

NORTHWICK MANOR PRIMARY SCHOOL



**Candidate brief for the position of
Deputy Head
To commence in April 2025**



DEPUTY HEAD

Required from April 2025

A rare and exciting opportunity to join an exceptional school with a strong academic profile and pastoral traditions. We are seeking an inspirational, strategic and impactful school leader, with a solid understanding of the primary sector and a strong track record of achieving excellent outcomes for pupils. We are looking for a role model for pupils and colleagues, a leader who will nurture excellence in our pupils as part of our mission to deliver an extraordinary education.

The postholder will be an outstanding teacher with energy, vision and ambition. He/she will have excellent leadership and management skills, a real interest in curriculum issues and an enjoyment of all aspects of school life.

The successful candidate will work closely with the Headteacher on a daily basis and the Senior Leadership Team, comprising the Business Manger, Assistant Head (Teaching and Learning) and Assistant Head (Access and Inclusion).

The Deputy Head will ensure that the curriculum remains stimulating, the quality of teaching and learning is outstanding, support pastoral development, and help manage the day-to-day operation of the School.



This is a high-achieving school. Pupils have many varied opportunities to experience feelings of success.

Ofsted 2022



Closing date **5 December 2024**

Interviews **11 and 13 December 2024**

Please contact Mrs Giddings, for further details on 01905 454430 or email mgiddings@riverscofe.co.uk

Northwick is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo child protection screening

ABOUT US

Northwick Manor Primary School is a leading school in Worcester, and is part of the Rivers Church of England Academy Trust. We are a three-form entry school with places for 630 pupils, aged 4 to 11 years old.

For decades the School has served the community and has attained an excellent reputation for the quality of education and pastoral care it offers.

The School prides itself on the strong family ethos that filters down through every level of school life. Our aim is to provide an outstanding range of opportunities for developing well-rounded, confident and happy young people. Ours is a school where each individual is known, valued and nurtured.



Our pupils can, and do, pursue high academic standards whilst enjoying, and succeeding in, many other interests. Key to our success are high expectations and a strong culture of excellent pupil behaviour and effort leads to truly extraordinary learning.

Beyond the classroom, life at Northwick is exciting and fulfilling. Our many and varied co-curricular and enrichment opportunities offer every child the chance to gain confidence in whichever area they discover their interests lie.

Parents are supportive and interested. Staff are energetic and positive, providing an excellent education for the students and a warm, caring setting where pupils can flourish.

This is truly a remarkable and welcoming community to be a part of, for both staff and pupils.



Parents are highly supportive of the school and many praise its work

Ofsted 2022



ABOUT US

Curriculum

Our curriculum, underpinned by our values, makes Northwick learners inquisitive and resilient. The curriculum has been carefully designed to ensure coverage and progression and thus equipping our children with the skills to succeed in life.

Our curriculum is designed to set high expectations, combine transferable skills and develop strong cross curricular links.



Pastoral care

Northwick aims to create an environment that fosters mutual respect and tolerance in a happy, safe, caring, inclusive and secure environment, where students enjoy their schooling and feel that they belong. Individual students matter, and this inclusive approach to pastoral care is a key contributor to the School's academic success. Relationships amongst the pupils and the staff are excellent and our house system further fosters a sense of community across the School.



Co-curricular and Enrichment

Academic work is just the beginning, and we firmly believe that the additional opportunities we provide through our co-curricular and enrichment programmes are equally important, playing a vital role in equipping our pupils with the skills and experiences they will need to help them succeed in life at school and beyond.

ABOUT RIVERS ACADEMY TRUST

Our mission

Our mission encapsulates both what we do as a trust every day and the ambition we have for our community. Our mission embraces the character, purpose and future direction of our trust. It defines what we do and why we do it:

Extraordinary Education
Extraordinary People
Extraordinary Futures

The repetition of the word 'extraordinary' conveys our ambition to be bold and out of the ordinary in our thinking, in the education we provide and in the expectations we have for pupils and staff to be the best they can be now and in the future.

Our vision

The mission is substantiated by our vision statement, which sets out how this mission is realised:

Through an extraordinary education, we empower pupils to be life-long learners and see their limitless potential. Respectful relationships and an unwavering focus on discovering talents and interests, enable pupils to flourish and be extraordinary people. Together, we spark aspiration and drive achievement, so that pupils contribute positively to society and to their extraordinary futures in an ever-changing world.

Our values

Whilst each school's ethos and distinctive features are celebrated within our family of schools, we are united by our STARS values. These are the characteristics and behaviours that we all share. Our STARS values:

Sharing
Trust
Achievement
Respect
Safety

THE ROLE – MAIN PURPOSE

Job Title:	Deputy Headteacher
Department:	Senior Leadership Team
Hours of work:	Full time; with an agreed teaching commitment
Responsible to:	Headteacher
Responsible for:	Responsible for: Teachers, assigned Year Group Leaders and TAs
Remuneration:	The pay range for Deputy Headteacher is L7-L11 depending on experience

Northwick Manor Primary School is currently seeking to appoint a dynamic and dedicated professional to the position of Deputy Head. This full-time permanent role encompasses a breadth of responsibilities critical to the ongoing success and progression of our school. The Deputy Head, in partnership with the Headteacher, is central to shaping the school's ethos and vision.

The Deputy Head Teacher at Northwick plays a major role in supporting the Headteacher with the day-to-day management of the school as well as taking a lead role in the strategic direction of the school. The Deputy Head Teacher will be required to deputise and assume full responsibility for the school in the absence of the Headteacher. As a member of the leadership team, the Deputy Head Teacher will play a major role in formulating the culture, vision, aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives and monitor and evaluate progress towards their achievement.

Collaborating with a diverse team of teaching and support staff, effective communication is crucial. The Deputy Head must naturally foster a positive team spirit. An approachable and empathetic leadership style is essential in contributing to an encouraging atmosphere for both pupils and colleagues at Northwick.

THE ROLE – MAIN PURPOSE

Key purpose

The Deputy Headteacher will be responsible for working with and supporting the Headteacher on the following key school leadership and management areas. This will involve accepting responsibility for aspects of these key areas.

Strategic Direction and Development of the School

- Working with the Headteacher to contribute to a strategic view for the school in its community and analyse and plan for its future needs and further development within the local, national and international context
- Promote high expectations for attainment.
- Establish short, medium and long term plans to raise achievement across the school.
- Monitor the progress made in achieving subject/area plans and targets, and evaluate the effect on teaching and learning.
- Lead on a core curriculum subject or area and support Subject Leaders in their work throughout the school and to lead the development of teaching and learning.

Leadership and management

- Lead the intent, implementation and impact of the school curriculum.
- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes.
- Ensure excellent teaching in the school, including through training and development for staff.
- Establish a culture of 'open classrooms' as a basis for sharing best practice.
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge.
- Identify emerging talents, coaching current and aspiring leaders.
- Hold all staff to account for their professional conduct and practice.
- Be responsible for the mentoring and induction of newly qualified staff as required.
- Organise and supervise work experience students and volunteers
- Actively promote and support professional development opportunities for all staff; lead staff meetings and CPD sessions as required.
- Be involved in staff recruitment

Safeguarding

- Promote and safeguard the safety and welfare of children and staff
- To be the deputy designated safeguarding lead
- To ensure that statutory training is undertaken in defined timescales
- To cascade training information to relevant members of staff

THE ROLE

Teaching and Learning

- To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including the provision of cover for absent teachers.
- Establish and sustain high-quality teaching across all subjects and phases, based on evidence.
- Lead on the implementation of the school's approach to curriculum planning and sequencing so that the intent is clear and gaps in students' knowledge and skills are addressed and excellent progress over time.
- Alongside the SLT, monitor and evaluate the quality of teaching and standards of learning and achievement, to deliver the school's academic strategic objectives.
- Provide regular, diagnostic feedback for colleagues in a way that recognises good practice and challenges where necessary in a way that results in a tangible impact on students' learning.
- Lead on the development of policies and practices across the school that promotes inclusion and high achievement.
- Work with the Assistant Headteacher to devise and implement highly effective CPD programmes focused on enhancing learning.
- Promote a culture of development and coaching.
- Have an expert knowledge of national curriculum trends, issues and changes.
- Have a limited, but regular, teaching commitment (e.g. teaching maths and/or English sets, some release cover)

Accountability

- Supporting the Headteacher and Governors in accounting for the efficiency and effectiveness of the school to all relevant stakeholders
- In partnership with the Headteacher and Senior Leadership Team, provide professional leadership and management of Teaching and Learning throughout the school.
- Reflect on personal contribution to school achievements and take account of feedback from others
- Engage all staff in the creation, consistent implementation and improvement in schemes of work and curriculum plans which encapsulate key school learning strategies.
- Assist in creating and developing an organisation in which all staff recognise that they are accountable for the success of the school

Pastoral Care

- Play a key role in the maintenance of high standards and outstanding behaviour of children.
- Maintain an overview of the school's behaviour/bullying and PSHE policies and review with staff or revise as and when necessary.
- Support other staff in matters of discipline.
- Carry out the duties of the Deputy Designated Safeguarding Lead for the school.

THE ROLE

Efficient and effective deployment of staff and resources

- In consultation with, and by the direction of the Headteacher, deploy people and resources efficiently and effectively to meet specific objectives in line with the school's plan and financial context.
- Oversee and evaluate the subject/area budget allocation to ensure the budget is spent in line with the learning priorities and best value principles.
- Have responsibility for arrangements for cover for sickness and absence ensuring the effective deployment of staff and resources to ensure the best outcomes for children.

CPD responsibilities

- Plan and implement in-service training for the school
- Meet with staff to discuss their professional development needs, progress and training
- Develop and implement induction policies and programmes for new staff, including ECTs

Strengthening Community

- Engage effectively with our internal and external school community to deepen a sense of partnership.
- Collaborate with other schools and organisations in order to share expertise and bring positive benefits to our school and other schools.
- Collaborate at both strategic and operational levels with parents and carers, fellow professional and across multiple agencies for the well-being of others.

Specific Duties

- Deputise for the Headteacher in her absence
- Maintain a high profile in the life of the school through being a visible leader
- Manage and organise the day to day running of the school including necessary rotas, cover and timetables
- Contribute to a positive ethos for learning
- To ensure a school wide focus on achievement and standards
- Build on the school's curriculum vision to ensure it provides the richness, breadth, and depth needed for all students, including academically able students, those with SEND, and those from disadvantaged backgrounds.
- Create a culture where pupils experience a positive and enriching school life
- Promote the values and achievements of the school to the community
- To take an active role in the Schools Leadership Team, contributing to the development of identified areas leading to high standards of teaching, effective use of resource and improved standards of learning and achievement for all children
- Assist in the preparation, implementation and monitoring of the School Development Plan/SEF
- To lead and manage the professional development reviews of staff according to remit
- Undertake such reasonable activities as the Headteacher may, from time to time require

THE ROLE

Conditions of employment:

To be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions

Attention is also drawn to the requirements for planning, preparation and assessment time under which all teachers at a school with timetables teaching commitments have a contractual entitlement to guaranteed PPA time within the timetabled teaching day

The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy and Code of Conduct.

This role falls within the category of regulated activity, therefore you will be required to have an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our child protection policies and procedures.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.

PERSON SPECIFICATION

Person specification

The person specification is related to the requirements of the post as determined by the job description. Shortlisting is carried out on how well the candidate meets the requirements of the person specification in the job application.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Qualified Teacher Status• Degree qualification or equivalent• An excellent class teacher	<ul style="list-style-type: none">• Higher degree or equivalent• Professional development training in preparation for a leadership role• Experience of working in a multi-academy trust or equivalent family of schools
Experience	<ul style="list-style-type: none">• At least four years' post qualified teaching experience of a range of year groups• Proven track record of leading whole school improvement as SLT member and/or subject leader• Involvement in school self-evaluation and development planning• Line management experience• Experience of contributing to and leading staff development• Experience of conducting staff induction, mentoring and performance management	<ul style="list-style-type: none">• Experience of working in more than one school• Developing coaching and mentoring• Knowledge of the role of governors

PERSON SPECIFICATION

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Leadership of significant areas of the curriculum • Ability to set high and clear expectations, to hold others accountable for performance and the contributions they make to the school community • Experience of curriculum monitoring, review and development either in a subject area of learning area • Experience of planning for change, development and improvement • Secure knowledge and understanding of all curriculum requirements, new accountability frameworks and the national agenda in relation to the curriculum and assessment at all key stages. • Experience of curriculum design and timetabling • Evidence of good people management skills, including the ability to support, challenge and tackle underperformance 	
Skills, knowledge and abilities	<ul style="list-style-type: none"> • Expert understanding of innovative pedagogy • Knowledge and understanding of statutory assessment arrangements at KS1 and KS2 • Excellent knowledge of monitoring and school self-evaluation as a tool for improvement • Knowledge and understanding of effective strategies to manage the behaviour of pupils • Excellent knowledge of inclusion • Excellent understanding of safeguarding especially the safety and welfare of vulnerable and disadvantaged pupils 	

PERSON SPECIFICATION

	Essential	Desirable
Personal qualities	<ul style="list-style-type: none">• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school• Ability to work under pressure and prioritise effectively• Commitment to safeguarding and equality• Commitment to working with the wider school community• Able to use own initiative, seeing jobs completed ensuring decisions are made and solutions are focused on the best interests of the child• Ability and willingness to adapt to the changing needs in education and the various range of needs within the school• Ability to create a purposeful team atmosphere where every staff member feels valued• Listen, reflect and communicate effectively• Ability to think creatively• Enthusiasm, energy and commitment• High expectations for all pupils and the ability to inspire, challenge, motivate and empower others• A 'can do attitude' and an ability to solve issues as and when they arise	

HOW TO APPLY

How to apply: Emails should be sent with the subject header 'Deputy Head Teacher Northwick Manor Primary School' to Miranda Giddings at mgiddings@riverscofe.co.uk

Applications should comprise of the documents below, all of which can be downloaded from the school website at <https://www.northwickmanorprimary.co.uk/>

- A letter of application addressed to the Headteacher, Miss Nijjar, highlighting your interest and experience for the role, in support of your application (maximum 2 sides of A4).
- The completed Application Form.

Deadline for applications: 5th December 2024.

Interviews: Those shortlisted will be invited for interviews on 11 December and 13 December.

INTERVIEW

Our interviews measure your abilities and competencies for the role, as well as your overall fit with our working culture. All interviews are conducted by an appropriate panel who fully understand the requirements of the role. You may also be asked to undertake additional exercises such as a classroom teaching task, an in-tray task, or a presentation.

At interview, we will ask you questions about child protection procedures and your suitability to work with children.

If you are invited for an interview and have any special requirements, or require adjustments due to a disability, please make us aware prior to your interview date by emailing mgiddings@riverscofe.co.uk

The School will contact you via the email address provided if you have been successfully shortlisted for interview.

Northwick Manor Primary School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS)

