



ESHER CHURCH OF ENGLAND HIGH SCHOOL

RECRUITMENT  
INFORMATION PACK  
2023



POSITION:

DEPUTY HEADTEACHER – CULTURE & INCLUSION











Dear Candidate,

Thank you for expressing an interest in the post of Deputy Headteacher at Esher Church of England High School. This is an exciting time to be joining the School and the Trust. This post offers an outstanding opportunity to be part of a highly cohesive senior leadership team, giving the successful candidate the chance to lead the school's culture and inclusion. This post is for candidates who might currently be a Deputy Headteacher looking for your next move or an experienced Assistant Headteacher; what matters most is you bring a clear vision of what a truly exceptional comprehensive school looks like, and you have the drive and ambition to make that a reality.

The right candidate will bring experience leading in a pastoral role, having had significant impact on the culture and climate of their school. This is a new post, adding to the structure to provide strategic leadership to the areas of behaviour and attitudes, safeguarding (including e-safety), personal development, attendance, rewards and house systems.

You will have the opportunity to work with a talented team of senior leaders, middle leaders, and a strong central trust team, all working together to create an environment where every member of the school community can flourish.

Our core values of Wisdom, Hope, Community and Dignity are brought to life at Esher High School in a unique way. This is achieved by our school motto 'Belong, Be More, Be Esher' which gives both our students and staff the guidance as to how to live our values. We work purposefully to educate our students to be open minded and inclusive of all, this is worked through 'Belong'. We value the extra efforts of all students and staff, we celebrate this with 'Be More'. This applies in the formal curriculum, the wider curriculum and in personal development. We have three 'Be More Days' each year to give students an opportunity to explore this further. 'Be Esher' is the fruit of all this work. It is about creating excellent young people who not only make the school a better place to be, but also the community beyond our school gates.

If you share the School and Trust's vision based on the unshakeable belief that children learn through all aspects of their daily lives and that their values and knowledge, experiences and habits are as important as their academic qualifications, we would be delighted to hear from you. Please contact us for a tour of the school or an informal conversation, which is highly recommended.

Yours faithfully,



Andy King  
**Headteacher**



## SCHOOL ETHOS

The school is committed to providing a happy and secure learning environment, in which all students have the right to learn and achieve, uninterrupted by others.

We place emphasis on all members of our community co-operating with others politely, considerately and honestly, promoting an understanding that right and responsibility go hand in hand.

Andy King

**Headteacher**







# Culture and Climate

## **Warm and Strict**

Our approach to our culture as a school is defined as 'Warm and Strict'. The warmth is our interactions being rooted in love, care, and clearly about "purpose not power". Instead of lowering expectations to what students can do, we support them to raise their game, in whatever way is needed. We believe that, given the right ingredients of rules, rewards, curriculum and support - every child can flourish and achieve incredible things.

Leading on Culture and Inclusion, the successful candidate will need to be fully invested in this approach. We have refreshed our approach this year to be defined as 'Warm and Strict', backed up by a focus on clarity and consistency. We have introduced a Culture Curriculum this term into tutor time, which will need further planning and implementation in the new academic year.

We have a well-resourced and experienced pastoral team that includes Assistant Headteachers, Heads of Year, Inclusion Manager, Student Services Manager, Student Services staff, Attendance Admin and 4 Student Wellbeing Coordinators. We buy in external support for school counselling and mentoring.

All of our work as a school community is to enable all students and staff to flourish. To ensure our staff develop and grow, which in turn allows our students to do so, we have a well planned program of CPD. Our CPD strategy is built on 100% of students thinking hard and working hard 100% of the time and staff thriving in an environment of 1% improvements.

All staff benefit from regular, low stakes lesson Drop-Ins from which staff are given 1% improvements to improve their practice. There is no formal lesson observation cycle.





# ABOUT OUR SCHOOL



Esher Church of England High School is an excellent, high performing school and is proud to be part of Enlighten Learning Trust (ELT). As a trust, we have a strong record of working collaboratively with schools across all phases and we have seen the benefits of this approach for all involved. Our aim is to develop a strong sense of school-to-school support and through collaborative working we have built on growing outstanding teachers and leaders.

Our mission at Esher High School is that every student will grow in character, spirit, knowledge and skills, mindful of their part in God's creation. Our school offers a vibrant curriculum, both in the classroom and beyond. We strive for excellence in all that we do, in academic performance as well as personal development, in order that students and staff will flourish and be ready for future opportunities. Our commitment to academic excellence in a supportive environment is absolute and we provide an environment that enables everyone to work together in an atmosphere of mutual respect, openness and trust.

Our values are rooted in those of the Church of England but interpreted for our own unique setting and students. We apply these through an ethos of high expectations with a supportive and cooperative approach. We have a set of values that underpin our approach:

- Wisdom, knowledge and skills
- Hope and aspiration
- Community and living well together
- Dignity and respect

The school enjoys a fantastic campus set within a 16-acre site with wonderful, modern facilities including a large sports centre, lecture theatre/auditorium, science block and performing arts centre. We invest significantly in technology, with full migration to Microsoft Office 365, knowing that this is a key element in delivering a high-quality learning experience. The environment and resources support great learning and allow students to make the most of what we have on offer. We have high expectations of our students at all times, and work alongside parents to help the students to meet these expectations. Through this support they will become confident, ambitious and responsible citizens, ready to enhance the world around them now, and into the future.



# WHY WORK FOR ESHER HIGH SCHOOL?

In addition to a competitive salary, we can offer the successful candidate continual professional development and the opportunity to further develop your skills and talents with us. You will have the opportunity to be part of a growing and dynamic trust led by a strong and dedicated senior team that provides support, effective challenge and strategic direction. Once the successful candidate is well established in the school, an appropriate course of CPD will be agreed. This would include opportunities for NPQH or similar.

If appointed, you will be working with talented teachers and support staff, who are fully committed to delivering the best outcomes for students. We have low staff turnover and many of our leaders have grown up through our own staff team thanks to our excellent CPD activities, coaching and support.

Our vision, values and ethos provide an environment that enables everyone to work together in order that students flourish in every aspect of their learning. We also have strong links with parents and the wider local community and a highly supportive and dedicated governing body.

Staff benefits include:

- Bespoke professional development opportunities
- 2-week October half term holiday
- Staff Laptop
- Full Office 365 licence for home use
- Teachers have their own classroom
- Teachers' pension scheme
- Staff wellbeing group
- Overseas wider curriculum opportunities
- Staff association dedicated to social activities, gifts, staff morale
- Free gym use
- On-site parking
- Cycle to work scheme
- Opportunities may arise to work within other ELT schools and phases





# JOB DESCRIPTION

## DEPUTY HEADTEACHER – CULTURE & INCLUSION

Full-time, Permanent Position

Start date: September 2023

Salary: L19 to L23 (Fringe) (£70,245 to £77,344 FTE)

### Key Areas of Responsibilities:

#### Leadership and Development:

- Support the Headteacher in ensuring the vision for the school is clearly articulated, shared, understood and acted upon by all;
- Demonstrate the vision and values of the school in everyday practice;
- Motivate all, working with and through others, to foster a shared culture and positive ethos;
- Promote high expectations of attainment and progress for all;
- Work with the Headteacher and other senior leaders on the strategic development and implementation of the School Improvement Plan;
- Develop and implement effective strategies to evaluate the effectiveness of culture and behaviour policies and practices;
- Lead the Senior Leadership Team and Middle Leaders in reviewing and assessing current practice and developing a personalised improvement approach with all staff;
- Be responsible for the development and review of all school policies relating to Pastoral aspects of the school;
- Be the co-lead for the Governors' Education and Wellbeing Committee;
- To deputise for the Headteacher in their absence.

#### Leading Culture:

- Lead a culture that brings our school values and Christian vision to life, allowing all students to flourish;
- Have strategic leadership for safeguarding in the school as the DSL or a deputy DSL;
- Lead and develop the staff team who deliver on pastoral aspects of the school. Fostering the warm and strict approach;
- Provide regular, diagnostic feedback for colleagues in a way that recognises good practice and challenges where necessary in a way that results in a tangible impact on students' learning;
- Lead on the development of policies and practices across the school that promotes excellent learning, inclusion and high achievement;
- Have strategic oversight for the attendance functions of the school, ensuring robust systems, built on positive relationships are in place to address any poor attendance or persistent absence;
- Secure and sustain effective pastoral practices throughout the school through structured monitoring, evaluation and review processes;
- Work with the other Deputy Headteacher to devise and implement highly effective CPD programmes focused on a thriving inclusive culture;
- Ensure appropriate support and interventions are put in place, as necessary, to secure high quality learning experiences for all students.

#### Developing Self and Working with Others:

- Work with the Headteacher and the Senior Leadership Team to build a professional learning community that empowers all to achieve;
- Be the lead professional responsible for behaviour, attitudes, personal development and attendance;
- Build a collaborative learning culture within the school and actively engage with other schools in the trust and local area to build effective learning communities;
- Be committed to your own professional development, regularly review own practice and set personal targets;
- Identify and pursue development opportunities (to be agreed and negotiated with the Headteacher who will give support throughout).

**Securing Accountability:**

- Work with the Headteacher to ensure the school's accountability to a wide range of groups such as parents and carers, governors, the Trustees and the DfE;
- Work with the Governing Body to ensure that it meets its' responsibilities and offers the appropriate degree of challenge to the School's leadership and performance;
- Contribute to the School's Self-Evaluation and be able to present a coherent, accurate and insightful account of the School's performance to a wide range of audiences;
- Be responsible for the line management of members of the Senior Leadership Team, Heads of Year, Heads of Department and relevant support staff;
- Monitor the standards achieved by Heads of Year and to lead and monitor the production of HOY improvement Plans.

**Strengthening Community:**

- Engage effectively with our internal and external school community to deepen a sense of partnership;
- Collaborate with other trust schools and organisations in order to share expertise and bring positive benefits to our school and other schools;
- Collaborate at both strategic and operational levels with parents and carers, fellow professional and across multiple agencies for the well-being of others.

**Resource Management:**

- Work with the Headteacher and the SLT to provide effective organisation and management of the school and seek ways to improve organisational structures and functions based on rigorous self-evaluation;
- Work with the Headteacher and the SLT to ensure the school and the staff and resources are organised and managed to provide an efficient, effective and safe learning environment.

**General:**

- Support and promote the values and ethos of Esher C of E High School and the Enlighten Learning Trust;
- To keep up-to-date with educational reform and policy by ensuring an awareness of education initiatives and their usefulness;
- To inform and liaise with the Headteacher and where necessary present information regarding new developments to staff and Middle Leaders;
- To attend all staff meetings, Middle Leader meetings, Senior Leadership Team meetings and Local Governing Body meetings;
- Be aware of the responsibilities under Data Protection Legislation for the security, accuracy and significance of the personal data held in the school's systems;
- Have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and to be one of the designated persons for child protection;
- Work in accordance with the school's Health and Safety Policies and Procedure;
- Undertake such other duties as laid down in the school Teachers' Pay and Conditions Document and those delegated by the Headteacher.

**General Professional Duties:**

- The job description is to be performed in accordance with Teachers' standards and the school's leadership standards, this includes deputising for the headteacher in their absence;
- This is an outline job description for this role. Final roles and responsibilities will be agreed with the successful applicant;
- This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.



# PERSON SPECIFICATION

## DEPUTY HEADTEACHER – CULTURE & INCLUSION

The table below indicates the key qualities that we are looking for in the successful candidate and should help you complete your application and ensure you have the necessary experience and skills to be successful in this process.

CRITERIA	QUALITIES	Application	Task	Interview
<b>Qualifications and training</b>				
<u>Essential</u>	<ul style="list-style-type: none"> <li>Qualified teacher status</li> </ul>	Y		
	<ul style="list-style-type: none"> <li>Degree</li> </ul>	Y		
<u>Desirable</u>	<ul style="list-style-type: none"> <li>Evidence of further training in leadership and management.</li> </ul>	Y		
<b>Experience</b>				
<u>Essential</u>	<ul style="list-style-type: none"> <li>Successful leadership and management experience in a school leadership team</li> </ul>	Y		Y
	<ul style="list-style-type: none"> <li>Teaching experience across a range of secondary phases</li> </ul>	Y		
	<ul style="list-style-type: none"> <li>Involvement in school self-evaluation and development planning</li> </ul>	Y	Y	Y
	<ul style="list-style-type: none"> <li>Demonstrable experience of successful line management and staff development</li> </ul>	Y		Y
	<ul style="list-style-type: none"> <li>Experience of leading and implementing whole school initiatives and managing change, developing strategies for improving behaviour or attendance</li> </ul>	Y	Y	Y
	<ul style="list-style-type: none"> <li>Proven record of successful curriculum/ pastoral leadership leading directly to an increase in standards of attainment</li> </ul>	Y	Y	Y
	<ul style="list-style-type: none"> <li>Experience of monitoring and evaluating delivery of personal development curriculum, whole school behaviour and attitudes curriculum</li> </ul>	Y		Y
	<ul style="list-style-type: none"> <li>Clear understanding of what good quality teaching and learning looks like and strategies to develop this</li> </ul>	Y	Y	
<u>Desirable</u>	<ul style="list-style-type: none"> <li>Experience of leading attendance and safeguarding team</li> </ul>	Y	Y	Y

# PERSON SPECIFICATION

## DEPUTY HEADTEACHER – CULTURE & INCLUSION

CRITERIA	QUALITIES	Application	Task	Interview
<b>Skills and knowledge</b>				
	<ul style="list-style-type: none"> <li>Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> </ul>		Y	Y
	<ul style="list-style-type: none"> <li>Understanding of effective safeguarding practices and structures</li> </ul>	Y	Y	Y
	<ul style="list-style-type: none"> <li>Ability to communicate a vision and inspire others</li> </ul>	Y	Y	y
	<ul style="list-style-type: none"> <li>Ability to build effective working relationships</li> </ul>	Y		
	<ul style="list-style-type: none"> <li>Ability to delegate where appropriate and to support others in undertaking responsibilities</li> </ul>		Y	Y
	<ul style="list-style-type: none"> <li>Data analysis skills, and the ability to use data to set targets and identify weaknesses</li> </ul>		Y	Y
	<ul style="list-style-type: none"> <li>Understanding of school behaviour and attitudes, personal development and attendance requirements and knowledge of what best practice is</li> </ul>	Y	Y	Y
<b>Personal qualities</b>				
	<ul style="list-style-type: none"> <li>A belief in getting the best outcomes for all pupils and promoting the ethos and values of the school</li> </ul>	Y	Y	Y
	<ul style="list-style-type: none"> <li>Ability to work under pressure and prioritise effectively</li> </ul>		Y	Y
	<ul style="list-style-type: none"> <li>Ability to work in a team and to communicate effectively with all members</li> </ul>	Y	Y	Y
	<ul style="list-style-type: none"> <li>Always maintaining confidentiality</li> </ul>		Y	Y
	<ul style="list-style-type: none"> <li>Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position</li> </ul>	Y		
	<ul style="list-style-type: none"> <li>A 'can do attitude' and an ability to solve issues as and when they arise</li> </ul>	Y		Y
	<ul style="list-style-type: none"> <li>Someone who reflects on their own practice and has an appetite for professional improvement</li> </ul>		Y	Y



# HOW TO APPLY/ THE APPLICATION PROCESS

More information about this vacancy can be found on the vacancies page of our website:  
[Esher Church of England High School/Vacancies](#)

Please complete the application form in full, with the statement of application response to be no more than two sides of A4, minimum font 10, outlining the following:

- Relevant skills, strengths, and experience which you will bring to the school, with particular reference to how you meet the criteria on the person specification
- Your motivation for wanting to join the Senior Leadership Team at Esher C of E High School

The closing date for applications is **Monday 17 April 2023 at 8.00 am.**

Please submit your completed application form electronically to:  
[recruitment@enlightenlt.education](mailto:recruitment@enlightenlt.education). All applications will be acknowledged on receipt.

You will be notified by **Tuesday 18 April 2023** if you have been shortlisted for interview.

Interviews for shortlisted candidates will take place over two days on **Thursday 20 and Friday 21 April 2023**

We will show prospective candidates around the school during the weeks commencing **20 and 27 March 2023**. If you are interested in a preliminary visit please contact Mrs McLeod, PA to the Headteacher on: [head@esherhigh.surrey.sch.uk](mailto:head@esherhigh.surrey.sch.uk).

Shortlisted applicants will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. It is an offence to apply for a role if applicants are barred from engaging in regulated activity relevant to children.

This school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Please refer to the following link for further information regarding our [Child Protection & Safeguarding Policy](#).

Any successful applicants will be required to undertake an enhanced disclosure check by the Disclosure and Barring Service [DBS].



## HOW TO FIND US

Esher Church of England High School  
More Lane, Esher, Surrey, KT10 8AP

Tel: 01372 468068

Email: [recruitment@enlightenlt.education](mailto:recruitment@enlightenlt.education)

Web: [www.esherhigh.surrey.sch.uk](http://www.esherhigh.surrey.sch.uk)

Headteacher: Mr A King

Chief Executive Officer: Mr M Boddington





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