diverse society.

Managing the Organisation

- Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate.
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication.
- Working with the Headteacher, undertake key activities related to professional, personnel/HR issues
- Manage HR and other leadership processes as appropriate e.g., sickness absence, disciplinary, capability.
- Be a proactive and effective member of the senior leadership team.
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate.
- To undertake any professional duties, reasonably delegated by the Headteacher.

Strengthening the Community

1. To maintain and support the development of the school culture and curriculum which takes account of the richness and diversity of the school community.
2. To maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
3. To communicate effectively at all levels with all stakeholders.
4. To support the Headteacher in seeking opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
5. To promote the positive strategies already in place for challenging prejudice and dealing with racial harassment and other discriminatory practices or behaviour.
6. To promote the positive and mutually supportive relationship linking home and school in a working partnership, ensuring parents/carers are fully informed about all matters relating to the education of their children.

Safeguarding

To have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding legislation and any policies as adopted by the school and local authority

- To be accountable for child protection and ensuring that the welfare and safety of pupils is promoted and safeguarded.
- To prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children, initiating the management of cases involving actual or potential abuse or violence where needed.
- Be aware of and update staff as appropriate to comply with current legislation and policies affective practice e.g., Children's Act, National Service Framework, Child Protection Procedures, Health and Safety and Data Protection.

Equality, Diversity and Inclusion

- Adhere to the Trust's policies and ensure anti-discriminatory practice in all aspects of the role.
- Leadership responsibility for ensuring compliance with equality legislation.

Health and Safety

- To work in compliance with the school's health and safety policies and under the Health and Safety at Work Act (1974) ensuring the safety of all parties with who contact is made, such as members of the public, in premises or sites controlled by the school
- To ensure compliance of procedures are observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 1998 for the security, accuracy and significance of personal data held on such systems.

Mulberry Wood Wharf Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

Person Specification

Education, Qualification and Training

- Qualified Teacher Status
- Degree or equivalent
- NPQH

Experience

- Varied experience and understanding of teaching and learning across the primary age range
- Previous recent experience in a senior leadership role in a primary school
- Successful experience of leading and managing whole school developments, raising standards of attainment and achievement across the school
- Experience of data analysis and target setting
- Responsibility for developing, monitoring and evaluating an aspect of school provision
- Experience of leading and managing people
- Experience of developing leading and supporting school behaviour systems
- Experience of contributing to self-evaluation and school improvement
- Experience of leading training and other staff development activities, including performance management
- Experience of teaching in more than one key stage
- Experience of coaching and mentoring
- Experience of working with governors, parents and the wider community
- Experience of multi-agency working.

Knowledge Skills and Understanding

- Knowledge of the curriculum expectations for EYFS, Key Stage 1 and 2
- In-depth knowledge of curriculum development and effective pedagogy
- Understanding of assessment, recording and reporting systems and procedures
- Understanding of strategies for school improvement
- Knowledge of how effective use of performance development, data and target setting can raise standards
- Up-to-date knowledge and understanding of current educational issues
- Experience of leading a core subject/school development priority
- Knowledge of relevant tracking systems to analyse school development priorities.
- Knowledge and understanding of Safeguarding Thresholds & Continuum of need
- Ability to positively influence others and demonstrate a collaborative and inclusive way of working. Value others and promote a positive staff morale.
- Ability to motivate, lead and manage people to work both individually and in teams
- Ability to implement change and plan strategically
- Outstanding communication skills, with a range of audiences both orally and in writing
- Understanding, analysis and interpretation of school performance data
- Ability to prioritise, work under pressure and meet deadlines
- Effective problem-solving skills
- Effective administrative and organisational skills

Candidates should demonstrate how they meet these selection criteria in their application form, their supporting statement and the selection interview, including supporting tasks.

This job description and person specification is correct at the date of publication and may alter over time as the needs of the Trust change.

How can I apply?

Please download and complete the application form available on the school's website

<https://www.mulberrywoodwharf.org/staff/staff-offer/current-vacancies/> Please be aware that we do not accept CVs.

Please return your application to admin@mulberrywoodwharf.org

If you have any questions about the role or the process, please get in touch with the school's HR Business Partner, Husna Bibi - hbibi@mulberryschoolstrust.org.

Closing Date: 5pm, Monday 19th May 2025

Interview Date: Friday, 23rd May 2025

Start Date: September 2025

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance. We are dedicated to equality and valuing diversity.

Candidates who are selected for interview will be informed following the shortlisting process and full details of the interview will be provided. If you do not hear from us within 14 days of the closing date of the position, unfortunately, you have been unsuccessful on this occasion.

We will seek references on shortlisted candidates and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.