



The  
**3-18**  
Education  
Trust

# Applicant Information Pack

## Deputy Headteacher



*For every child, an Excellent Education*



## Headteacher Letter to Applicants

Thank you for the interest you have shown in our school. Coleham Primary School is situated in the County Town of Shrewsbury. It is a wonderful community school, with the children drawn mostly from the local area and town centre outskirts.

We are a popular school and are fully subscribed with around 420 children on roll, in 14 classes. There are two classes in each year group, so teachers plan and share expertise together.

Whilst our school is large in terms of the number of children, it has a close-knit feeling of a much smaller school. The school grounds are vast, including a wonderful conservation area.

Coleham is a successful school where pupils achieve excellent results on all measures. We pride ourselves on *creativity* and a love for all the subjects in our *creative curriculum*, embracing special talents and celebrating all successes. We take great pride in our school. Our Senior Leadership Team is constantly in pursuit of excellence whilst putting the children's and staff's best interests at the heart of all decision making. We are a very dedicated whole-school team who set high expectations for our pupils, and have the well-being, enjoyment and progress of both children *and* staff at the centre of our positive ethos.

We are committed to enriching the curriculum for our children through a wide range of after school- clubs, trips, performances, House competitions, community work and collaboration with other schools. It is important to us to offer as many opportunities as possible to the children and regularly draw on the local links and town centre history that sits on our door step.

We have a very inclusive approach. Our Pastoral Leader and Learning Mentor support children, parents and teachers within the school.

At Coleham, our community is very important to all of us: this includes children, staff, and families past and present. This means that our pupils are well behaved, enjoy their learning and consider school to be an important part of their life, along with their teachers - of whom they value very much.

Our staff are our greatest asset: we are committed to continued professional development for all our staff as we aim to make our community as successful as possible. We foster open, professional and respectful relationships across the school and staff well-being and happiness is paramount.



Tom Larkham,  
Headteacher

## About our Trust



The 3-18 Education Trust is currently made up of five schools and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

### **Our Vision:**

To ensure every individual is in a great school.

### **Our Mission:**

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

### **Our Values:**

- Accomplished: to provide high quality education and training for all
- Resilient: to be solution focused and able to intelligently manage challenges
- Compassionate: to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our Trust website <https://www.3-18education.co.uk/> for more details. For further information about our schools, please click on the links to their websites below:



<https://bowbrookprimary.co.uk/>



<https://www.3-18education.co.uk/schools/coleham-school/>



<https://www.3-18education.co.uk/schools/the-priory-school/>



<https://www.3-18education.co.uk/schools/st-martins-school/>



<https://www.3-18education.co.uk/schools/thomas-adams-school/>



<https://www.3-18education.co.uk/schools/william-brookes-school/>

## Job Description



The  
**3-18**  
Education  
Trust

<b>Title of Post</b>	Deputy Headteacher
<b>Post Status</b>	Permanent, 1.0 FTE (no assigned class teacher responsibility)
<b>Salary/TLR/ Allowance</b>	L9 – L13
<b>Reporting to</b>	Headteacher

### Main Purpose

Under the direction of the Headteacher, the Deputy Headteacher, in addition to carrying out the professional duties of a teacher, must play a major role in:

- Formulating the aim and objectives of the school;
  - Establishing the policies through which they are to be achieved;
  - Managing staff and resources to that end;
  - Monitoring progress towards their achievement and;
  - Undertake any professional duties of the Headteacher reasonably delegated by the Headteacher.
- Under the direction of the Headteacher to take full responsibility for the school in terms of leadership and management and child protection issues as appropriate
  - To ensure continuous improvements in teaching and learning and provide leadership and management of teaching and learning across the school/The Priors Trust which enables the school to give every pupil a high-quality education
  - To provide an outstanding model of classroom practice
  - To be responsible for leading pupil related matters (including Behaviour and Personal Development) across school
  - To make strategic evaluations of teaching and learning matters
  - To develop and maintain high morale and confidence amongst staff, always demonstrating high standards of personal integrity, loyalty, discretion and professionalism and publicly supporting all decisions of the Headteacher and Governing Body.

If the headteacher is absent from school the Deputy Headteacher will undertake their professional duties to the extent required by the Headteacher.

The Deputy Headteacher is subject to the provisions of the School Teachers' Pay and Conditions Document.

## **Key Responsibilities**

### **1. Vision for the School**

Working with the Headteacher to:

- Develop a strategic plan for the school and analyse and plan for future needs and further development of the school
- Raise standards of teaching and learning and attainment/progress for all pupils in the school
- Communicate the school's vision compellingly and drive strategic leadership
- Motivate others to create a shared learning culture and positive climate through distribution of leadership through phases and individuals
- Lead by example, providing inspiration and motivation for the pupils, staff and governors.
- Play an active role in planning, evaluating and reflecting on school self-evaluation

### **2. Teaching and Learning**

- Teach groups as required and demonstrate excellent teaching practice which secures effective learning across the breadth of the National Curriculum and provides a professional model, clearly demonstrating effective teaching, classroom organisation and high standards of achievement, behaviour and discipline.
- Ensure the monitoring of the quality of teaching and learning is robust across school and that feedback provided to teachers is effective in developing teaching and learning across school.
- Ensure every individual child has access to high quality teaching and learning
- Lead assessment across school and ensure that a sound system is in place to track pupils' attainment and progress including the analysis of performance data in line with school policy.
- Ensure a consistent and continuous approach to pupils' achievement in terms of monitoring, evaluating, benchmarking pupil attainment and tackling underperformance.
- Be responsible for ensuring that our behaviour policy and procedures are updated and applied consistently across school.
- Lead on behaviour: be responsible for analysing behaviour data trends on CPOMS and action planning with teachers where improvements and intervention are needed, seeking external support where necessary.
- Lead on attendance: monitor attendance trends; work with families to improve attendance and attend termly register reviews with EWO and admin staff.
- Lead by example, as a teacher and as a member of the SLT, ensuring that standards of pupil attainment, behaviour and motivation are high.
- Further develop Coleham's curriculum offer and review its impact across school, offering support to subject leaders and teachers, and carry out monitoring of core and non-core subjects, providing effective feedback to drive school improvement forward.
- Take responsibility for the development and monitoring of a curriculum area(s), or whole school curriculum aspect(s), as agreed with the Headteacher.



- Oversee the pastoral team, analysing the impact of their work with individuals and groups of children and work collaboratively with this team to further develop the support offered to children with barriers to learning.
- Plan, teach and assess subject areas taught, reporting and taking part in the writing of annual reports to parents.
- Liaise with and between pupils, families, staff and outside agencies as appropriate to support learning and personal wellbeing.

### **3. Managing and Leading**

- Assume responsibility for the management of the school in the absence of the Headteacher.
- Lead staff and own performance management team.
- Contribute to management decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the school's development plan.
- Attend SLT meetings as required, and report back to staff when necessary.
- Establish excellent relationships, encourage good working practices and support and lead teachers.
- Plan, organise and phase/key stage meetings.
- Minute and share notes for whole-staff meetings.
- Produce and share rotas and timetables for PPA time, and oversee class timetables.
- Liaise with SLT in planning the School Calendar.
- Monitor and review related policies and procedures with staff and governors.
- In liaison with other staff, motivate and include support staff in all school initiatives.
- Attend and participate in open/parent evenings.
- Lead groups of staff in development activities, delegating appropriately and evaluate outcomes.

Working with the Headteacher and Governing Body to:

- Ensure wellbeing and morale of staff is maintained through listening and excellent communication.
- Translate the agreed strategic vision into agreed objectives and operational plans.
- Use the school structure to maximise and deploy resources and expertise to raise achievement across the school.
- Provide a clear direction for the development of the school.
- Establish core values of the leadership team and their practical expression.
- Support, on a day-to-day basis, the management and control of the school in carrying out its duties.
- Oversee all aspects of the school organisation and management, including preparing agendas and chairing meetings, to ensure that school policies and practices are being delivered.
- Ensure evidence-based improvement plans and policies are in place and that continuous school improvement is promoted.
- Review, implement, develop and monitor whole school policies which promote the school's values, aims and objectives.

- Support the Headteacher to prepare the SEF prioritising key action points for the School Development Plan.
- Support the creation and implementation of the School Development Plan, and take responsibility for appropriately delegated aspects of it.
- Use a range of data sources to set realistic yet challenging targets for pupils, analysing outcomes for individuals and groups; using this information to implement appropriate intervention programmes and monitor Costed Provision Maps termly.
- Demand ambitious standards for all pupils overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact on pupils' outcomes.
- Ensure that parents are well-informed about the school curriculum, its targets, children's attainment and their part in the process of improvement.
- Ensure staff are recruited, retained and staff are appropriately deployed.
- Maximise the contribution of staff to improve the quality of education provided and standards achieved and ensuring that constructive working relationships are formed between staff and pupils.
- Develop positive working relationships with and between all staff and provide and sustain motivation.
- Implement the school's appraisal policies.

#### **4. Development of Others and Self-Development**

- Ensure the maintenance of a structured environment for effective teaching and learning, for good behaviour and for pupils' spiritual, moral, social and cultural development.
- Support curriculum leaders within the context of school policies in relation to working practices.
- Foster relationships with pupils and their families, including those relating to behaviour, discipline and attitude.
- Sustain effective, positive relationships with all staff, pupils, parents and governors and the local community.
- Develop and coach phase leaders.
- Deal with, promptly, effectively and with compassion, any poor performance of staff, teams or pupils.
- Be proactive in participation in school-based INSET and meetings and externally provided CPD opportunities.
- Participate positively in the review of own performance; accept guidance, identify how to contribute personally to raising achievement further, and act upon it.
- Participate in training as directed by the Headteacher/Governing Body.
- Be a 'critical friend' to the Headteacher.

#### **5. Strengthening the School and Community**

- Create and promote positive changes for challenging prejudice.
- Ensure a range of community-based learning experiences.
- Collaborate with other agencies to secure pupil and community needs are met.

- Use the school/ trust to promote extended service and work with other partners
- Develop links with other schools, educational institutions and the wider community, including business and industry, to enhance teaching and learning and pupils' personal development.
- Develop links with other governors and local schools both in and outside the Trust.
- Maintain strong partnership with parents to support and improve pupils' achievement and personal development.

## **6. Securing Accountability:**

Working with the Headteacher to:

- Ensure that statutory responsibilities are met; put systems and policies into action, monitor effectiveness and contribute to reports, especially in relation to external requirements such as for Ofsted.
- Develop procedures for self-evaluation, identify improvements, celebrate success, challenge underperformance and take responsibility for outcomes.
- Ensure staff accountabilities are defined recorded and understood.
- Ensure that all school policies, systems, organisation and processes including health & safety responsibilities, are well considered, meet legal and statutory requirements, secure best practice are fit for purpose.

## **7. Safeguarding:**

- Act as Deputy Designated Safeguard Lead (DSL) in issues in Child Protection and safeguarding, maintain up to date knowledge and acting in accordance with school/local authority and statutory legislation.
- Take responsibility for understanding and following school safeguarding policies and procedures.
- Take responsibility for keeping up to date about national safeguarding requirements.
- Lead related staff training and ensure documentation and procedures reflect current legislation and best practice.
- Ensure appropriate Child Protection Plans are developed and regularly review the detail and monitor achievement.

## **Professional development**

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school



### **Other Responsibilities**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the School and Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Bachelor's Degree</li> </ul>	<ul style="list-style-type: none"> <li>• National Professional Qualification in Leadership (NPQSL; NPQH or similar))</li> <li>• Master's degree</li> </ul>
<b>Work or relevant experience</b>	<ul style="list-style-type: none"> <li>• Successful leadership and management experience in a school</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Substantial experience of successful line management and staff development</li> <li>• Excellence in classroom teaching</li> <li>• Evidence of whole school improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Experience as a Designated Safeguard Lead</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Successful leadership and management experience in a school</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Substantial experience of successful line management and staff development</li> <li>• Excellence in classroom teaching</li> <li>• Evidence of whole school improvement</li> <li>• Sufficiently fluent in spoken English to ensure effective performance in the role</li> <li>• Ability to interpret and analyse class data to track and monitor student performance.</li> <li>• The ability to build positive relationships with colleagues, students and parents</li> </ul>	<ul style="list-style-type: none"> <li>• Experience on a governing body</li> </ul>

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Understanding of promotion and maintenance of staff morale and wellbeing</li> <li>• Excellent personal skills and the ability to become a valuable part of a real team</li> <li>• A genuine belief and alignment with Coleham's values and ethos</li> </ul>	
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.</li> </ul>	

## What We Offer

**In addition to exclusive access to a reward and discount scheme, comprehensive induction, commitment to your ongoing training and career progression, paid for enhanced DBS, we also offer:**

- A competitive salary
- Access to the Trust's Employee Assistance Programme, which includes 24 hour access for you and your family members to legal, financial, health, parenting and life advice
- 1:1 Counselling Service
- Cycle to Work Scheme
- Childcare Voucher Scheme or Tax-Free Childcare Scheme
- Access to freshly made hot meals or deli-style food on site
- Teachers Pensions (23.68% employer contributions)
- Local Government Pension Scheme (17.9% employer contribution)
- Generous Sickness Payment Scheme
- Eye Testing Scheme
- Flexible Working Policy
- Special Leave Policy
- Member of the Valued Worker Scheme (accredited by our recognised unions)
- A Disability Confident Committed Employer
- Continuous Professional Development (CPD)
- Collaborative working culture and professional development opportunities across our Trust schools

## Application & Appointment Process

An application form is available to download from the school website:

<https://colehamprimary.co.uk/home/about/our-team/job-vacancies/>

Please send completed applications to [admin@col.318education.co.uk](mailto:admin@col.318education.co.uk)

Interviews will be offered to those applicants who best demonstrate how their skills, abilities and experience match the person specification, taking into consideration the job description.

**Closing date for applications: 5pm, Friday, 27 January 2023**

**Interviews will take place on Tuesday, 14 February 2023**

### **Please note:**

- It is essential that all elements of the application form are completed in full.
- We do not accept CV's in support of an application.
- Appointments will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK and criminal disclosure.
- This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.

If invited for interview, **you are required to bring evidence of your qualifications and appropriate documents to initiate the DBS application process** should you be the successful candidate.

*The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the school website [www.colehamprimary.co.uk](http://www.colehamprimary.co.uk) .*