



**DEPUTY HEADTEACHER**  
**Airy Hill Primary School**  
**Recruitment Information Pack**  
**Closing date: Midday, Monday 24<sup>th</sup> April**  
**To start: 1<sup>st</sup> September 2023**

Waterstead Lane  
Whitby  
North Yorkshire  
YO21 1PZ

[www.airyhill.n-yorks.sch.uk](http://www.airyhill.n-yorks.sch.uk)

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## **Welcome from the Headteacher**

Dear Applicant,

May I take this opportunity to thank you for expressing an interest in applying for a position at Airy Hill Primary School.

Our school is at an exciting phase of development. You will be joining an extremely friendly and supportive team, who are driven to ensure that our pupils achieve the highest possible standards. As a school, we all work together so every child succeeds. The ability to collaborate and be open to personal and professional development is essential. If you are ambitious in your career, self-motivated and want to be the best that you can be, we would encourage you to apply.

We are incredibly proud of our pupils and we encourage you to visit our nurturing and rights-respecting school to see the Airy Aims and Vision in action.

During the application/selection process if you require special arrangements at any of the recruitment stages, please do not hesitate to contact the school.

Please ensure that you read all of the instructions for applying very carefully and complete the application form in full. Please do not attach any supplementary documents, as the application form is the only document we consider.

If this fantastic opportunity excites you, I look forward to your application. Please do not hesitate to contact me for further information.

**Sam Butters,  
Headteacher**

**Airy Hill Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As such the successful candidate will be required to undergo an enhanced DBS check.**

## Vision and Aims

### **Vision**

Working together so every child succeeds.

Broad and exciting learning opportunities to achieve the best we can.

A rights respecting, nurturing and positive learning community.

### **Values**

Educates the whole child through a world class curriculum.

Emphasises the rights of everyone and the importance of community.

Works in partnership with parents, carers and all stakeholders, including the local community.

Nurtures all children and actively cares for their wellbeing and social and emotional development.

A curriculum that educates pupils about the wider world and different cultures.

### **Aims**

We are resilient and tackle challenges.

We are polite and kind.

We are proud of our heritage.

We are confident and try new things.

We are happy and friendly.

We are artistic.

We respect the rights of others.

We represent the school at sports.

## Yorkshire Endeavour Academy Trust

### Our Vision and Values

#### Vision

- **Ethical** action for a world class education.
- **Nurturing** relationships at the heart of our communities.
- **Brave** leadership in a changing landscape.

#### Values

- Providing world-class education to all children through an ambitious curriculum.
- Encouraging curiosity and a lifelong love of learning.
- Wrapping around our community through an inclusive nurturing approach.
- Taking pride in local heritage whilst preparing our children to be global citizens.
- Collaborating with partners in education and universal services to support each child's unique journey.
- Highlighting and sharing excellent educational practice for the benefit of all.
- Growing and developing people in all roles to be their very best.

## **Schools in Yorkshire Endeavour Academy Trust**

### **Airy Hill Primary School**

Pupils succeed and flourish at our school. They achieve well across the whole curriculum. Our children love the outdoor spaces at school and they say learning at Airy Hill is fun. We are a nurturing, rights-respecting and pupil centred school. Our school vision runs deeply through the life of Airy Hill and is easily identified by anyone visiting us. We ensure our pupils have broad and exciting learning experiences and this is reflected in the way our pupils talk about school. Children learn about their local heritage as well as aspects of culture from around the globe – they value and celebrate the differences in each other. We work together so every child succeeds.



For more information about Airy Hill, please visit our website:  
[www.airyhill.n-yorks.sch.uk](http://www.airyhill.n-yorks.sch.uk)

### **Castleton Community Primary School**

Castleton currently has 53 pupils on roll across two classes: Acorns (EYFS/KS1) and Oaks (KS2). Outdoor learning is a key feature of our provision and children have regular opportunities to participate in a range of outdoor activities. Hidden behind our historic building are extensive grounds, which include tiered gardens featuring a pond, greenhouse, adventure play area, stage, quiet zone, forest school site and an outdoor classroom. Our children are also interested in music and the arts. Our parents are very keen to be involved in the life of the school and we have an active PTFA.



For more information about Castleton, please visit our website:  
[www.castletonprimaryschool.co.uk](http://www.castletonprimaryschool.co.uk)

## Glaisdale Primary School

Glaisdale school currently has 34 pupils on roll across two classes: Explorers (EYFS/KS1) and Adventurers (KS2). We have a relatively new staff team who have worked hard in recent months to develop our curriculum, sports offer, school council and EYFS provision.



### Glaisdale Primary School

Our children love the great outdoors and our rural location provides lots of opportunities for sport and adventurous activities. We would love our new teacher in charge to share this passion, taking the lead on improving our sports and PE provision in order to achieve local, regional and national recognition.

Staff have developed excellent relationships with our parents and 100% of those completing a recent survey said they would recommend Glaisdale to other parents.

For more information about Glaisdale, please visit our website:  
[www.glaisdaleprimaryschool.co.uk](http://www.glaisdaleprimaryschool.co.uk)

## Lealholm Primary School

Lealholm is a very welcoming school with a friendly atmosphere. The small pupil numbers encourage a family feel, where pupils from Reception to Year 6 happily learn, play, eat and celebrate together. All pupils can identify trusted adults within school, including those in non-teaching roles, to whom they could turn to if they had any worries. Positive attitudes and kind behaviour are celebrated and awarded in weekly assemblies.



Pupils have access to a wide range of activities, as well as taking on leadership responsibilities, including being on the school council and being reading buddy. Opportunities to work collaboratively with pupils from other schools within the Trust are actively planned into the school year. This provides pupils from our small village community with useful opportunities to develop confidence and build relationships with their peers beyond Lealholm, in preparation for their eventual transition to secondary school in the nearest town, almost 10 miles away.

For more information about Lealholm, please visit our website:  
[www.lealholm.n-yorks.sch.uk](http://www.lealholm.n-yorks.sch.uk)

## Oakridge Community Primary School

Oakridge Community Primary School is situated in a most beautiful part of the country: the village of Hinderwell located between the North Yorkshire Moors and the North Sea coast.



We are a designated Community Primary School, including a nursery and cater for children between the ages of 3 and 11. The children are organised into two classes: Dolphin Class for KS2 pupils and Seahorse Class for EYFS and KS1 pupils.

We provide a rich and exciting curriculum in a safe and caring environment, where children flourish and have the opportunity to build positive relationships, make reputable choices and be inspired to become innovative life-long learners.

We recognise that parents and carers are an integral part of our family of schools, and we strive to work with them to make positive contributions to our local communities.

For more information about Oakridge, please visit our website:

[www.oakridge.n-yorks.sch.uk](http://www.oakridge.n-yorks.sch.uk)

## West Cliff Primary School

West Cliff Primary School is a warm and friendly community school that provides education from children aged 2-11. It currently has 210 children on roll, divided into 8 classes (one for each year group). One of our classes is a nursery class that takes children from 2 years old. The school mainly takes children from the west side and the centre of Whitby - but is accessible from all parts of the town.



We pride ourselves on providing a warm and welcoming environment for children and adults alike, and we strive to provide the very best standard of education possible for our children.

The school has a before and after school club (The Ocean Fun Club), offering wraparound care for children from 7.45 until 5.15. This is open to all children including our nursery children.

We are a Beach School as we believe that the beach is a fantastic resource that can be used, both to learn and have fun on.

For more information about West Cliff, please visit our website:

[www.west-cliff.n-yorks.sch.uk](http://www.west-cliff.n-yorks.sch.uk).

## **Application Process**

The closing date for all applications is **Midday, Monday 24<sup>th</sup> April 2023**

Interviews will be held on **Friday 5<sup>th</sup> May 2023**

**Completed applications must be returned to [NYES.Resourcing@northyorks.gov.uk](mailto:NYES.Resourcing@northyorks.gov.uk)**

**If you think you're the person for the job, please complete the enclosed application form with your supporting statement, and send to the email address above by the closing date.**

An email will be sent to shortlisted candidates with details of the interview process.

### **Queries**

An informal conversation about the post with the Headteacher, Sam Butters, is welcomed. For queries or to arrange a call with the Headteacher, please contact **Mrs Harland at [admin.airyhill@yeat.co.uk](mailto:admin.airyhill@yeat.co.uk) or on 01947 602688.**

We actively welcome you to contact us to chat through the role and talk informally about the school/post and how working here will make a real difference to the children and young people in the area.

## **Job Description**

### **Main purpose**

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The deputy headteacher, under the direction of the headteacher, will take a major role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- Monitoring and developing teaching and learning across school
- Managing and improving pupil attendance
- Managing and developing middle leaders
- Inspiring staff to achieve outstanding outcomes

If the headteacher is absent, the deputy headteacher will deputise, as directed by the governing board. The deputy headteacher will also be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

### **Qualities**

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The deputy headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Demonstrate the school's vision and aims
- Drive and inspire to inspire teachers to improve teaching and learning and to achieve outstanding outcomes
- Rigorously investigate attendance issues and act accordingly

## Duties and responsibilities

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### School culture and behaviour

Under the direction of the headteacher, the deputy headteacher will:

- Significantly contribute to our culture where pupils experience a positive and enriching school life; including developing an outstanding approach to teaching and learning
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism developing middle leaders
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Use the Trust's attendance policy to encourage excellent attendance across school.

### Teaching, curriculum and assessment

Under the direction of the headteacher, the deputy headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching across school is underpinned by subject expertise
- Effectively use formative assessment to inform whole school strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum through whole school curriculum development
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Use of evidence-based approaches to improve attendance across school

## **Additional and special educational needs (SEN) and disabilities**

Under the direction of the headteacher, the deputy headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Work alongside the SENCo to ensure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Work alongside the SENCo to ensure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

## **Organisational management and school improvement**

Under the direction of the headteacher, the deputy headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Ensure these school improvement strategies are effectively implemented

## **Professional development**

Under the direction of the headteacher, the deputy headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs
- Link performance management of others to CPD needs.
- Deliver CPD to all staff members to improve performance and teaching and learning

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## **Governance, accountability and working in partnership**

Under the direction of the headteacher, the deputy headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve
- Work in conjunction with attendance welfare to improve attendance

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

### Person Specification

Category	Essential	Desirable	Identified
Qualification	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Degree</li> </ul>	<ul style="list-style-type: none"> <li>• NPQ</li> </ul>	Application
Experience	<ul style="list-style-type: none"> <li>• Curriculum management of core subject area- planning, teaching modelling and assessment</li> <li>• Experience of working in more than one Key Stage</li> <li>• Experience of successfully demonstrating impact of school improvement change in school</li> <li>• Experience of successful management of change that led to an increase in standards</li> <li>• Experience of relating performance management to staff training and development and improving outcomes</li> <li>• Experience of driving curriculum development and of monitoring the impact of development on pupil achievement</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in EYFS/KS1 and KS2</li> <li>• Experience of successful staff recruitment, appointment and induction</li> <li>• Experience of working as an LLE, SLE or consultant</li> </ul>	Application/ interview

	<ul style="list-style-type: none"> <li>• Experience of contributing to the school evaluation cycle</li> <li>• Experience of developing and inspiring Middle Leaders</li> </ul>		
Professional Development	<ul style="list-style-type: none"> <li>• Experience of attending CPD in relation to leadership and management</li> <li>• Experience of delivering CPD for others</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering CPD for leadership and management</li> </ul>	Application
Skills and Knowledge	<ul style="list-style-type: none"> <li>• Demonstrates outstanding subject knowledge</li> <li>• Skills in driving, inspiring and motivating staff to achieve outstanding standards</li> <li>• Ability to communicate effectively with all stakeholders</li> <li>• Ability to build on current achievements to raise standards</li> <li>• Have a clear understanding of the recent Ofsted framework</li> <li>• Ability to create a shared vision; inspiring and motivating other to achieve it</li> <li>• Ability to address challenge or</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of current educational issues and their relevance to the school</li> </ul>	Application/ interview/ references

	conflict to sustain a school improvement initiative		
Personal Attributes	<ul style="list-style-type: none"> <li>• Appreciation of the importance of exploration and development of effective and innovative approaches to school improvement</li> <li>• Ability to build and sustain effective working relationships and partnerships with staff, governors, parents/carers and the wider community and demonstrate enthusiasm and sensitivity while working with others</li> <li>• Ability to work in partnership with schools, key agencies and organisations</li> </ul>		Application/ interview/ references

**This post is subject to safer recruitment measures, including an enhanced check via the Disclosure and Barring Service**