

Cippenham School

Deputy Headteacher
Job Application Pack
July 2023

*Honesty - Kindness - Respect
Resilience - Independence - Growth Mindset*

Welcome from Jatinder Virk, Headteacher

I am delighted that you are interested in this role at Cippenham School and I thank you for taking the time to read this pack.

I believe we are a truly incredible place, our children, our families and our staff are key to that. I do feel very blessed and privileged to be the Headteacher. Since taking on the role, there has been much to do, an amalgamation during the pandemic meant we started our journey at a disadvantage. However, 'hand on heart' I can say that the provision we now offer our children is vastly improved. Our expectations are high for our children and staff. We want to be a 'centre of excellence' in teaching and learning and we want to be a 'community hub.' We do have waiting lists and we want to continue to be the school of choice for our community.

We have a new Senior Leadership Team who are experienced, driven and visionary. We want to coach, develop and mentor our staff. We want to give our children all the opportunities they deserve. We are a large school. We need a second Deputy Headteacher to join our team to enable us to be the 'best we can be'.

We want the right person, not just any person to join our team and support the journey of Cippenham School to 'greatness.' If you are an experienced, energetic, resilient and positive leader then we need you!

This could be the role you have been working towards, the opportunity you are looking for.

Come and visit, find out what we are about. www.cippenhamschool.org.uk



'Be the best you can be'

Cippenham School

We are a five form entry Primary School that was formed on the 1st September 2020 from the amalgamation of Cippenham Infant School and Cippenham Primary School.

The pandemic has had an impact on education nationally however for Cippenham there were additional struggles:

- Two schools becoming one
- New Trust introduced
- New Headteacher appointed
- The impact of the covid restrictions on the layout of our school site meant that there were little to no opportunities for staff to mix for 18 months

Throughout this time there have been numerous reviews and changes made to the operational systems of the school as well as a determined focus on the continual improvement and review of our teaching, learning and curriculum provision.

Honesty - Kindness - Respect - Resilience - Independence - Growth Mindset

Are you our future Deputy Headteacher?



We are Cippenham School and we have lots of lovely people here from all around the world.

Our minds are full of stimulation and we are very creative.

We are also about having fun, being happy and making school enjoyable for all. Everyone is welcome here at Cippenham School.

We have six key values that everyone tries to follow: Honesty, Kindness, Respect, Resilience, Independence and Growth Mindset.

We are looking for a Deputy Headteacher who has all of these values and who would offer fantastic classroom experiences.

We would like a Deputy Headteacher who will make time for us and show us dedication. You should be committed to teaching, be built to take on challenges and be able to fulfil all of our school requirements.

We would like you to:

- Put aside time so pupils can share work with you
- Put time, energy, commitment and effort into your job
- Have an impartial nature
- Be ready to share opinions that will help us
- Let us have fun
- Have a creative mind
- Influence and guide us to follow our dreams
- Be a good storyteller
- Cooperate well with pupils and other members of staff
- Be the best you can be

Thank you for taking time to read this. Whoever you are, we are looking for you, the right person for this amazing job. Good luck!

Yours sincerely,

Year 6 Students
Cippenham School

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Where we are now:

- A broad, balanced curriculum since September 2022
- Our children love 'learning'
- Behaviour has improved
- Staff are committed to our school vision
- Informed subject leaders
- Progress has improved but needs to improve further in writing and maths
- Year R provision has been 'revamped' and is in a good place
- A Senior Leadership Team in place
- We have new Year Leaders taking up role in September
- We have a new Deputy Headteacher taking up role in September

Our priorities are:

- Further improving writing, oracy, maths
- Raising the profile of Reading for pleasure
- Embed the foundation subjects
- To have inclusion at the heart of all that we do by adapting lessons
- Further improving learning behaviour
- Improve lunchtimes
- Further raising the profile of mental health and wellbeing
- Further improve curriculum enrichment



Welcome from Hugh Greenway Chief Education Officer

The Elliot Foundation is a successful, charitable multi-academy trust specialising in primary academies. We consist of 32 schools spread across 3 different regions in the UK (London, East Anglia and West Midlands.)

The simple reason that you are considering a job with the Trust makes you one of the good guys. On behalf of the thousands of children currently in Elliot Foundation schools and those yet to join us, thank you. Without people like you, there would be no future for our society or our world. You can play a pivotal role in growing a multi academy trust which supports schools to develop not just children's skill sets but their lifelong attitudes to learning and their moral compass.

Working with The Elliot Foundation will mean you will be given continued opportunities to challenge and develop your skills and work with a variety of experienced and skilled colleagues. If you have the ambition for yourself and that staff and children in our care, we will take you as far and sometimes further than you believed possible. I look forward to working with you.

www.elliottfoundation.org.uk

Honesty - Kindness - Honesty - Resilience - Independence - Growth Mindset

Our Vision

- Our children are kind, honest, respectful, resilient and have a growth mindset
- Our children learn to love, respect and celebrate this great world we live in
- To ensure every child, every member of staff and every family 'belongs' and we support them to be the 'best they can be'
- To ensure every child is given a solid foundation to base their learning upon, have experiences and opportunities which give them the knowledge, skills and confidence to transition successfully to each stage of their learning journey
- Every child has a voice, is confident, fluent and informed as the curriculum offer experienced ensures quality opportunities in academia, the arts, computing, sports and life.

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Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status (QTS). • Evidence of continuous professional development. • Evidence of further training in leadership and management. 	<ul style="list-style-type: none"> • Experienced Designated Safeguarding Lead.
Safeguarding	<ul style="list-style-type: none"> • Commitment to the protection and safeguarding of children. • Up to date knowledge of relevant safeguarding legislation and the ability to promote a culture of safeguarding across the school community. • Level 3 DSL Safeguarding qualifications. • Understanding and commitment to promoting and safeguarding the welfare of all pupils. 	<ul style="list-style-type: none"> • Experience of varied behaviour policies and strategies. • Some experience and/or understanding of the provision of nurture support. • An advocate for the mental health of staff, children and families.

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<p>Experience</p>	<ul style="list-style-type: none"> • At least 5 years of successful classroom experience within the primary age range. • Proven record of exemplary teaching which has ensured good progress and achievement for pupils • Experience of monitoring and evaluating curriculum delivery. • Additional Teaching and Learning responsibilities eg. Key Stage leadership. • Experience as a Senior Leader in another setting. 	<ul style="list-style-type: none"> • Experience of teaching across different key stages. • Existing Deputy Headteacher. • Worked in a minimum of 2 schools.
<p>Strategic Leadership</p>	<ul style="list-style-type: none"> • Ability to analyse data, develop strategic plans, set targets and monitor/ evaluate progress towards these. • Ability to articulate and share the vision of Cippenham School. • Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement. • Ability to delegate where appropriate and to support others in undertaking responsibilities. • Commitment to equal opportunities. 	<ul style="list-style-type: none"> • Experience of undertaking effective performance management. • An understanding of financial and resource management. • Experience of managing underperformance.

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<p>Teaching and Learning</p>	<ul style="list-style-type: none"> • Clear understanding of what good quality teaching and learning looks like and coaching skills to support rapid improvement in others. • Secure understanding of the requirements of the national curriculum. • Knowledge and understanding of reasonable adjustments and strategies that promote inclusive classrooms. • Secure knowledge of assessment and moderation strategies that ensure accurate outcomes, tracking and monitoring of pupil data. • Experience of effective monitoring of teaching and learning. • Clear understanding of the characteristics of successful behaviour management. 	<ul style="list-style-type: none"> • Experience in identifying and supporting vulnerable groups effectively.
<p>Pupil Provision and Attainment</p>	<ul style="list-style-type: none"> • Support and develop effective teaching and learning through mentoring, coaching and team teaching. • Support and develop colleagues to meet personal and professional targets. • Ensuring planning is adapted to meet pupils' needs. • Analysing pupil progress using tracking systems to set targets and inform school improvement. • Ensure school checkpoints provide data to all stakeholders efficiently (School, Trust, LA, DfE). • Work with year leaders and class teachers to rapidly improve pupil outcomes. 	

Knowledge and Skills	<ul style="list-style-type: none"> • Ability to communicate effectively, orally and in writing to a range of audiences; e.g. staff, children, parents. • Knowledge of ways in which links with external agencies can be used to extend learning opportunities for pupils. • Excellent personal organisational skills. • Ability to prioritise workload and work to specific deadlines. 	
Personal Attributes	<ul style="list-style-type: none"> • High expectations of their role and awareness of the impact they need to make. • High expectations for all pupils. • Ability to inspire, challenge, motivate and empower others. • Belief in and ability to foster a honest, fair, open, respectful and supportive culture. • A 'can do attitude' and an ability to solve issues as and when they arise. • Resilient. • Self-motivation and a commitment to continued professional development. 	<ul style="list-style-type: none"> • Experience of working with other stakeholders and/or members of the community e.g. Friends/PTA association.

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Safeguarding Children and Young People

Cippenham School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Right to work in the UK
- Health
- Identity
- Relevant work qualifications
- Barred list check
- Disclosure & Barring Service check
- References
- S128 check (where relevant)
- Childcare Disqualification Declaration check

Mandatory Training:

- Child Protection Level 1
- Prevention of Radicalisation
- FGM
- Keeping Children Safe in Education
- E-safety

Respect - Kindness - Honesty - Perseverance - Independence - Growth Mindset

How to Apply

We hope that you have found this information useful and informative. Further details can be found at www.cippenhamschool.org.uk

If you wish to arrange an informal discussion or a visit to Cippenham School in relation to this specific role, please do not hesitate to contact our HR team via email at hr@cippenhamschool.org.uk or via telephone on 01628 604665.

Visits are essential.

To apply please submit a letter of application and a completed [application form](#) which can be found on our website.

Closing date: Monday 2nd October 2023 at 9am
Interviews: Wednesday 11th October 2023

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