



Collingwood Primary School

Deputy Headteacher Information Pack

A Self Governing School



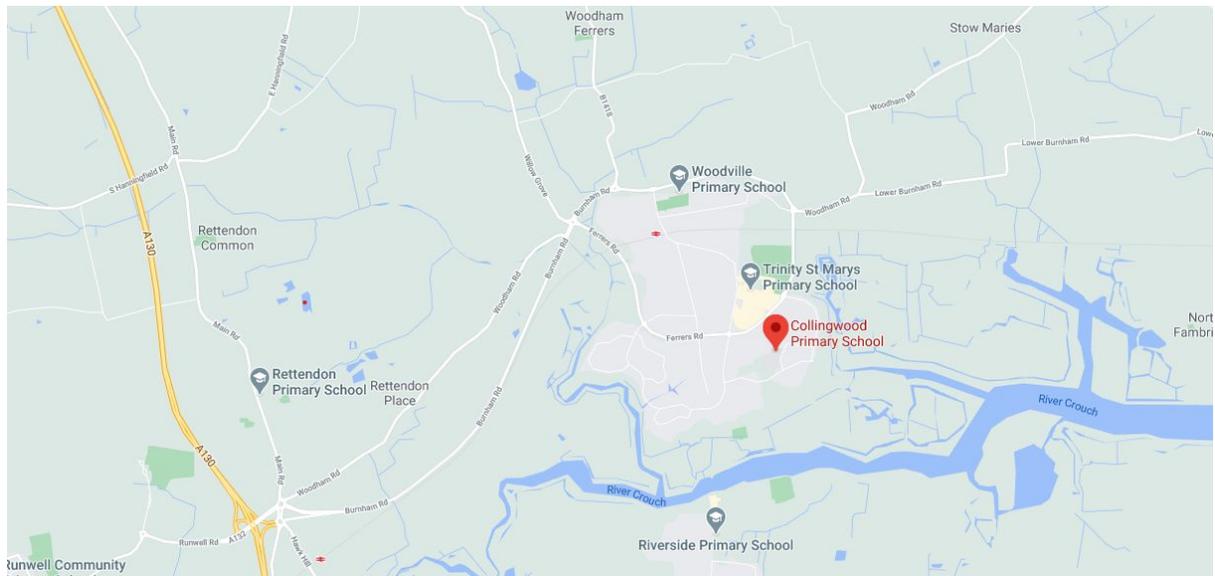
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Contact Details & Where to Find Us

Address Collingwood Primary School
Collingwood Road
South Woodham Ferrers
Essex
CM3 5YJ

Telephone 01245 322258
Email admin@collingwood.essex.sch.uk
Web www.collingwoodschool.net



Letter from the Headteacher and Chair of Governors

Dear Applicant,

Thank you for your interest in the post of Deputy Headteacher at Collingwood Primary School.

We are looking for someone who is passionate about teaching and learning to complement our existing, hardworking and effective Senior Leadership Team.

Collingwood Primary School is a happy, popular school with an ethos of care, teamwork and mutual support where children enjoy coming to school because learning is fun. A passion for high quality teaching and learning and an ability to bring the curriculum to life are paramount if you are considering joining the Collingwood Family. If you are committed to high standards, ensuring that all pupils make good progress and are able to prioritise the wellbeing of pupils, colleagues and families, then come and meet us to see if we are the right school for you.

On our website www.collingwood.school.net you will find other key information about the school including a video on the home page, which will give a broader picture of who we are and how we work.

Socially distanced visits to view the school are highly recommended enabling you to see our friendly school for yourself. Please email Mrs De'Ath or Mrs Wraight on admin@collingwood.essex.sch.uk to arrange this.

We very much look forward to meeting you soon.

Amanda Buckland-Garnett
Headteacher

Janet Hargreaves
Chair of Governors



Our Vision Statement

Our Staff and Governors' Vision Statement

At Collingwood children and adults work together in a safe, well disciplined, exciting environment where **all** pupils feel valued and are expected to make good or outstanding progress. Our staff, pupils and parents have high expectations and ensure that pupils produce work of increasing quality, develop their individual strengths, achieve their personal goals and challenges and realise their full potential as lifelong learners and responsible citizens in our global community.

"We live our lives with arms and minds wide open."



Deputy Headteacher Job Description & Person Specification



Collingwood Primary School Deputy Headteacher Job Description

Post	Deputy Headteacher
Salary Range	Leadership Pay Range point 6 to point 10
Responsible to	The Headteacher
Full time Permanent	3 days non-teaching (teaching commitment for 2 days)
Required	September 2021

Professional duties and responsibilities

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. This job description may be modified by the Headteacher to reflect or anticipate the needs of the school and changes in the role, commensurate with the salary and job title. It will be reviewed in the context of the School Development Plan and performance management cycle.

Main Purpose of the Job

The Deputy Headteacher is accountable for:

- deputising in the absence of the Headteacher;
- the effectiveness of Assessment across the school;
- monitoring and improving standards of teaching, learning and pupil progress, evaluating and maximising its impact on learning outcomes for pupils;
- the organisation of support staff, MDAs and teaching cover/supply and sickness cover
- the organisation of visitors to school
- undertaking the role of Deputy Designated Safeguarding Lead;
- undertaking the role of PTA staff liaison lead.

These accountabilities will be delivered through the following strategies:

- working with the Headteacher, Senior Leaders including Governors, to develop a strong vision and ethos that unites staff and pupils and establishes a culture of self-evaluation leading to continuous improvement;
- implementing the school's aims and providing vision and direction for all stakeholders and make effective and efficient use of the school's resources to achieve the best outcomes for pupils;
- formulating, establishing and reviewing policies and practice through which the school's aims and objectives are to be achieved;
- carrying out performance management with teachers, MDAs and some support staff ensuring that all staff recognise and are able to fulfil their statutory responsibilities
- contributing to the recruitment, selection, appointment and induction of staff as required;

- providing professional leadership, management and development of teachers and support staff;
- championing inclusion and equality and the school's agreed REACH Values;
- fostering harmonious and positive relationships between all members of the school community;
- communicating and coaching effectively so that solution-focused, open and honest discussions can take place;
- being a keyholder;
- attending Governing Body meetings as an observer as required.

Ongoing strategies, modelling and partnership working with staff

Assessment

- To work closely with the Headteacher, Phase Leaders and Subject Leads to analyse performance data and drive quality teaching and learning across the school;
- To determine the assessment programme for the school, communicating this to staff and monitoring its implementation and effectiveness;
- To organise and administer all paperwork relating to assessment.

Curriculum and improving the quality of teaching and learning

- To teach a primary age class as required;
- To demonstrate high quality collaborative teaching;
- To monitor and evaluate standards of teaching, learning, assessment and pupil progress across the school to raise expectations of pupil achievement, maximise impact and report findings to SLT and governors;
- To ensure that coaching for improvement, Achievement Team meetings, learning conversations, team teaching etc are used regularly to develop and improve teaching and learning;
- To seek, provide, lead and disseminate training opportunities;
- To set aspirational but realistic targets for pupils.

Safeguarding

To fulfil personal responsibilities, and support the Headteacher in securing compliance by those working in school, for safeguarding as set out in the Children's Act, statutory DfE guidance and all relevant guidance and legislation in respect of safeguarding children, by demonstrating a commitment to promoting and safeguarding the welfare of children and young people in the school including 'Keeping Children Safe in Education.

- maintaining appropriate professional boundaries in relationships with children and families and avoiding behaviour that might be misinterpreted by others, in line with our staff code of conduct.
- having satisfactory enhanced DBS clearance.
- understanding and carrying out duties in accordance with the responsibilities of being in a position of trust and showing a duty of care appropriately at all times.
- presenting a consistently positive image of the school and upholding public trust and confidence at all times.

Deputy Designated Safeguarding Lead Responsibilities:

- undertaking the role of Deputy Designated Safeguarding Lead and covering for the Lead as required;

- support the school's Designated Safeguarding Lead by assisting as a source of advice and expertise for staff, delivering appropriate induction, training and review of child protection and safeguarding policy and practice as required;
- being familiar with, understanding and applying the school's Child Protection Policy effectively;
- referring cases or support staff in making referrals;
- refer cases to Disclosure and Barring Service and Police as required;
- liaising with the Designated Safeguarding Lead, local authority officers and other relevant agencies/parties in relation to child protection and safeguarding issues and concerns;
- undergoing and regularly updating Level 3 safeguarding training (at least every 2 years) to ensure the appropriate level of knowledge and skill is maintained;
- keeping up to date with developments relevant to the role in line with Keeping Children Safe in Education as amended from time to time;
- assisting the Designated Safeguarding Lead with raising awareness of child protection, whistleblowing, recruitment and allegations policies and practices as appropriate in line with Keeping Children Safe in Education as amended from time to time;
- maintaining a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services.



Collingwood Primary School Person Specification Deputy Headteacher



This person specification is an outline of the skills, knowledge, experience and qualities required to carry out the duties of this post. It will be used in the shortlisting and interview process. Please evidence as many of the requirements as you are able, when completing your application form and include in your letter of application, any additional relevant attributes, knowledge, skills or experience that you may have, that are not mentioned below.

Qualifications

Essential	Desirable
<ul style="list-style-type: none"> ● Qualified Teacher Status; ● Degree or professional further/higher qualification; ● Willingness to undertake NPQH; ● Evidence of accountability for own continuous professional development. 	<ul style="list-style-type: none"> ● NPQSL or NPQML; ● Qualifications relating to coaching or leadership.

Evidence of . . .

Essential	Desirable
<ul style="list-style-type: none"> ● successful Primary teaching; ● senior Leadership role in a school; ● line management; ● successful partnership with parents; ● achieving professional and pupil outcome goals; ● assessment data analysis ; ● assessment monitoring tracking and self-evaluation; ● use of technology to support teaching and assessment; ● Ofsted inspection from a Leadership perspective; ● partnership working with other schools. 	<ul style="list-style-type: none"> ● involvement with Governors; ● data submission to the Local Authority and STA; ● working with the PTA or the wider school community; ● managing a budget.

Knowledge of . . .

Essential	Desirable
<ul style="list-style-type: none"> ▪ EYFS, KS1 , KS2 curriculum and child development; ▪ positive behaviour management and de-escalation strategies; ▪ pupil standards (eg expected attainment and progress and Ofsted judgements); ▪ current national and local developments in education. 	<ul style="list-style-type: none"> ▪ Zones of Regulation.

Skills

Essential	Desirable
Ability to: <ul style="list-style-type: none"> ▪ prioritise, manage own time effectively; ▪ meet deadlines; ▪ initiate, lead and manage change effectively; ▪ delegate and distribute leadership, direct and co-ordinate colleagues to work as a high performing team; 	

<ul style="list-style-type: none"> ▪ chair meetings effectively; ▪ use solution-focused coaching strategies; ▪ motivate and inspire; ▪ establish and maintain positive relationships whilst working under pressure; ▪ resolve conflict; ▪ set SMART targets for self and others; ▪ aim for high standards; ▪ foster independence in learning; ▪ use assessment well to inform teaching; ▪ seek advice and support when necessary. 	
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Qualities

Essential	Desirable
<p>To be :</p> <ul style="list-style-type: none"> ▪ an excellent role model; ▪ an effective communicator; ▪ reliable and honest with high personal integrity; ▪ self-motivated and willing to learn from experience; ▪ adaptable; ▪ resilient; ▪ mindful of own and others wellbeing and support. <p>To have:</p> <ul style="list-style-type: none"> ▪ a commitment to all aspects of school life; ▪ a passion for teaching and learning; ▪ enthusiasm for new opportunities; ▪ good behaviour management using positive strategies; ▪ energetic, enthusiastic and positive approach; ▪ a warm and approachable personality; ▪ a sense of humour. 	<p>To have:</p> <ul style="list-style-type: none"> ▪ life outside school!



Selection Process Guide

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service.

Visits to the school

Visits to the school are warmly welcomed by prior arrangement, following current Covid guidelines. Interested candidates are invited to contact Sue Wraight or Debbie De'Ath via email admin@collingwood.essex.sch.uk to arrange a visit to the school during lesson time.

Applications

Please ensure that all parts of the application form are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position.

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with email confirmation to follow. If you have not heard from us within 3 working days of the shortlisting date, you will not have been successful at this stage.

References

We request references for all candidates who are invited to interview, in line with safer recruitment. This request will be made at the same time that candidates are invited to interview. Your first referee should be your current or last employer.

Interview Day

The interview day will consist of several tasks including a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the day.

Offer of Employment

We will make a verbal offer of employment at the end of the interview process, subject to:

- satisfactory references;
- a satisfactory enhanced DBS check;
- provision of proof of identity and qualifications.

Confirmation of the offer will be made in writing.