

# Cherry Burton C of E Primary School

## DEPUTY HEADTEACHER RECRUITMENT PACK



# Cherry Burton C of E Primary School

---

*Roots to Grow, Wings to Fly*

Dear Applicant,

On behalf of the Governing Body, I would like to thank you for the interest you have shown in our vacancy for the post of Deputy Headteacher at Cherry Burton C of E Primary School. Contained within this pack you will find the Job Description and Person Specification, as well as general information about the school.

This post has become available due to the promotion of our highly regarded, current Deputy Headteacher and provides a rare and exciting opportunity for a proven leader to join our existing Senior Leadership Team and contribute to the successful future of the school.

The school was graded good by Ofsted in May 2022 and outstanding for SIAMS in 2017. As a Church of England school, we are very proud of our warm and welcoming ethos that is underpinned by our six Christian values. In 2022, our ethos was recognised with an accreditation from Nurture UK. We strongly believe that in order to ensure every single child (and adult) can achieve their full potential, they should be celebrated as individuals and supported if facing difficulty in any areas. We use the Boxall profile alongside academic assessments to gain a holistic picture of the strengths and challenges for every pupil at our school.

In September 2023, our commitment to providing an inclusive environment, where all pupils can flourish, was recognised by the Local Authority as we were given the go ahead to open an Enhanced Resource Provision for pupils with Autism. Following a comprehensive refurbishment of an existing property on the school site, we were able to open 'The Ark'. The building contains a purpose-built sensory room, a life skills nurture space, a classroom with large outdoor area, a speech and language snug and a meeting room. It not only supports pupils who have been allocated a place in the provision, but provides invaluable intervention space for a range of pupils within our mainstream school. It even provides a weekly home for Barney, our Pets as Therapy reading dog!

As part of our work with Nurture UK, we are not only committed to promoting the mental health and well being of our children, but of all members of our school community. Every member of staff has access to a range of services, including counselling, physiotherapy and private GP appointments amongst a range of other options.

We are committed to the development of staff, with a number of our staff accessing NPQs. Our school development cycle and associated CPD is informed by current evidence and research ensuring that despite being a small school, we remain forward thinking to ensure we are providing the very best education for all. Our leadership and teaching strength have been recognised by both the Local Authority and the Diocese and as a result, we provide school to school support for other schools and mentoring for other colleagues.

As a school, we place high importance on our children accessing the outside. Every child in school undertakes the Daily Mile. We also have a trained Forest School lead and have and continue to place significant investment in developing our Forest School space.

If you are interested in finding out more about our school, then please visit [www.cherryburtonprimary.co.uk](http://www.cherryburtonprimary.co.uk)

Thank you for taking the time to finding out more about our wonderful school and this exciting role,

Dawn Joy  
Headteacher

## Deputy Headteacher Cherry Burton C of E Primary School

**Start Date:** 1<sup>st</sup> January 2025 (or sooner if mutually agreeable)

**Salary Range:** L3 – L7

**NOR - 202**

Cherry Burton CE Primary School is seeking to appoint an inspirational and highly effective Deputy Headteacher to lead Curriculum development and Maths across the school. The successful candidate will have a 0.7 teaching responsibility in Key Stage 2 with release time in order to be able to fulfill the leadership requirements of the role.

The successful candidate will work with the Senior Leadership Team to ensure that every child is provided with a special place to learn and succeed and will share a passion and commitment to providing a high quality of education and care for our pupils and whole community. They will have the energy and drive to fulfil a commitment to our young people that they become the very best they can be, whilst having responsibility for ensuring we continue to offer a broad, balanced and effective curriculum.

If you are determined about making a difference to the lives of our young learners and have the vision, initiative and enthusiasm to help shape the strategic direction and development of our school, then we would be delighted to receive your application.

**How to Apply:** For a full application pack please visit East Riding of Yorkshire Council website – [www.eastridingcouncil.jobs](http://www.eastridingcouncil.jobs)

**Tour of the School:** Potential applicants are encouraged to visit the school for a tour and an opportunity to meet Dawn Joy – Headteacher Please contact Tracey van den Ban - School Business Manager by email on [cherryburton.primary@eastriding.gov.uk](mailto:cherryburton.primary@eastriding.gov.uk) or by phone on 01964 550445 to arrange a mutually convenient date and time.

**Closing Date:** Wednesday 3<sup>rd</sup> July 2024

**Shortlisting Date:** Thursday 4<sup>th</sup> July 2024

**Interview Date:** WC 15<sup>th</sup> July 2024

## **JOB DESCRIPTION – Deputy Headteacher**

**Responsible to:** Headteacher and Governing Body

### **Main Purpose of the role:**

- To be a member of the Senior Leadership Team.
- To lead on teaching and learning and curriculum development across the school.
- To assist the Headteacher in the organisation, management and development of the school, carrying out specific duties for the role.
- To have class teacher responsibility and carry out teaching duties.
- To assume responsibility in the absence of the Headteacher
- To be responsible for promoting and safeguarding the welfare of children within the school in the role of Deputy Designated Safeguarding Lead.
- To carry out the duties of this post in line with the remit outlines in the School Teachers' Pay and Conditions document.

### **Leadership and Management Duties and Responsibilities:**

#### **Managing the organisation**

1. Contributing to the effective day to day management and organisation of the school
2. Deputising in the absence of the headteacher
3. Communicate the school's vision compellingly and support strategic leadership
4. Support with the promotion of the school's Church School distinctiveness
5. Helping with the provision of training and support for all staff as required
6. To assist the Headteacher and School Business Manager in the deployment of the delegated budget for the school
7. Contribute to the regular evaluation of the impact of resources in relation to the quality of education of the pupils and value for money.
8. Supporting the staff and governors in fulfilling their responsibilities in relation to teaching and learning outcomes
9. Promote and protect the health and safety and welfare of children and staff

#### **Leading Curriculum and Assessment**

1. Providing an example of 'excellence' as a leading classroom practitioner, using evidence-based research and the purposeful utilisation of technology to inform, inspire and motivate other staff to have high expectations and develop their own practice
2. Working with the Senior Leadership Team to sustain high expectations and excellent practice in teaching and learning throughout the school which includes remote learning
3. Be responsible with the Headteacher, for the process involved in monitoring the effectiveness and quality of teaching and learning including planning, and work sampling to ensure that teaching objectives are met, momentum and challenge are maintained and best use is made of teaching time
4. Be responsible for ensuring that end of Key Stage assessments are accurate through moderation and that staff have been supported throughout the assessment process
5. Share responsibility for the analysis of key school performance data, to ensure priorities are appropriate and improvement in standards is promoted.

6. Seek to develop and enhance a broad and rich curriculum which meets the needs of the range of pupils in the school by reviewing the learning outcomes for all children
7. Evaluate and enhance the development of a curriculum which provides pupils with opportunities to enhance their learning within the wider community.
8. Lead on the provision of Maths across the school.
9. Oversee the development of effective timetabling, which meets and responds to the needs of pupils within the statutory frameworks and the resources available.
10. Work with the whole staff to develop a strong learning environment that has at its centre high expectations of learning, performance, academic achievement and behaviour
11. Ensuring that the teaching of basic skills and the recording of impact is consistently high across the school;
12. Leading the whole staff to ensure that all teaching and learning policies and protocols are in place and up to date
13. Contribute to the reporting of the performance of the school to parents, carers, governors and other key partners as necessary.

### **Quality and Knowledge**

1. Working with the Senior Leadership Team to sustain high expectations and excellent practice in teaching and learning throughout the school
2. Be responsible with the Headteacher, for the process involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school, including lesson observations, statistical analysis and set targets for improvement
3. Play a leading role in the school improvement planning process, through agreed priorities and reflecting specifically on personal areas of responsibility
4. Contribute to the school's self-evaluation process, including writing the SEF, devising and monitoring improvement action plans and other policy development
5. To assist the Headteacher and School Business Manager in the deployment of the delegated budget for the school
6. Contribution to the creation of a supportive ethos and stimulating school environment
7. Be responsible for promoting and safeguarding the welfare of children and young people in the school
8. To lead on the production and review of school policy and guidelines on teaching and learning

### **Pupils and Staff**

1. Leading a range of people in a variety of teaching and support roles in raising standards through staff performance management
2. Working with the Senior Leadership Team to lead, motivate, support, challenge and develop staff to secure continual improvement including his/her own continual professional development
3. Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained and best use is made of teaching time
4. Promote a culture of inclusion within the school community where all views are valued and taken account of
5. Set high expectations for children's' behaviour across the school; establishing and maintaining a good standard of discipline and positive and productive relationships
6. Support the development of the curriculum by reviewing the learning outcomes for all children
7. Monitor the effectiveness and quality of teaching and learning through the curriculum including planning, and work sampling to ensure there is an effective curriculum
8. Participate in the selection and appointment of teaching and support staff, including overseeing the work of supply teachers, as required
9. Work with the whole staff to develop a strong learning environment that has at its centre high expectations of learning, performance, academic achievement and behaviour
10. Ensure that the teaching of basic skills and the recording of impact is consistently high across the school;

11. Work with the SLT in ensuring an appropriate programme of professional development for all staff, in line with the school improvement plan and appraisal including coaching and mentoring as appropriate
12. Being responsible for the management and induction of new staff and overseeing teaching practice students and Early Career Teachers (ECT)

### **Systems and Processes**

1. Promote and protect the health and safety and welfare of children and staff
2. Contribute to the school's ethos and vision
3. Organising and holding meetings when required including with outside agencies
4. Lead the whole staff to ensure that all curriculum and assessment policies and protocols are in place and up to date
5. Work with the Headteacher to monitor staffing and curriculum timetables to ensure effective and efficient teaching strategies

### **The Self-improving Church School**

1. Support the Headteacher and governors in establishing a vision for the future of the school
2. Respond to an understanding of the diversity of the school community, promoting equality of opportunity
3. Inform the SLT and the Governing Body of standards and of developments in the curriculum and assessment, including the production of reports
4. Support the development of the school within the community; strengthening partnerships with other schools and services thus enhancing community cohesion
5. Promote the positive involvement of parents and carers in school life; leading parents' meetings, annual reviews and welcoming parents into all aspects of school life
6. Playing a full part in the planning and organisation of all school activities, functions and events; including an active involvement in the extra-curricular life of the school.
7. Ensure the successful planning and delivery of Collective Worship across the school
8. Work in conjunction with the Headteacher to continue to develop Church School effectiveness in line with the current SIAMS framework

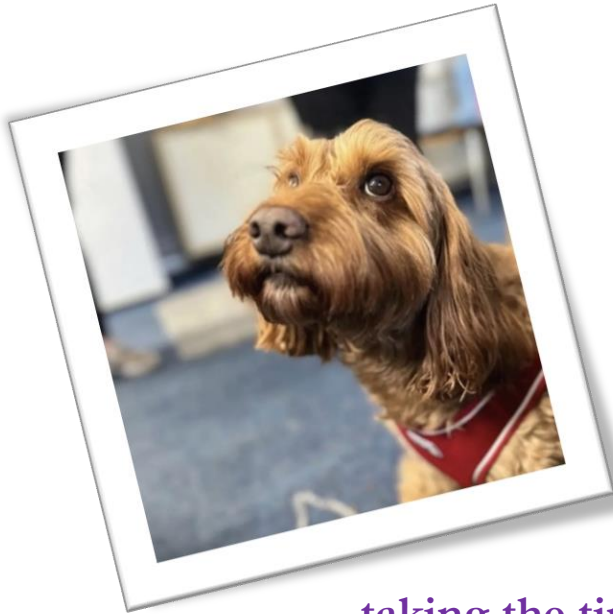
Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

## PERSON SPECIFICATION – ASSISTANT HEADTEACHER (CURRICULUM AND ASSESSMENT)

QUALIFICATIONS AND EXPERIENCE	Essential or Desirable	Application References Interview
Qualified Teacher status	E	A
Experience of holding a teaching and learning responsibility in a Primary school	E	A/I
Experience of teaching in both KS1 and KS2, leading a core subject and monitoring these throughout the school.	E	A
Experience of being a part of a Senior Leadership Team.	D	A/I
Experience of leading staff training to drive improvement.	D	A/I
CURRICULUM AND TEACHING		
Knowledge and understanding of the curriculum across the appropriate age range.	E	A/I/T
Experience of ensuring teaching is underpinned by high levels of subject expertise and that effective use is made of assessment.	E	A/I
Experience of ensuring staff have manageable assessment procedures in place and use this to effectively plan the next steps of learning.	E	A/I
Experience of analysing data to inform School Development Plans.	E	A/I
Ability to establish and sustain high-quality, expert teaching across all subjects and phases.	E	A/I
Ability to ensure that ambitious expectations are held for all pupils with additional and special educational needs and disabilities.	E	A/I/T
Experience of establishing and sustaining culture and practices that enable pupils to access the curriculum and learn effectively.	E	A/I/R
Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally.	D	A/I
CULTURE AND ETHOS		
Uphold ambitious educational standards, which prepare pupils from all backgrounds for their next phase of education and life for all pupils, overcoming disadvantage and advancing equality, leading to rich curriculum opportunities and pupils' well-being.	E	A/R
Establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils.	E	A/I
Assist with creating a culture where pupils experience a positive and enriching school life.	E	A/I/T
Ensure a culture of high staff professionalism and ensure staff have access to high quality, sustained professional development opportunities.	E	A/I
Promote positive and respectful relationships across the school community	E	A/I

in a safe, orderly and inclusive environment.		
Establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community.	E	A/I/R
<b>ETHICS AND PROFESSIONAL CONDUCT</b>		
Build relationships rooted in mutual respect, and at all times observe proper boundaries.	E	A/I
Show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity.	E	A/I/T
Know, understand and act within the statutory frameworks which set out professional duties and responsibilities.	E	A/I
Report the performance of the school to parents/carers, governors and other key partners as necessary in a professional manner.	E	A/I
Take responsibility for own continued professional development, engaging critically with educational research and make a positive contribution to the wider education system.	E	A/I
<b>ORGANISATIONAL EFFECTIVENESS</b>		
Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care.	E	A/I
Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.	E	A/I
Ensure staff are deployed and managed well with due attention paid to workload.	E	I
Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently.	E	I/R
Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time.	E	I/R
Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community.	E	A/I/R
Understand and welcome the role of governance, upholding their obligation to give account and accept responsibility.	E	A/I/R
Ensure that staff know and understand their professional responsibilities and are held to account.	E	A/I
<b>SAFEGUARDING</b>		
This post is subject to a satisfactory enhanced DBS disclosure		
Demonstrate a commitment to safeguarding and the welfare of children and young people.	E	I
Ability to form and maintain appropriate relationships and personal boundaries.	E	R/I
Emotional resilience in working with challenging behaviours.	E	R/I
Appropriate use of authority and discipline.	E	R/I/T





**Thank you for  
taking the time to read our Recruitment Pack.  
We look forward to receiving your application.**