

Crown Meadow First School & Nursery




Deputy Headteacher Information Pack
April 2024

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Letter from the Chair of Governors



We are delighted that you are considering an application to become our new Deputy Headteacher and thank you for taking the time to read our information pack.

We are a two-form entry school with a nursery and are situated in the Village of Alvechurch in the district of Bromsgrove just to the south of Birmingham.

We are a 'community school' and this underpins our school values and everything we do here at Crown Meadow. We have strong links with our local churches, our Parish Council and a number of other community organisations.

We are immensely proud of our lively, inquisitive school community and our gifted and highly committed staff, who work hard to make Crown Meadow the special place that it is.

The Governors and Headteacher are seeking to appoint an individual with real commitment and drive, together with a proven track record of raising standards, to lead on curriculum issues across the school. The successful candidate must be an excellent practitioner, able to lead by example and inspire others, whilst providing challenge, rigour and strategic direction in line with the national curriculum and school development agenda.

We offer a supportive community and governing body allied to a talented staff team who welcome new challenges and are committed to supporting and developing themselves and each other, pupils who are keen to learn and continuous development opportunities to work in collaboration with partner schools.

We look forward to receiving your application and to meeting you.

Best Wishes.



Keith Wiseman
Chair of Governors

About our school



Age range 2 – 9 years

Interim Headteacher – Mrs Michelle Hague

Crown Meadow First School and Nursery is a happy, nurturing and caring school that provides the highest quality education for children from 2 to 9 years in a fantastic purpose built building, which we share with Alvechurch Library and Alvechurch Middle School. In the time children are part of our school, we make sure they are provided with a range of exciting learning opportunities that engage and challenge them as they move throughout the school.

Our Vision & Ethos

We believe our children should have a wealth of opportunities to explore a wide range of curriculum areas and develop a thirst for learning. We would like them to adopt a growth mind-set and resilient approach to problem solving and to be able to apply a range of skills in new situations. We foster curious learners who are kind and caring towards themselves, each other and the wider community. We believe that through the provision of a wide range of learning opportunities, we will help to develop well rounded pupils who have a positive outlook in all aspects of their future lives.

Our Values



Our Value Map

School Values Implementation 2023 – 2024					
‘Together We Dream, Believe, Achieve & Succeed’					
Autumn 1 2023	Autumn 2 2023	Spring 1 2024	Spring 2 2024	Summer 1 2024	Summer 2 2024
Curiosity & Independence	Diversity & Empathy	Independence & Resilience	Curiosity & Diversity	Resilience & Empathy	Curiosity & Independence

Job Description

The Deputy Headteacher will support the Headteacher in order to provide professional leadership to manage, plan, develop, support, administer and monitor the academic and pastoral development of the children.

The Headteacher and Governors are seeking to appoint an individual with real commitment and drive, together with a proven track record of raising standards, to lead on the curriculum and development across the school. The successful candidate must be an excellent practitioner, able to lead by example and inspire others, whilst providing challenge, rigour and strategic direction in line with the National Curriculum and the school development. This is a key role in the leadership of Crown Meadow and we are looking for someone with passion, drive, kindness and a relentless approach to school improvement, ensuring that all pupils receive the best possible education in a secure and safe environment. In addition, we want someone who quickly and effectively builds positive relationships with pupils, parents and other staff members.

We are looking for someone who:

- Has the vision and drive to continue to improve standards
- Is an excellent classroom practitioner who thrives on improving their own practice
- Has the aspiration to develop their leadership skills, understanding the strategic part of school improvement and priorities
- Is passionate that every child achieves their full potential, regardless of their barriers
- Is an approachable, warm, inspirational and creative team player who leads by example, shares great practice to further develop staff
- Has a passion for improving teacher's practice through mentoring and coaching and believes all teachers can improve
- Has an excellent understanding of inclusive practice and how best to support a wide range of needs
- Understands and is enthusiastic about the role research can play in improving teaching and learning in education
- Is enthusiastic and willing to work collaboratively with other leaders, schools and agencies and sees the huge benefits of joint working
- Is committed to the care, protection and safeguarding of children and young people
- Is organised, enthusiastic, positive, friendly and pro-active!

Job Description cont ...

Main purpose of the job

- Carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions Document including the conditions of employment for Deputy Headteachers and the school's own policy
- Under the overall direction of the Headteacher play a lead role:
 - 1.in formulating the aims, objectives of the schools and establishing the policies through which they are to be achieved
 - 2.be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement
 - 3.proactively manage staff and resources
- Take full responsibility for the school in the absence of the Headteacher
- Carry out the professional duties of a teacher as required
- To be an excellent class teacher that others can be inspired by and oversee.
- To assist the Headteacher, and deputise where necessary, being responsible for the leadership, internal organisation, management and control of the school consulting others as appropriate.
- To promote and safeguard the welfare of children, staff and school community for whom the school, Headteacher and Governing Body is responsible and those with whom they come in contact.
- Deputy Headteachers are required to carry out their duties in accordance with the School Teachers Pay Conditions document and National Teachers' Standards.

Duties and responsibilities

Shaping the future

- Support the creation and implementation of the school development plan within the national and local context, and to take responsibility for appropriately delegated aspects of it.
- Support the vision, ethos and policies of the school and promote high levels of achievement.
- Support all staff in achieving the priorities and targets which the school sets for itself and to provide them with support and guidance in implementing curriculum initiatives.

Job Description cont ...

Shaping the future cont ...

- Devise, implement and monitor action plans and other policy developments
- Lead by example to motivate and work with others
- In partnership with the Headteacher, lead by example when implementing and managing change initiatives
- Provide information and advice to the Headteacher and governing body to support proper accountability to processes throughout the school.
- Promote a culture of inclusion within the school community where all views are valued and taken in to account

Leading Teaching and Learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Work with the Headteacher to raise standards through staff performance management
- Lead the development and delivery of training and support for staff
- Contribute to the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
- Work in partnership with the Headteacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
- With the Headteacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality
- Develop and review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- Assume shared responsibility, along with SLT, on behalf of the governors for the implementation of the school's curriculum policy and for the quality of teaching, learning and assessment.
- Ensure high expectations and aspirational targets for the school community, with clear measurement criteria to monitor progress, are set and all children make appropriate progress including those with SEND.
- Challenge under performance at all levels and ensure effective & corrective action is carried out.

Job Description cont ...

Developing Self and Others

- Support the development of collaborative approaches to learning within the school and beyond
- Act as an induction co-ordinator for ECTs and have responsibility for students on teaching practice and those undertaking work experience, as appropriate
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school in the absence of the Headteacher
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting
- Work with the Headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management
- Treat people fairly, equitably and with dignity and respect to create & maintain a positive school culture.
- Maintain and develop effective strategies and procedures for staff induction, professional development, appraisal and performance review and take overall responsibility for managing, promoting and encouraging a working environment conducive to excellent staff relations and high staff morale.

Managing the Organisation

- Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication
- Working with the Headteacher, undertake key activities related to professional, personnel/HR issues
- Manage, alongside the Headteacher and office manager, HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability

Job Description cont ...

Managing the Organisation cont ...

- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the senior leadership team
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate
- To undertake any professional duties, reasonably delegated by the Headteacher

Securing Accountability

- Lead and support the staff and governing body in fulfilling their responsibilities with regard to the school's performance and standards
- Support the Headteacher in reporting the school's performance to its community and partners
- Promote and protect the health and safety welfare of pupils and staff
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school
- Manage the school effectively in the absence of the Headteacher

Strengthening community

- Work with the Headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Develop and maintain contact with all specialist support services as appropriate
- Promote the positive involvement of parents/carers in school life
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools and external agencies

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate.

Person Specification

Essential Criteria	Desirable Criteria
Education, Training and Experience	
<ul style="list-style-type: none">• Qualified Teacher Status• Honours degree or equivalent• Leadership experience as a Deputy or Assistant Headteacher or a member of a Senior Leadership Team.• Clear Evidence of commitment to own professional development	NPQSL or NPQH
Qualities and Knowledge of Leadership in a School	
<ul style="list-style-type: none">• Ability to fully support, maintain and build on the strong ethos and values of the school and close links with the community.• Evidence of aspiration and vision and the ability to inspire, motivate and support the whole school, including commitment to lead change through innovation and staff development.• Ability to model and live the school's vision and drive and maintain the strategic leadership empowering all pupils and staff to excel.• Proven experience of building positive working relationships with key stakeholders and ability to remain calm and focused when faced with challenging situations.• A strong record as an exceptional leader and teacher and of developing outstanding practice in a primary school with drive and desire to contribute to the school's successes and challenges.• Proven ability of leading, developing, implementing, and evaluating whole school policy in a professional leadership role.	Evidence of leading on Performance Management

Person Specification cont...

<ul style="list-style-type: none"> • Commitment to contributing to an inclusive environment and ensure this continues to be embedded throughout the school. • Ability to be an ambassador for the school, assisting the Headteacher in promoting it locally and further raising its profile in an involvement with the wider community. • Excellent communicator with proven effective listening and interpersonal skills in order to inspire motivate and support a range of purposes and audiences. • Proven ability to be adaptable and open to new ideas and set high expectations of self and others. 	
Pupils and Staff	
<ul style="list-style-type: none"> • Commitment to safeguarding, pastoral care, and well-being of all in the school community with equality of opportunity for all. • Respect for all children with a deep commitment to nurture and fulfil the potential of every student. • Experience of promoting and maintaining high standards of behaviour and attendance throughout the school. • Commitment to an experience of effectively evaluating and monitoring quality of teaching, learning and assessment in order to raise pupil progress achievement and enhance the school improvement plan. • Proven ability to implement, build, lead and monitor effective performance management and develop full potential of all staff. Flexible and able to accommodate and management differing opinions and views. • Knowledge of strategies to promote inclusion in school through development of curriculum, leadership of staff and raising achievement for all pupils. 	<p>Designated Safeguarding Lead training Experience of working with children with SEND</p> <p>Experience of developing a creative, integrated whole school curriculum that excites and interests pupils and leads to excellent outcome for all.</p>

Person Specification cont...

<ul style="list-style-type: none">Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupil's well-being.	
Systems and Processes	
<ul style="list-style-type: none">Experience of using ICT for leadership purposes including data examination and document creation to communicate with and present information to a range of stakeholders.	
Self-improving School System	
<ul style="list-style-type: none">Proven ability to develop, implement and monitor effective measures for improving the performance of the school based on inspection reports and all relevant data.Experience of analysing and reporting on standards of progress and attainment in teaching, learning and assessment.Experience and understanding of an Ofsted inspection at a senior level.	



Selection Arrangements – The Process

Safeguarding

Crown Meadow First School and Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure that all our recruitment and selection practices reflect this commitment. This post is subject to an Enhanced Disclosure and Barring Service (DBS) check. Reference checks will also be performed prior to interview.

Prevention of Illegal Working

Under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ a person who is not entitled to live and work in the United Kingdom. In order to comply with this law, we are required to make basic document checks before taking on new employees. These checks must be carried out on all job applicants who are invited to interview.

School Visit

We encourage all applicants to visit our school before submitting their application. School visits will be taking place on either:

Wednesday 17th April at 9.15am

Wednesday 24th April at 4.30pm

Please contact Miss Anita Heath, Headteachers PA on 0121 445 4540 or by e-mailing ah Heath@CrownMeadow.Worcs.Sch.UK to book a place.



Selection Arrangements – The Process

Applications, Closing Date & Shortlisting

Application forms can be downloaded from the school website. Applications must be submitted by **Tuesday 7th May at 9.00am**.

Shortlisting will take place on **Tuesday 7th May** during the afternoon.

Interview & Selection Day

Currently scheduled for **w/c 13th May**. Shortlisted candidates will be advised on the range of tasks and activities that will make up the selection process and should confirm availability to attend if shortlisted.

Appointment Schedule

The successful candidate will take up the post from 1st September 2024.

Salary Range

Leadership – L8 – L12 (£52,659 – £58,105)

Position

This position is permanent.



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