



Deputy Headteacher Vacancy Information Pack



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ELTHAM
CHURCH OF ENGLAND
PRIMARY SCHOOL
SINCE 1814

Roper Street
Eltham
London SE9 1TR

T 020 8850 1528
E sao1@elthamce.greenwich.sch.uk
www.elthamcoeschool.co.uk

Dear Applicant,

We are delighted that you are considering applying for the role of Deputy Headteacher at Eltham Church of England Primary School.

Eltham is a joyful and nurturing school at the heart of its community. Situated in the centre of Eltham, just a short walk from the station, the school has long been a focal point for local families and parish life. It is a safe place where children are confident, curious and full of life and where they are encouraged to be themselves, take risks in their learning and grow in confidence. Relationships between pupils, staff and families are warm, respectful and trusting and there is a strong sense of belonging throughout the school.

Our Christian vision, rooted in Micah 6:8, to act justly, love mercy and walk humbly with our God, underpins everything we do. It shapes the way we care for one another, the way we approach learning and the way we serve our diverse community. As a Church of England school, we are genuinely inclusive and warmly welcome children and families of all faiths and none. Our values are lived daily, not simply written down.

Eltham is a happy school. Visitors often comment on the calm, positive atmosphere and the confidence of our children. We are proud of our strong outcomes and the quality of education we provide, recognised in recent inspections. We care deeply about the wellbeing of our pupils and staff and about the sense of joy that runs through school life. Many members of our staff team have worked here for a long time, which speaks to the strength of our culture and the care we take of one another.

We are looking for a deputy headteacher who leads by example, communicates clearly and warmly and is supportive of our Christian values. Someone who enjoys working with an experienced and dedicated staff team, who values relationships and presence and who combines ambition with kindness and confidence with humility.

As a governing body, we are committed to strong, supportive and values-led governance. We work in close partnership with the headteacher, the Southwark Diocesan Board of Education and the Royal Borough of Greenwich and we see leadership as service to the whole school community.

This is a very exciting time for our dynamic school. If you are seeking a place where children flourish, staff feel valued and leadership is shared with trust and care, we would be very pleased to receive your application. We are looking forward to the next chapter of Eltham's story and would love to hear how you might help shape that future with us.

With best wishes,

Denise Williams, Chair of Governors



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Dear Applicant,

Thank you for your interest in the role of Deputy Head Teacher at Eltham Church of England primary school.

The Church was involved in the founding of the school in 1814 and we continue to have a warm, mutually supportive relationship to this day! As I always say to the children, the Church belongs to the school as much as the school belongs to the Church. As such, the clergy team are involved in weekly collective worship; in leading RE lessons in classes; in governance; and in acts of worship both at school and at Church. The Christian distinctiveness of the school is fundamental to who we are and how we are.

Should you join our staff team, I anticipate working closely with you to develop further the close and meaningful connection between the Church and the school. I would like to be a support to you in your role too.

There is so much to be thankful for here at Eltham Church of England School and we look forward to hearing from you if you feel you could be our next Deputy Head teacher. I trust you will find all you need in the application pack; and I assure you of our prayers as you discern this next stage in your teaching life.

God bless,
Revd Caroline Risdon

About Eltham Church of England Primary School

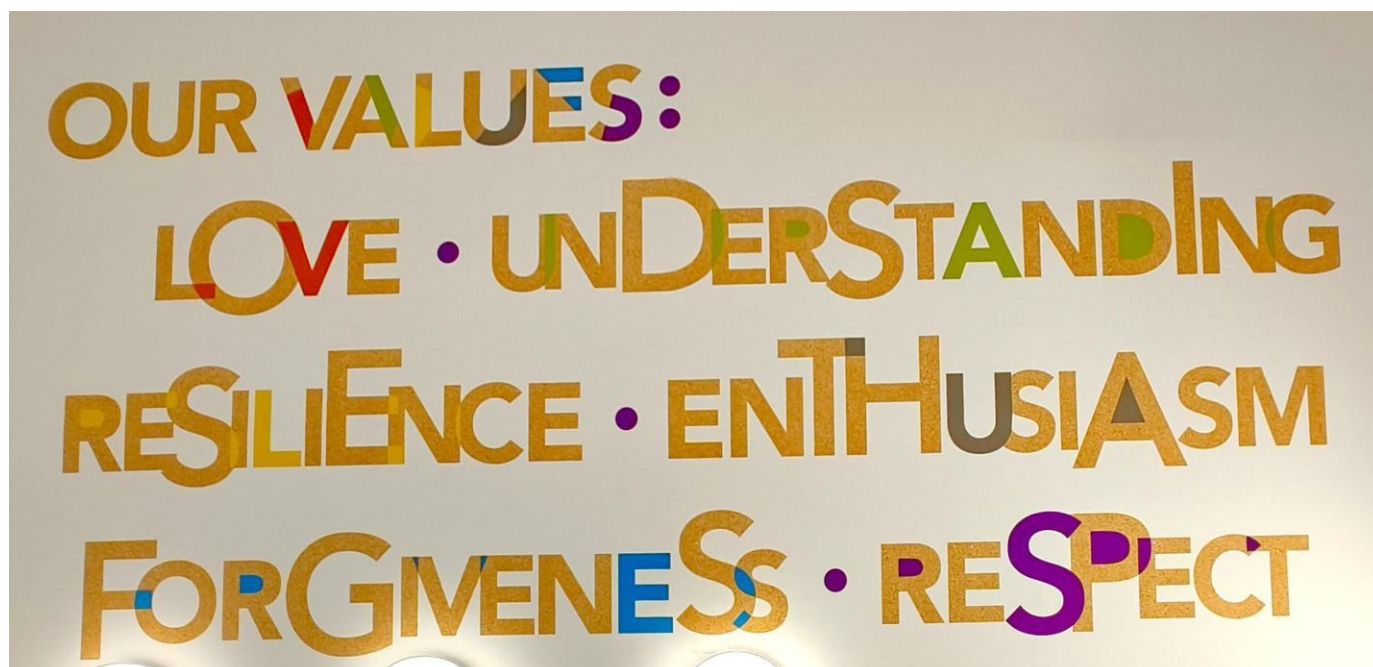
Eltham Church of England Primary School, located in the heart of Eltham (SE9), has been serving its community since 1814. As a voluntary aided school with a strong Christian ethos, Eltham is committed to providing excellent education in a nurturing and inclusive environment. Our school is two form entry and welcomes children aged 3 to 11, offering both nursery and primary education. We are proud of our rich history.



Our Church

Our school maintains close links with **St John the Baptist Church** and the wider Eltham community. The school's partnership with families, the parish church, and local organisations enrich the educational experience and supports the development of every child. The school celebrates its multicultural community and encourages respect for all faiths and backgrounds.





The school's vision is rooted in the biblical call to "Act Justly, Love Mercy, Walk Humbly with Your God" (Micah 6:8). This vision shapes every aspect of school life, encouraging children to develop academically, socially, and spiritually. Eltham's values - Love, Resilience, Forgiveness, Understanding, Enthusiasm, and Respect - are woven into the curriculum and daily interactions, fostering a culture where every child is empowered to achieve their highest potential.

Eltham seeks to serve its community by ensuring excellent education in a Christian setting. The school provides a stimulating learning environment that prepares students to be active, responsible members of society, valuing the rich diversity of cultures they encounter. Collective worship and prayer are central to school life, and the school is committed to meeting the learning, social, and personal needs of all its students through a broad and engaging curriculum.

The school builds Christian values into its ethos and teaching in order to provide an excellent academic, social and spiritual education, preparing children for a responsive and contributive role in society.

We do this by:

- Promoting and modelling Christian values within the school thereby encouraging personal integrity, consideration for others and understanding different viewpoints
- Offering an exciting curriculum, planned appropriately to be accessible to all, which enables all children to develop a positive self-image, achieve well and develop a love of learning
- Celebrating and valuing our school as a multi-cultural community
- Promoting effective problem-solving, communication and thinking skills
- Creating strong links between school, home, our parish church and the local community

Our Recent Achievements

Academic Excellence

Outcomes in 2025 demonstrate consistently high attainment across the core curriculum, with particularly strong performance in reading, mathematics and grammar, punctuation and spelling.

At the end of Key Stage 2, 83% of pupils achieved the expected standard or higher in reading, writing and mathematics combined, above the national average of 62%.

Reading outcomes are a significant strength of the school, with 92% of pupils meeting the expected standard (national: 75%) and 56% achieving the higher standard (national: 33%).

Mathematics attainment is also strong, with 93% reaching the expected standard (national: 74%) and 41% achieving the higher standard (national: 26%).

Grammar, punctuation and spelling results are excellent, with 93% of pupils meeting the expected standard (national: 73%) and 56% achieving the higher standard (national: 30%).

Writing outcomes remain secure, with 88% of pupils reaching the expected standard.

Awards and Community Recognition

- In 2025, the school achieved Eco-Schools Green Flag status. This award recognises the work of the Eco Committee, established in July 2024, which has driven initiatives to make the school more environmentally responsible and to promote reduce, reuse and recycle both in school and at home.
- In June 2025, the school received a Gold Certificate from the London Children's Flower Society following a judging visit to our Edible Playground. The award recognised the quality, care, and overall presentation of the garden, reflecting the collective efforts of pupils, staff, and families.
- In 2018, Eltham Church of England Primary School received the Eltham Society Award for the restoration of its historic building and improvements to facilities, including new classrooms and play areas. The award recognised the school's imaginative design and contribution to the quality and appearance of Eltham's built environment.

Ofsted Rating

Our last inspection took place in November 2022, and our overall outcome of the inspection was rated as "Good" with "Outstanding" for behaviour and attitudes. The school is recognised for its high standards in academic achievement, personal development, and leadership. Pupils are proud of their school, and relationships among staff, students, and families are exceptionally strong.

The full report can be read at: [Inspection Report: https://files.ofsted.gov.uk/v1/file/50200952](https://files.ofsted.gov.uk/v1/file/50200952)



"Leaders' high expectations mean that pupils learn the importance of routines, listening and working hard, right from Nursery. Pupils respond to these expectations. They behave exceptionally well"



Our Recent Achievements



SIAMS

Eltham Church of England Primary School was inspected under the Statutory Inspection of Anglican and Methodist Schools (SIAMS) framework in November 2025 and was judged to be living up fully to its foundation as a Church school, enabling pupils and adults to flourish.

Inspectors recognised a clear and deeply embedded Christian vision, rooted in Micah 6:8, which shapes daily life, relationships and decision making across the school. The vision is described as dynamic and practical, forming the foundation for the school's strong commitment to inclusion, service and compassion. Governors and leaders were praised for ensuring the vision sits at the heart of strategy, curriculum and culture, and for their visible presence and accessibility within the school community.



The curriculum was identified as a significant strength, enabling the Christian vision to be lived out through learning and supporting the academic, social and spiritual development of all pupils, including those with additional needs. Collective worship was highlighted as engaging, inclusive and thoughtfully designed, providing pupils and adults with a strong sense of belonging, peace and purpose.

The inspection noted the school's outward-looking culture and strong focus on justice and responsibility, with pupils demonstrating a deep understanding of inequality and a genuine commitment to acting justly and loving mercy. Relationships across the school were described as warm, respectful and authentic, with a notable generosity in the way adults work together and strong partnerships with the local church and diocese that enhance the wellbeing of pupils, families and staff.



SOUTHWARK DIOCESAN BOARD OF EDUCATION

BELONG SERVE THRIVE

The Southwark Diocesan Board of Education is proud to support 99 schools and academies, colleges and universities across our diverse and vibrant Diocese.

Church schools are for everyone. Our vision for education in our schools and academies, colleges and universities reflects the wider Anglican concern for the well-being of everyone entrusted to our care.

The outworking of our Christian faith, identity and ethos is to serve the needs of young people and their families in the community as a whole. This has been the commitment of our Church Schools since their foundation, and will continue to be so, by God's Grace, into a hopeful future.

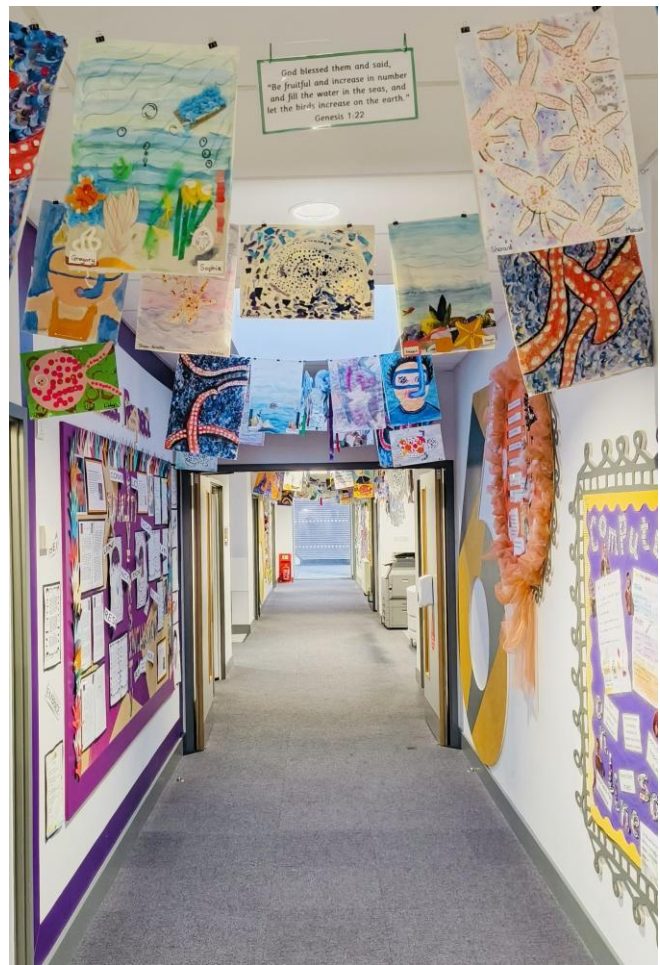
The SDBE staff team are dedicated to providing excellent training, professional advice, resources, guidance and pastoral support. We aim to ensure that our school leaders, governors and chaplains are equipped to give the 35,000 young people in our care the best possible education and life chances.

SIAMS and OFSTED inspection outcomes place us as one of the highest performing Diocesan Boards of Education nationally, with our diocesan schools' performance consistently above national averages.



What we love about our school

"What makes Eltham C of E Primary truly special are our children. Every day, they are at the heart of everything we do. They are curious, enthusiastic, and full of potential, and I'm constantly inspired by their individuality and the joy they bring to learning. Our school is a vibrant, nurturing community where children feel valued, supported, and heard. Beyond the classroom, we are deeply connected to our local community, which shares our commitment to helping every child flourish. From the church to local businesses, the food bank, and even Eltham Fire Station, we value the partnerships that enrich our school life. This sense of belonging extends to our staff team too. Over my 12 years here, I've seen many changes, but what has remained constant is a supportive, collaborative team entirely dedicated to the children. It's this shared purpose and strong community spirit that make Eltham C of E such a wonderful place to work and grow."



We are looking for somebody : smart , kind , caring , and strict but funny at the same time . I love this school because of everyone in it ! For example : everyone is kind to one another , the teachers are always there to help and we have a smart , new building . If you think this is the school for you , we are verry excited to welcome you into our school family !

from — Y6

Our Location



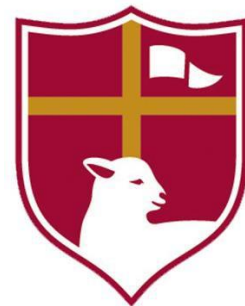
The Royal Borough of Greenwich (RBG) situated in southeast London is an exciting place to live and work. A key theme of the Children and Young People Plan is 'Greenwich, a great place to grow up'. An outstanding area of Greater London, best known for its world-class attractions, royal connections, rich history, ground-breaking architecture, vast parks, riverside location and much more. All Royal Greenwich schools belong to the Greenwich Learning Partnership, which provides a wide range of curriculum and staff development opportunities. Our Church of England schools also work in close partnership with one another.

Around 254,000 people live in the borough, 68% of whom are of working age and 24.1% are of school age. The borough benefits from a diverse multicultural society with over 90 languages spoken. There are currently 53 maintained schools in the RBG. Of which 42 are community schools, consisting of 32 primary (including 1 primary special), 4 maintained nursery schools and 6 secondary (including 2 secondary special). The borough benefits from 18 Voluntary Aided maintained schools, of which 7 are Church of England schools (6 primary and 1 all-through) and 8 are Roman Catholic schools (7 primary and 1 secondary). In addition, there are 37 Academies (22 primary, 12 secondary (including 1 secondary special), 2 all-through special and plus a 16-19 provider), 11 Independent and 4 Free Schools. Outcomes at Key Stage 2 are in the top quintile of local authorities in England and outcomes at GCSE are above national average.

Eltham Church of England Primary School is well positioned in the heart of Eltham, just a short seven minute walk from Eltham station. From here, regular mainline services provide direct access to central London, including Cannon Street, Waterloo East, Charing Cross and London Bridge, making the school easily accessible for staff commuting from across London and Kent.

The school sits just off Eltham High Road, with a wide range of local amenities close by and strong bus connections running along the High Road and surrounding routes. These include direct services to Woolwich, providing straightforward access to the Elizabeth line and onward connections across east and west London. The area is also well served by local road links, with the South Circular and A20 within easy reach, supporting travel by car from neighbouring boroughs.

Overall, the school benefits from a combination of strong rail, bus and road connections, while remaining rooted in a well-established local community.



Vacancy: Deputy Headteacher

Salary: Leadership Pay Scale: L8 to L12

Start Date: January 2027 (Or as soon as possible thereafter)

Apply by: 9am Monday 12th October 2026 – Interviews will be held on the 21st October 2026

Governors are seeking a dynamic, committed and enthusiastic Deputy Headteacher who will be able to support and inspire both staff and pupils. The successful candidate will work closely with the Headteacher, Governors and staff, ensuring that our pupils have the best possible education and school experience.

The successful candidate will be:

- An innovative, creative and strategic thinker
- Able to lead, motivate, challenge and inspire the whole school community
- Committed to achieving the highest possible standards of learning and teaching
- Dynamic and enthusiastic with the vision and energy to help lead the school through further necessary change
- Friendly and approachable with excellent communication skills and a passion for teaching
- Experienced in school improvement with a proven track record of success and strong leadership in developing teaching and learning, behavior and staff development.
- Committed to the safeguarding of all pupils, staff and the wider school community.
- Committed to the Christian values, vision and ethos of the school.

We can offer you:

- access to CPD through Royal Borough of Greenwich and Southwark Diocese Board of Education
- a dynamic, dedicated team of teachers and support staff who want the best for every child
- enthusiastic, friendly and aspirational children who are determined to make the most of their school life
- Employee Assistance programme

The Royal Borough of Greenwich and Southwark Diocese Board of Education are equal opportunities employers and are committed to safeguarding and promoting the welfare of children and people, and the successful applicant must provide satisfactory references and will be subject to an enhanced Disclosure and Barring Service disclosure, along with all relevant safeguarding checks.

Working pattern: Full Time

Completed applications should be sent to headteacher@elthamce.greenwich.sch.uk

Eltham Church of England School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced Disclosure and Barring Check under the Rehabilitation of Offenders Act 1974. We are also committed to positively tackling discrimination in all its forms and work to ensure that all sections of the community have fair and equal access to and experience within employment. We welcome applicants from all backgrounds and communities, in particular those that are currently under represented in our workforce; we are respectful of all individuals' race, age, religion, gender identity, sexual orientation, caring responsibilities, disabilities and cultural background.

JOB DESCRIPTION

Title: Deputy Headteacher

Responsible for Curriculum, and Teaching and Learning

Hours: Full Time

Grade: L8-12

Responsible to: Headteacher

PURPOSE OF THE JOB

In partnership with the Headteacher and other members of the Senior Leadership Team, to be responsible for the professional leadership and management of the school to promote a secure foundation from which to achieve the highest standards in all areas of the school's work.

To carry out the duties and responsibilities of a teacher, as defined in the 'School Teachers' Pay and Conditions of Service' document, having due regard to the school's aims and objectives and schemes of work/syllabus, and any policies of the governing body and the local authority.

In addition to the requirements set out above and other roles stated later, the Deputy Headteacher will be expected to fulfil the following expectations and other duties as assigned by the Headteacher ensuring the smooth running of the school thus creating high quality provision in each key stage.

Key Responsibilities:

In conjunction with the Headteacher the Deputy Headteacher will lead on:

- Working alongside the wider leadership team to ensure that the quality of teaching and learning throughout the school is meeting the needs of all pupils; removing barriers to learning
- The development, implementation, and review of a broad and balanced curriculum that meets the needs of all pupils
- Chairing Middle Leader Meetings, monitoring their impact and feeding back on this to the wider leadership team
- Working with the headteacher to develop a strategic approach to monitoring, directing the phase and subject leaders in this, to drive pupil outcomes and standards in all subjects
- The effective and accurate use of assessments to ensure excellent pupil progress for all pupils across all year groups
- Will be a designated or deputy designated safeguarding lead within the school safeguarding structure
- Managing the school effectively in the absence of the Headteacher
- Ensuring regular and constructive communication with the Headteacher regarding all aspects of school life
- Undertake such reasonable activities as the Headteacher and Governors may, from time to time require.

General Responsibilities:

In addition to carrying out the professional duties of a teacher, the Deputy Headteacher will support the Headteacher in:

- Reviewing and developing the strategic aims and objectives of the school
- Specifically leading on the Curriculum and Teaching element of the School Improvement Plan
- The establishment and review of school policies and practices
- Leading on pupil progress meetings within the teaching, learning and assessment cycle
- The management of staff and resources in line with these policies and practices
- Challenging staff, in line with the school's values, to maintain the highest of expectations, both informally through daily contact and formally within the self-evaluation/monitoring cycle
- Monitoring standards and pupil outcomes in order to evaluate progress on the priorities set
- Reporting on the progress and achievement of **all** pupils, with a focus on vulnerable groups, the allocation of funding, and termly reports to governors
- Attending and contributing to the Curriculum Governors Committee Meetings (termly)
- Leading a phase/key-stage (when necessary)
- Upholding the values and ethos of a Church of England Primary School; leading on whole school Church of England related events including acts of collective worship and involvement with the SIAMS inspection (sect 48)

Specific Responsibilities:

The Deputy Headteacher will lead on:

- As directed take responsibility for the day-to-day administration and management of the school;
- Promoting high standards of attitudes and behaviour
- Promoting high academic standards in all aspects of school and home learning
- Promoting good relationships between all staff (both teaching and non-teaching) and with parents, governors and the wider community through high visibility and modelling these
- Supporting staff in meeting personal appraisal targets and the priorities and targets which the school sets for itself
- Ensuring that parents/carers are well informed about the school curriculum, its targets, children's attainment and their part in the process of improvement

Curriculum:

In conjunction with and under the direction of the Headteacher, the Deputy Headteacher will ensure:

- **Curriculum Breadth:** Ensure the consistent delivery of a highly effective, broad, and balanced curriculum that inspires deep learning across all subjects and year groups.
- **Inclusive Implementation:** Adapt and drive curriculum delivery to ensure it meets the diverse needs of all pupils, providing equitable access to high-quality education.
- **Environment for Learning:** Oversee the creation of organised, high-quality learning environments where displays actively reinforce curriculum content and celebrate student progress.
- **Quality Assurance:** Lead systematic monitoring of teaching and learning to ensure the curriculum is delivered with high expectations, resulting in aspirational pupil outcomes.
- **Pedagogical Excellence:** Conduct regular work scrutinies to evaluate the impact of the curriculum on pupil work, ensuring a clear progression of skills and knowledge.
- **Evidence-Informed Practice:** Utilise performance data and the IDSR to refine curriculum delivery and target specific areas for pedagogical improvement, feeding into the SEF and SIP.
- **Community & Enrichment:** Strengthen curriculum delivery by integrating links with other educational institutions and the wider community to enhance pupils' personal development.
- **Stakeholder Engagement:** Facilitate effective communication with parents regarding the curriculum's impact, ensuring they are active partners in their child's learning journey.
- **Self-Evaluation:** Play a leading role in the school's self-evaluation process to continually assess the impact and match of curriculum implementation against national standards.

Leading and Managing Staff:

In conjunction with and under the direction of the Headteacher, the Deputy Headteacher will be expected to:

- Develop, promote and maintain good working relationships and morale between all staff mirroring these personally;
- Provide support for the continuing development of all staff, taking responsibility for the impact of this
- To assist in managing the ECT and new staff induction programmes, ensuring their success
- Facilitate communication between the staff and the Headteacher on matters of ethos, policy, organisation and discipline, ensuring a clear why
- Lead on the compilation, supervision and operation of timetables and rotas
- To be fully acquainted with school policies and to advise and support staff with their implementation in a positive manner, ensuring a two way dialogue
- Be a role model to staff e.g. professional conduct; modelling lessons when appropriate
- Assist in the appointment process of staff (under the direction of the Headteacher)
- Manage the school effectively in the absence of the Headteacher

Behaviour Management:

In conjunction with and under the direction of the Headteacher, the Deputy Headteacher will be expected to:

Support and advise staff on the implementation and review relevant school policies

- Meet with parents/carers and wider agencies to discuss and advise them on issues related to their child's behaviour
- To bring to the wider leadership teams attention issues and concerns related to specific children requiring behavioural support
- Support the monitoring of children with challenging behaviour and work with other professional agencies in line with the school's policy/Code of Practice and values
- Share responsibility with the other senior staff for regularly reviewing and updating the school's behaviour related policies, in line with best practice, and the school's values

Safeguarding:

- To ensure that you are up-to-date with safeguarding legislation including but not limited to Keeping Children Safe in Education
- To follow the school's safeguarding and child protection policy
- To be a Designated or Deputy Designated Safeguarding Lead
- In conjunction with the HT and other senior leaders, make judgements as to when a referral is necessary with direct reference to the safeguarding policy and MASH team advice and protocols

This job description can be amended at any time following discussion between the Headteacher and the member of staff.

All teachers are expected to meet the Teachers' Standards [May 2012/Dec 2021] annually and participate fully in the school's appraisal policy. Teachers are expected to follow all agreed school policies, promote the ethos of the school and keep abreast with current developments in primary education. Teachers are expected to participate positively in meetings and take personal responsibility for their own professional development.

DEPUTY HEADTEACHER PERSON SPECIFICATION

Criteria and Requirements	Method of Assessment	Essential / Desirable
1. Education and Training		
Qualified Teacher Status	AF	E
First Degree or equivalent	AF	E
Evidence of recent further professional development	AF	E
Recognised qualification in educational leadership and management (e.g. NPQSL/NPQH)	AF	D
2. Experience		
Successful teaching experience across all age phases (3-11 age range)	AF/I	E
Experience of involvement in leading, developing, implementing, managing and evaluating whole school developments.	AF/I	E
Experience of making accurate judgements on the quality of teaching and learning	AF/I	E
Experience of whole school self-review and evaluation	AF/I	E
Experience of managing and analysing performance data across all three phase/key stages	AF/I	E
Coaching and mentoring of Early Careers Teachers and less experienced staff	AF/I	E
Successful performance management/appraisals of staff	AF/I	E
Evidence of experience of resource planning and possibly finance planning at whole school level	AF/I	E
A secure understanding of the requirements of transition between key stages	AF/I	E
A thorough knowledge of the Early Years Foundation Stage documentation and how it is best utilised to impact children's early education	AF/I	E
Level 3 Safeguarding Training and experience of being a DSL/DDSL	AF/I	E
3. Knowledge Skills & Abilities		
A clear understanding of the distinct Christian nature of a church school	AF/I	E
A deep and up-to-date knowledge of the statutory guidance in 'Keeping Children Safe in Education' (KCSIE) and other relevant safeguarding legislation as well as	AF/I	E

current best practice and a clear commitment to its implementation throughout all elements of the school		
To be able to identify and communicate the characteristics of effective early years and primary teaching and learning strategies used to raise pupil attainment and achievement	AF/I	E
A strong commitment to inclusion with high expectations of all learners	AF/I	E
An understanding of the Deputy Headteacher's leadership role in relation to the staff, curriculum, and whole school community and in support of the Headteacher's vision	I	E
An understanding of the use of assessment, target setting and tracking of pupil performance	AF/I	E
Ability to set and meet challenging targets, for pupils and the school, and to enable others to do this	AF/I	E
An understanding of effective behaviour management strategies	I	E
An understanding of the structure and implications of appraisal	AF/I	E
An ability to set high and clear expectations and to hold others accountable for performance and the contributions they make to the wider school effectiveness	I	E
Ability to communicate effectively, both verbally and in writing, to a wide range of audiences	AF/I	E
Knowledge and experience of up-to-date developments in IT and e-learning to support teaching and learning	AF/I	E
Ability to develop and maintain positive relationships with parents, the Governing Body and the wider community	AF/I	E
A high level of leadership resilience	AF/I	E
4. Personal Qualities		
A commitment to the Christian values of the school and ability to promote the distinct Christian ethos of the school	AF/I	E
A practicing Christian, worshipping within churches in the Church of England, Evangelical Alliance or Churches Together	AF/I	D
An ability to analyse, prioritise and meet deadlines	AF/I	E
A commitment to being positive, enthusiastic and proactively embrace new ideas in managing change	I	E

ELTHAM CHURCH OF ENGLAND SCHOOL

A commitment to the professional development of themselves and those they lead	AF/I	E
Understanding of Health and Safety issues and how to prevent them	AF/I	D
Commitment to key Equal Opportunities Policy and acceptance of responsibility for its practical applications	AF/I	E

AF = Application Form I = Interview

Your Application

Completed application forms should be emailed to: headteacher@elthamce.greenwich.sch.uk for the attention of Mrs Charlie Rhodes, Headteacher.

The closing date for applications is 9am Monday 12th October 2026. Interviews are scheduled for Wednesday 21st October 2026.

References will be requested for shortlisted applicants prior to interview. Shortlisted applicants will be required to complete and return a criminal conviction self-declaration form prior to interview.

Online searches will be carried out on shortlisted applicants prior to interview. Any concerns will be discussed with candidates at interview. Further vetting checks including an enhanced DBS, incorporating a check of the Children's Barred List, will be undertaken on provisional offer.

It is important that you complete all sections of the application form and that you provide full information in each section. CVs will not be accepted.

School Tours

Please contact our school Business Manager, Vanesa, to arrange this 0208 850 1528, headteacher@elthamce.greenwich.sch.uk



Safer Recruitment & Equal Opportunities

Safer Recruitment

Eltham Church of England Primary School is committed to safeguarding and promoting the welfare of all students and expect all staff and volunteers to share this commitment.

Our selection process is based on good practice in selecting the best candidate for the job; ensuring equality of opportunity for all applicants whilst deterring and rejecting those who may be unsuitable to work with children.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. It is expected that candidates should be aware and understand their duties and responsibilities in relation to child protection and safeguarding children.

Equal Opportunities

Eltham Church of England Primary School is committed to equality and diversity in employment practice and service delivery.

Guaranteed Interview Scheme for Applicants with Disabilities

As part of our commitment to equalities and diversity, we aim to ensure that candidates are not prevented from demonstrating their true abilities during the recruitment and selection exercise. We guarantee an interview to any disabled candidate whose application meets the minimum essential criteria for the post.

We are also committed to make **Reasonable Adjustments** to our recruitment and selection processes, where appropriate, this is to ensure that no candidate, whether they have a disability or not, is unfairly prevented from demonstrating their abilities and skills.



What will happen if you are shortlisted?

If you are shortlisted for interview, you will be notified of this in writing via email. Emails will be sent to the email address provided on your application form.

References

References will be taken up prior to the interview process and full employment histories may be verified as part of our vetting procedures in our on-going commitment to Safer Recruitment Practices.

Self-Disclosure

[The Rehabilitation of Offenders Act \(1974\) \(Exceptions\) Order 1975 \(Amended\) \(England and Wales\) Order 2013](#) recognises the principle that people who have been convicted of an offence should not, as a result, be discriminated against for the rest of their lives and therefore it prohibits discrimination in employment within defined limits. Some posts are exempt from the Act and these include those involving work with children, the elderly, with persons suffering from serious illness, with people with disabilities and for certain professions where the highest integrity is expected including employment in finance, legal, medical and security services.

The post you are applying for is 'exempt' under the Act. You are therefore required to provide details of ALL current (unspent) and 'spent' convictions or pending cases, cautions bind-over orders, reprimands and final warnings including dates and sentences. In connection with this, applicants shortlisted for interview will be provided with a self-disclosure form which must be completed and returned prior to interview.

Information obtained through the self-disclosure process will be used to inform the overall assessment of an individual's suitability for the role.

Disclosure forms will only be accessed by those who need to see it as part of the recruitment process and will be stored securely and only for as long as necessary. Disclosure forms of unsuccessful candidates will be destroyed.

Please note: applicants do not need to declare any criminal record information that is 'protected' and therefore filtered under [The Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975 \(Amendment\) \(England and Wales\) Order 2020](#). Further guidance on whether a conviction, caution, final warning, or reprimand is eligible to be filtered can be found at: <https://www.gov.uk/government/publications/dbs-filtering-guidance>.

Online Searches

Online searches will be undertaken on shortlisted applicants to review publicly available information that would either harm the reputation of the school or make an applicant unsuitable to work with children. Information that causes concern will be explored with the applicant at interview.

Identity and Right to Work

We are required to check that a job applicant is allowed to work in the UK before we employ them. You will therefore be required to provide evidence of your identity and right to work in the UK at interview.

What will happen if you are offered the post?

Qualifications

Candidates will be asked to provide evidence of qualifications relevant to the role, and in accordance with the Person Specification at interview.

What will happen if you are offered the post?

Any offer of employment made will be subject to clearance of appropriate vetting checks in accordance with Keeping Children Safe in Education 2025.

Disclosure and Barring Service Certificate

You will be asked to complete an application form to obtain a certificate of enhanced disclosure from the Disclosure and Barring Service, unless we have agreed to accept a previous certificate issued and carried out a status check using the DBS Update Service which has confirmed there is no additional information available since the certificate was issued.

Overseas checks

Individuals who have been a resident overseas for three months or more within the past five years or were resident overseas prior to the past five years and working with children or young people or were born overseas will be asked to apply for an overseas criminal record check and a “Letter of Professional Conduct” from the professional regulating authority in the country (or countries) in which they qualified/worked. The application process for criminal records checks or ‘Letters of Professional Conduct’ varies from country to country. The Home Office provides [guidance on applying for criminal records checks for overseas applicants](#).

We will also check:

- Whether you are barred from working with children in regulated activity, where relevant. It is a criminal offence for someone who appears on the Children’s Barred List to engage, or seek or offer to engage, in the regulated activity from which they are barred;
- Whether you have successfully completed a period of teacher induction;
- Whether you are prohibited from working in the teaching profession;
- Whether you are subject to disciplinary sanctions from the GTCE;
- Your qualified Teacher Learning and Skills (QTLS) status with the Society for Education and Training, if relevant; and
- That you are medically fit to undertake the role.

What will happen if you are offered the post?

Childcare Disqualification

We are required to ensure that staff and volunteers are not disqualified under the [Childcare Act 2006](#) and [The Childcare \(Disqualification\) and Childcare \(Early Years Provision Free of Charge\) \(Extended Entitlement\) \(Amendment\) Regulations 2018](#).

The regulations prohibit anyone who is disqualified under the regulations from providing early or later years childcare to children under 8 years; or being directly concerned in the management of such childcare.

A person may be disqualified through:

1. inclusion on the Disclosure and Barring Service (DBS) Children's Barred List;
2. being found to have committed certain violent and sexual criminal offences against children and adults which are referred to in regulation 4 and Schedules 2 and 3 of the 2018 regulations (note that regulation 4 also refers to offences that are listed in other pieces of legislation);
3. certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the 2018 regulations;
4. refusal or cancellation of registration relating to childcare or children's homes, or being prohibited from private fostering, as specified in Schedule 1 of the 2018 regulations;
5. being found to have committed an offence overseas, which would constitute an offence regarding disqualification under the 2018 regulations if it had been committed in any part of the United Kingdom.

The above list is a summary only and the full list of circumstances that disqualify a person are laid out in the [appendices](#) of the [Childcare Act 2006 statutory guidance](#).

The post you are applying for has been assessed as falling under the remit of the regulations. Therefore, we are legally obliged to make you aware that you will have a duty to report any relevant information (even if the information has been previously considered in relation to a DBS check).

Please note: A person will only be required to disclose cautions issued on or after 6th April 2007, or any youth cautions for a relevant offence issued on or after April 2013. **This does not apply to convictions which must be declared irrespective of date.**

False Information

Please note that providing false information could result in your application being rejected or your dismissal from employment if you are appointed. The matter may also be referred to the police if we consider that you may have committed a criminal offence.