



WELCOME

ABOUT US

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# Cippenham School

Deputy Headteacher  
Job Application Pack  
February 2023

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

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## Welcome from Jatinder Virk Headteacher



I am delighted that you are considering applying for this incredible opportunity at Cippenham School and I thank you for taking the time to read this pack.

We are looking to appoint a inspirational, committed leader who will further enhance both our leadership team and the lives and learning of our children. This is such an exciting time to join our school, we are looking for that right person who is going to work tirelessly and make us the best school that we can be.

I am incredibly proud to be the Headteacher at Cippenham School. It is the most amazing school because we have the most incredible children. Our children love to learn. They come into school excited and ready for each new day. Our parents are so supportive of all that we do, and our staff are amazing, they always put our 'children first.' We are committed to developing our staff so that they can also be the best they can be, because that is what our children deserve.

Cippenham School is an academy within the Elliot Foundation Trust. Working within the Trust brings such great opportunities for us all. Children and staff across our 32 schools are one community. We share best practices, we collaborate, we 'maggie' ideas openly and we come together to celebrate our successes. We support each other to rise.

I hope that you are able to visit our school, we look forward to welcoming you.

[www.cippenhamschool.org.uk](http://www.cippenhamschool.org.uk)



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## 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](http://www.elliottfoundation.org.uk)



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# Are you our future Deputy Headteacher?



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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: Respect, Tolerance, Growth Mindset, Kindness, Independence and Honesty.

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 your 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

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

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## Our Vision

- To be the school of choice for our community because our provision for each and every child is strong.
- A school where the excitement of learning is heard and felt. The learning environment celebrates our children.
- Our children have a voice. Students are confident, fluent and informed because the curriculum offer they are experiencing ensures that they have the opportunity to become the best that they can be, in academia, the arts, IT, sports and life skills.
- Our children are kind and respectful. Together we celebrate this great world we live in.
- A school where every child belongs.

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

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# Who we are

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.



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## Where we are

We are on a journey to make Cippenham School the school of choice and we have worked so hard making many improvements but we recognise that there is still so much more to do.

The children genuinely love their school, the opportunities that we offer and their learning. Our children deserve the best and we want people in our team that bring energy, enthusiasm and ideas that will further enhance their school experience.

### Our priorities are:

- Further improving teaching, learning, progress and achievement
- To have inclusion at the heart of all that we do
- Embedding excellent standards of curriculum provision
- Further improving learning behaviour
- Further raising the profile of Mental health and Wellbeing
- Further enriching school provision

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## Main Duties

### Leadership and Management

- Be an effective and positive role model across the school exemplifying high standards of teaching, timekeeping, pupil behaviour, organisation and classroom management.
- Be a proactive member of the Leadership Team and meet regularly with the Headteacher and senior colleagues, as required.
- With the Headteacher and senior staff, take responsibility as required, in the effective leadership, management and organisation of the school.
- Lead by example to motivate and maintain highly positive staff morale.
- Participate in the school performance management processes, according to the school policy and guidelines.
- Line manage identified staff across the school, as required
- Take an interest in, and actively support all aspects of school life and development.
- Lead and assist in the selection and recruitment of staff as required.

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## Core Purpose of the Job

- Work in partnership with the Headteacher and SLT to make Cippenham School a learning hub of the local community, where every child is supported to be the best they can be.
- Be the Safeguarding Ambassador for Cippenham and ensure consistently high standards for the welfare of the children and school community.
- Be the SLT Lead for Attendance.
- Lead in the corporate responsibility for the well-being and behaviour of all children and staff keeping mental health and wellbeing at the forefront of all school initiatives.
- Proactively lead staff and resources as required.
- Promote positive relationships and work collaboratively and in consultation with colleagues.
- Promote positive relationships with parents and carers.
- Teach as required.
- Carry out the duties of a teacher as described in the current School Teachers' Pay and Conditions Document with particular reference to the conditions of employment for Deputy Headteachers and the school's policies. Undertake such duties as the Headteacher may reasonably direct from time to time.
- Support the Headteacher and deputise for the Headteacher in their absence.

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## Pastoral Care

- Planning, preparation and review of the School's Behaviour Policy and Anti-Bullying Policy.
- Oversee and set the tone for pastoral care, ensuring that pupils are cared for and that expectations are high.
- Oversee break and lunchtimes to ensure they are a safe, enjoyable time for all children and staff.
- Ensure that pupils have high standards of personal behaviour and presentation.
- Liaise with parents and staff on concerns with individual pupils. Following up any concerns as necessary.
- Ensure that all paperwork relating to pastoral issues including records of rewards and sanctions is current, thorough and stored appropriately.
- Arrangements for election of Junior Leadership Team and their meetings.
- Oversight of the 'House System' and its development across the school.

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# Safeguarding

- Be Designated Safeguarding Lead.
- Carry out safeguarding audits as required.
- Be the Designated teacher for LAC and champion for Post-LAC.
- Oversee the appropriate safeguarding training and annual updates of all teaching and non-teaching staff (including external coaches, visitors) and keep rigorous and up to date records of the training and updates.
- Ensure compliance with current safeguarding regulations, guidance and best practice.
- Work closely in partnership with TEFAT and ensure best practice at Cippenham.
- Set the tone for a caring and nurturing culture in which pupils feel confident to talk to someone if they have a problem and where staff feel able to pass on any safeguarding concerns that they may have.
- Be proactive in working with SLT and monitoring 'MyConcern'.

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## Teaching and Learning

- Assist in the development and delivery of support and training for staff in their continuing professional development needs including team teaching, lesson study, peer observations as required.
- Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school.
- Assist in the development and review of school strategies for effective learning and ensure that curriculum planning takes account of pupils' different learning styles.
- Assist in the implementation of school procedures for assessment and target setting.
- Ensure the active involvement of children and staff in their own learning and professional development.
- Ensure that all staff are focused on excellent pupil progress and achievement, arising from the analysis of teaching and learning.
- Develop and review systems to ensure robust evaluation of school performance, and actions to secure improvements comparable to appropriate national standards.
- Work with colleagues to ensure that Cippenham is at the forefront of excellent and innovative practice in teaching and learning.
- Ensure that Performance Management is carried out according to school policy and guidelines, that outcomes are collated and actions taken demonstrate impact on pupil learning.



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## Teaching and Learning (continued)

- Act as a role model to support others and facilitate support, in developing a wide range of strategies, including coaching; mentoring and taking excellent demonstration lessons.
- With the headteacher lead on effective cohesion between monitoring, evaluation, the School Development Plan and Performance Management.
- Assist and lead as necessary, with the headteacher, in ensuring rigorous and accurate monitoring and evaluation of the school, challenging the quality of teaching and learning taking place, including lesson observations to ensure consistency and quality.
- To be responsible for, in consultation with senior colleagues, the effective organisation of the monitoring and analysis of teaching and learning, the consequent actions arising from this and providing impact assessments.
- Ensure that the engagement with parents and the wider community is effective to enhance pupil development.
- Provide information to the Headteacher , Senior Staff, the Trust regarding the above and any improvement actions arising.

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## Partnerships

- Build effective relationships with children, parents, outside agencies and members of the wider community, thereby promoting the school's vision and values.
- Maintain an active partnership and communicate effectively with parents and encourage their support and participation in the life of the school, maintaining a "customer focus".
- Be an active participant of our PTA.
- Facilitate effective communication with the Cippenham Community Council.
- Develop and maintain further partnerships to assist Cippenham School to be at the forefront of local and national initiatives and to be widely highly regarded as a centre of excellence.

## Maintenance of Professional Standards

- Keep yourself fully appraised and aware of educational and other appropriate developments whether national or local and assess their impact on the School.
- Ensure the highest standards of professional conduct and confidentiality at all times.
- Ensure the development and maintenance of a consultative and collaborative and team culture that enables all members of staff to be effective in their respective roles.
- Have due regard for the health and safety of yourself and colleagues as outlined in the school policy. To have particular concern for the health and safety of pupils.

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	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>• QTS.</li><li>• Evidence of continuous professional development.</li><li>• Evidence of further training in leadership and management.</li></ul>	<ul style="list-style-type: none"><li>• Experienced Designated Safeguarding Lead</li></ul>
Safeguarding	<ul style="list-style-type: none"><li>• Commitment to the protection and safeguarding of children.</li><li>• Up to date knowledge of relevant safeguarding legislation and the ability to promote a culture of safeguarding across the school community.</li><li>• Safeguarding qualifications.</li><li>• Understanding and commitment to promoting and safeguarding the welfare of all pupils.</li></ul>	<ul style="list-style-type: none"><li>• Experience of varied behaviour policies and strategies.</li><li>• Some experience and/or understanding of the provision of nurture support.</li><li>• An advocate for the mental health of staff, children and families</li></ul>
Experience	<ul style="list-style-type: none"><li>• At least 5 years successful classroom experience within the primary age range</li><li>• Proven record of exemplary teaching which has ensured good progress and achievement for pupils across the full ability range.</li><li>• Experience of monitoring and evaluating curriculum delivery.</li><li>• Additional Teaching and Learning Responsibilities eg. Key Stage leadership</li><li>• Assistant Head</li></ul>	<ul style="list-style-type: none"><li>• Experience of teaching across key stages</li><li>• Existing Deputy Headteacher.</li><li>• Worked in a minimum of 2 schools</li></ul>
Strategic leadership	<ul style="list-style-type: none"><li>• Ability to analyse data, develop strategic plans, set targets and monitor and evaluate progress towards these.</li><li>• Ability to articulate and share the vision of Cippenham School.</li><li>• Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement.</li><li>• Ability to delegate where appropriate and to support others in undertaking responsibilities.</li><li>• Commitment to equal opportunities</li></ul>	<ul style="list-style-type: none"><li>• Experience of undertaking effective performance management.</li><li>• An understanding of financial and resource management.</li><li>• Experience of managing underperformance.</li></ul>

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	Essential	Desirable
Teaching and Learning	<ul style="list-style-type: none"><li>• Clear understanding of what good quality teaching and learning looks like and strategies to develop this</li><li>• Secure understanding of the requirements of the national curriculum</li><li>• Knowledge and understanding of a range of successful teaching and learning strategies to meet the needs of all pupils</li><li>• Secure understanding of assessment strategies and the use of assessment to inform the next stages of learning</li><li>• Experience of effective monitoring of teaching and learning</li><li>• Clear understanding of the characteristics of successful behaviour management</li></ul>	<ul style="list-style-type: none"><li>• Experience in identifying and supporting vulnerable groups effectively.</li></ul>
Knowledge and Skills	<ul style="list-style-type: none"><li>• 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.</li><li>• Excellent personal organisational skills.</li><li>• Ability to prioritise workload and work to specific deadlines.</li></ul>	
Personal Attributes	<ul style="list-style-type: none"><li>• High expectations for all pupils.</li><li>• Ability to inspire, challenge, motivate and empower others.</li><li>• Belief in and ability to foster a fair, open and supportive culture.</li><li>• A 'can do attitude' and an ability to solve issues as and when they arise.</li><li>• Self-motivation and a commitment to continued professional development.</li></ul>	<ul style="list-style-type: none"><li>• Experience of working with other stakeholders and/or members of the community e.g. Friends/PTA association.</li></ul>

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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





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# How to Apply

We hope that you have found this information useful and informative. Further information can be found on our [website](#).

If you wish to arrange an informal discussion or a visit to Cippenham School in relation to this specific role, please contact our HR team via email at [hr@cippenhamschool.org.uk](mailto:hr@cippenhamschool.org.uk) or via telephone on 01628 604665. (Visits prior to applying are essential)

To apply for this position please complete and return an [application form](#) to [hr@cippenhamschool.org.uk](mailto:hr@cippenhamschool.org.uk).

Closing date: 20th March 2023 at midday

Interviews: Thursday 30th March 2023

