January 2023

Dear Colleague,

I am delighted that you are considering a position with us at St Edward’s Royal Free Ecumenical Middle School. Thank you for requesting further information following our advertisement for the post of Deputy Headteacher. This post has become available following the previous incumbent’s promotion to Headship. I hope that you find the information enclosed useful and that you feel inspired to apply for this exciting and important post in our school.

St Edward’s Royal Free is a heavily oversubscribed Middle School for pupils in years 5 to 8 situated in light and attractive well-maintained buildings in an idyllic location in Windsor (with plenty of onsite parking for staff). Our vision of growth, taken from the parable of the mustard seed, and our four values of service, excellence, respect and faith, permeate everything that we do here.

Our teaching team is made up of a unique combination of secondary and primary qualified teachers. Working in a middle school is exceptionally rewarding. It provides the opportunity for subject specialist teaching and learning in both Key Stage Two and Three but without the pressure of external examination results. Many colleagues who have joined us from secondary or primary schools have commented on the positive impact on their wellbeing.

As the Headteacher I am fully committed to the wellbeing and development of our staff, including the development of members of the Senior Leadership Team. We offer a choice of CPD programmes, with the flexibility for colleagues to do what best suits their professional and personal circumstances. We are also committed to wellbeing in a more practical sense; teachers here very rarely undertake cover and are encouraged not to spend long hours in school. We also provide teaching staff with the technology required to make their lives easier with every member of staff being provided with a laptop as well as an Ipad. As a result, our staff team is hugely supportive and kind, and our caring ethos makes this a very rewarding place to work.

Our pupils are also a joy to work with. They are committed to their learning, calm, and exceptionally well behaved. They are proud of the school, contribute fully to school life, and continue to surprise me daily with their acts of kindness, enthusiasm and desire to make a difference. Visitors to the school are quick to complement us on our pupils’ maturity and their welcoming nature and local community groups are grateful for the support of our pupils.

We are also fortunate as a voluntary-aided ecumenical school to receive strong support from the governing body, parents, Local Authority and both Oxford (Church of England) and Portsmouth (Catholic) dioceses. Many visitors comment on the friendly atmosphere and good relationships evident. I believe we are in a good position to build on these strengths and take the school forward over the next few years.

The Senior Leadership Team here are a supportive group who are committed to helping and developing each other, knowing the challenges that come with senior leadership. A good sense of humour is a requirement in our team! We also share a real passion for improving outcomes for our pupils and were pleased with the outcome of our recent Ofsted inspection (September 2022) whilst also being committed to continual improvement.

<https://reports.ofsted.gov.uk/provider/23/110086>

We are, therefore, looking for an enthusiastic leader with a particular interest in working with young people in this age range. An enthusiasm for the leadership of curriculum and teaching and learning would also be desirable. Our curriculum and time-table are set up very much along the lines of a secondary school so all pupils are used to being taught subjects separately throughout the week. We are also about to embark upon the ‘Embedding Formative Assessment’ programme run by the SSAT as a means of developing classroom practice. The successful candidate will also be a real team player who is keen to continue their own leadership development.

Please complete the enclosed application form if you would like to apply. You should include a letter with the application form in which you explain how your qualifications, experience and personal qualities make you the right candidate for the job. The closing date for applications is 9am Thursday 9th February 2023 with the interviews taking place on Tuesday 21st February.

If you would like to visit us to find out more about the school either before or after submitting an application, please do so by telephoning the school office.

Thank you for showing an interest in our advertisement. I very much look forward to meeting you and reading your application.

Yours sincerely,



N Adamson

Enc. Application Form

Job Description

Person specification