



Deputy Headteacher



**WEXHAM COURT
PRIMARY
SCHOOL**

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Vision

Preparing every child to become a successful individual in an ever evolving world.



Values



**BUILD
BELONGING**



**STRIVE FOR
EXCELLENCE**



**DO THE
RIGHT THING**

Behaviour Code



READY



RESPECTFUL



SAFE

Welcome from the Head Teacher

Dear Applicant,

Thank you for your interest in the position of Assistant Head Teacher for Inclusion at Wexham Court Primary. I believe that this school is like no other. Over the last few years, we have worked together to define what education means to us, what our environment should look and feel like. As such, our school vision and values are underpinned by our guiding principle:

Ubuntu – I am, because you are.

This means that we are bonded together and working as a team for the betterment of all.

We are a forward thinking and innovative school, trying to embrace 21st century learning styles. As a school community, we are very open minded and ready to embrace new and exciting challenges together. We are an inclusive school, where staff must be prepared to analyse and have challenged their bias, prejudice and attitudes.

Our SLT Credo:

We are responsible for the growth and development of our children. They deserve our best efforts and attention. By developing and supporting our teachers and nurturing our parents, we believe we can have the greatest impact on our children.

As an SLT we feel that we can best help children by ensuring their teachers are highly skilled and prepared to teach without distraction or unnecessary loads. The biggest difference to teaching and learning is the expertise of teachers. Therefore, professional development is ongoing and delivered through our Professional Learning Communities (PLCs). These are led by knowledgeable staff members with the aim to upskill everyone. We wish to recruit a practitioner who is ambitious, keen to learn and values our vision.

Finally, our children love school! In the morning they come running in, always smiling as they greet you. Behaviour is excellent because we know our children well and they would never want to let us down.

I am very proud of our school community. Through the last few years, they have risen to every occasion. I could not be more grateful for their commitment and determination. Come and speak to them and get the answers you need. All we require is good morals, a willingness to learn and the ability to work in a team. The rest we can work out.

I look forward to hearing from you soon.

Navroop Mehat and the WCPS team.

Here are a few comments from our Teachers...

'At Wexham, the children are the best bit - keen to learn and welcoming to all. There are always opportunities to develop yourself professionally and I feel Wexham has massively supported my journey through middle leadership'

Miss H Brian



'A diverse School with friendly colleagues and wonderful children. It provides great CPD to support our practice, enabling us to provide the best education to our students. The School has supported me since my training year until now, and I am excited to continue my journey with the Wexham team!'

Miss K Kobayashi

'Wexham Court is a diverse, welcoming and supportive School where everyone is valued and respected. Navroop and SLT are continuously supporting Teachers to progress in their careers whether it's the start of their journey as an ECT or a qualified teacher.

Whilst being an ECT at Wexham, I received excellent support and direction to be able to provide quality teaching and enhance my own development. I have received excellent CPD and the opportunity to observe high quality teaching'.

Miss A Rehman



Welcome from the Pupils

Welcome to Wonderful Wexham Court!

We are delighted to give you the opportunity to work here. We are a School that has core values that are at the heart of everything we do.

The staff here are encouraging, inspiring, good listeners and fun. Are you a Teacher who:

- Can plan fun and enjoyable activities?
- Can help accelerate our learners' progress?
- Can create fun and engaging displays?
- Listen when we need your help?
- Has a good sense of humour?
- Gives us good and helpful feedback?
- Has a love for reading?

In return we promise to give you:

- Well behaved and engaged learners
- Fresh fruit and vegetables
- Amazing teacher friends
- Lots of laughs
- A big, clean classroom
- Lots of tea and coffee!

We love coming to Wexham Court Primary School. There's always so much going on. We are an Active Movement School, which keeps us fit and healthy. We have a modern curriculum, which includes Enquiry. This helps us to explore topics in a fun way. Community work is important to us as we love to support local charities.

Come and meet us so we can share our School, we know you will love it too!

The Prefects



About Wexham Court Primary School

Our history:

- The school used to be a double Saxon Moat, and the evidence of the moat still remains.
- The school used to be a Medieval Farm that dates back to the 13th century.
- The schools name is based on the manor house, home farm and church that were all part of the moated complex, known as Wexham Court Estate.
- We have oak trees that were planted in the 18th century.
- There used to be a post office on site, which fell down 20 years ago
- The site has a poly tunnel and various raised beds, in which all pupils grow their own produce. This is later served in the canteen or entered into the Stoke Poges Horticultural Show; which we have won for the last 7 years!
- The school used to be a middle school.

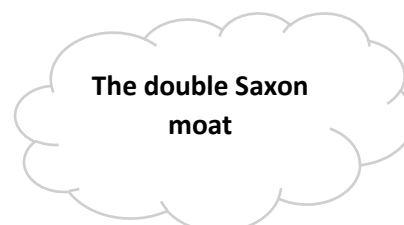
Our present

- Professional development is ongoing. We use evidence-based research to only do the things that work and matter.
- The listed Barn has been renovated and is now an exhibition site, regularly used by the children for various activities, including cooking the produce they harvest in the poly tunnel.
- We run national training events at the Barn.
- We are a Microsoft school and embrace technology everywhere.
- We value the arts, all children learn instruments, Spanish and have expert art experiences.
- Health is vital, our children eat well, skip daily, have an outdoor gym, MUGA and sports coach.
- Our curriculum is well sequenced, coherent and scaffolded to support all pupils.
- Work life balance – we have a strong culture of support! We work hard at school and home life is for living. Our teachers do not take work home, planning is completed in PPA and meetings after school are rare! Our staff are happy and satisfied because they are looked after and valued.

Our future

Our future is exciting. Be a part of it.

The school badge reflects our school's evolution:



Our Partnerships

We believe in partnership work and as such we support these through training and school to school support.

Some of our partners and awards are:



Deputy Headteacher – Curriculum and Professional development

Position: Deputy Headteacher
Start Date: January 2025
Location: Berkshire
Contract: Permanent
Salary: L8-L12

“Preparing each child to be individually successful in an ever-evolving world.”

As leaders we believe that our pupils deserve the absolute best teaching every single day. As such, we go above and beyond to create the right environment for teachers, which in turn benefits our children. Our continuous professional development is personalised and linked to our vision and values. The role of deputy head is a strategic role, which holds a level of responsibility and accountability to your team, children and parents. As such, clear direction, integrity and the ability to communicate effectively are essential. The ideal candidate will have an in-depth knowledge of the curriculum, particularly Literacy and a good grasp of teaching and learning.

We offer:

- Excellent professional development
- An evidence informed curriculum suitable for our pupils
- A culture of learning and research
- Opportunities to work closely with external partners
- Excellent behaviour and attitudes of pupils and staff

About You:

- Have experience of being in a senior leadership role for at least 2 years
- Are embedded in research-based learning
- Have secure knowledge of the national curriculum and safeguarding requirements
- Be able to coach, mentor and support staff
- Create a welcoming environment

Find out more: Contact our HR Lead, Attia Mian at; amian@wexhamprimary.com or 01753 524 533/989 or visit our Twitter [@wexhamPS](https://twitter.com/wexhamPS), or our website: www.wexhamprimary.com. You are welcome to attend one of our tours, please visit our website for dates.

Key dates to be mindful of: Closing date for applications Friday 27th September at 4pm.



We are a friendly and caring school that is committed to safeguarding and promoting the welfare of children.

Job Description – Deputy Headteacher: Curriculum and Professional Development

DESCRIPTION: Wexham Court Primary School

POST TITLE: Deputy Headteacher: Curriculum and Professional Development

RESPONSIBLE TO: Headteacher

1. MAIN PURPOSE OF THE JOB

- 1.1 Carry out those responsibilities defined by statute with specific reference to conditions of Employment of Deputy Headteachers in the DfE publication 'School Teachers Pay and Conditions,' including the educational standards, internal organisation, management and control of Wexham Court Primary School.
- 1.2 Assist the headteacher in the effective leadership and management of the school and in all aspects of school improvement, including deputising for the headteacher when they are absent, as directed by the governing board.
- 1.3 Assist the headteacher in all aspects of the day-to-day administration and organisation of the school, as agreed with the headteacher, including taking responsibility for agreed areas, such as timetables, duty rotas and the school website review.
- 1.4 Assist the headteacher in shaping a vision and direction for the school, setting out very high expectations with a clear focus on student achievement and progress.
- 1.7 Build and develop appropriate relationships with students, parents, staff, governors, headteachers and other stakeholders to develop and enhance the achievements and good reputation of the school.
- 1.8 To strategically lead on the development and implementation of the use of meaningful data to ensure informed interventions for both attainment and progress for all learners.
- 1.9 To use best practice and evidence-based research to evaluate and improve the curriculum through effective implementation.
- 1.10 Take full responsibility for leading and managing one or more major aspects of the school's curriculum provision, as agreed with the headteacher and governing body.
- 1.11 To work with the headteacher to ensure coherence in understanding of quality and a relevant curriculum.
- 1.12 To plan effective continuous professional development for staff at all levels both in subject knowledge and in the delivery of teaching and learning.
- 1.13 Provide guidance and support to the Inclusion Manager/SENDCo in order to improve the quality of teaching and learning, and curriculum for pupils with needs.
- 1.14 Ensure that the health and safety of all students and staff is promoted and maintained to a high standard at all times, in accordance with the school's relevant policies and procedures.
- 1.15 The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade as directed by the Headteacher, commensurate the grade of the post.

2. CORE JOB FUNCTIONS: PERSONAL RESPONSIBILITY

- 2.1 To implement school policies including those relating to Race Equality, Equal Opportunities and Health and Safety.
- 2.2 To recognise strategies and weaknesses by evaluating your practice.

- 2.3 To be responsible for part of your own professional development, through blogs, research, reviews and books.
- 2.4 To attend training and meetings as necessary and cascade any relevant information to relevant staff and stakeholders as appropriate.
- 2.5 To advise the headteacher on development issues and planning relating to the education of pupils within all key stages in a timely fashion.
- 2.6 To play a full and active part in activities related to teaching and learning for all students and staff.
- 2.7 Be an excellent role model for all members of staff and for pupils in all aspects of school life. To be an exemplar of all school policies and practices. To actively promote the aims of the school. To offer guidance and support to colleagues.
- 2.8 To undertake a significant role in maintaining a high standard of pupils' behaviour and discipline, within the framework of the school policy and supporting other staff as necessary.
- 2.9 Inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil discipline.
- 2.10 To liaise effectively with parents and carers to ensure good relationships between school and home in order to improve teaching, learning and behaviour.
- 2.11 To teach a class or group as required by the Headteacher.
- 2.12 To attend study, training or complete other duties that may take place outside of school time.

3 KEY ACCOUNTABILITIES: LEADERSHIP & MANAGEMENT RESPONSIBILITIES

- 3.1 To be responsible for the strategic leadership of the development and implementation of the curriculum so that it reflects the needs and aspirations of all learners. To be responsible for monitoring and reviewing the timetable on an ongoing basis in line with national developments and guidance to ensure the timetable remains effective.
- 3.2 To be responsible for overseeing and monitoring the effectiveness of the cover arrangements across the school.
- 3.3 To create, implement and monitor duty rotas for break, lunch and before and after school.
- 3.4 Make clear quantifiable data available to a range of audiences to support self-evaluation, using external and internal data in relation to areas of accountability.
- 3.5 Ensure all members of SLT are aware of broad conclusions resulting from analysis of progress attainment and intervention data.
- 3.6 Lead on quality assurance for curriculum Teaching and Learning.
- 3.7 To support succession planning and professional development.
- 3.8 Play a significant role in setting aims and objectives for the school and in formulating the School Improvement Plan along with the headteacher, Governors and other senior staff. To take responsibility for developing and monitoring policy and practice as laid down in the School Improvement Plan, and in agreement with the headteacher.
- 3.9 Manage documentation in respect of self-evaluation.
- 3.10 Develop, implement and sustain effective systems of quality assurance for all key areas of accountability. Assist the headteacher in school self-review and evaluation and in the effective planning and management of school resources to secure improvements.
- 3.11 In conjunction with the headteacher, finance department and governors be responsible for establishing budget priorities and ensuring funds are used effectively to provide best value within agreed expenditure limits.
- 3.12 To ensure the quality and health and safety of the school buildings remain suitable and safe in line with appropriate legislation and guidance.

- 3.13 In conjunction with the headteacher ensure the effective delivery of good quality people management practices to achieve high standards and harmonious and positive relationships.
- 3.14 In conjunction with the Headteacher to be responsible for dealing with matters relating to disciplinary issues in accordance with employment law and relevant statutory guidelines such as those provided by the DfE and General Teaching Council for England.
- 3.15 Take a significant role in the implementation of all aspects of the school's performance appraisal practices in accordance with statutory requirements to secure school improvement and individual professional development.
- 3.16 Work in accordance with LA and DfE strategies and policies and liaise with LA staff and other external agencies as appropriate.
- 3.17 Work closely with the Headteacher and the Governing Body.
- 3.18 Act as a deputy designated safeguarding lead.
- 3.19 The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade as directed by the Headteacher, commensurate with the grade of the post.

3. GENERIC ACCOUNTABILITIES

- 4.1 Participate in recruitment and selection, as agreed with the headteacher.
- 4.2 Attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required.
- 4.3 Attend occasional meetings during evening hours, at weekends or in school holidays, as required.
- 4.4 Take whole school assemblies and support other staff with assemblies.
- 4.5 Prepare and present reports, as required to Governors, LA officers, parents, or outside agencies.

PERSON SPECIFICATION

Competency		Attributes – Customer Focus, Development, Relationships, Personal Effectiveness, Expertise, Communication Skills (if appropriate), Managerial (if appropriate), Health & Safety, Equalities Finance	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
Experience	1.1	Experience and expertise in relation to the Primary School Curriculum	Essential	A
	1.2	Experience of working with primary age ranges	Essential	A
	1.3	Substantial successful leadership & management experience in a senior post that has led to raising standards in teaching & learning and whole school progress, and includes experience of managing performance	Essential	AI
	1.4	National policies and developments in primary education, current educational issues, and the statutory and Ofsted frameworks within which a school operates to meet all pupils needs	Essential	AI
	1.5	What constitutes excellent classroom practice and a clear understanding of how to improve the quality of effective teaching and learning within the Ofsted framework	Essential	I

	1.6	Experience of current tracking and assessment procedures	Essential	AI
	1.7	Innovation in curriculum design to enhance teaching and learning which enables pupils to become self-motivated and effective learners	Essential	AI
	1.8	Experience of working effectively in a multicultural community	Desirable	AI
	1.9	The process of school self-evaluation	Desirable	AI
Skills/ Abilities	2.1	Effective management skills to include: strategic financial management and human resources; people management skills to include delegation coordinating, monitoring and evaluating all aspects of performance successfully	Desirable	AI
	2.2	Excellent interpersonal skills and the ability to relate to people with understanding, humour and tact; to communicate effectively with a wide range of potential audiences and to listen and understand the point of view and opinions of other people	Essential	I
	2.3	Accurate interpretation and the effective use of comparative data in raising whole school standards through analysis and evaluation of pupil data, target setting, assessment for learning and pupil tracking. Ability to clearly and effectively communicate the results of any comparative data to a range of different audiences in simple terms	Essential	AI
	2.4	Ability to engage parents/carers in the life of the School and to further improve attendance within the School	Essential	I
	2.5	Leadership & Management: <ul style="list-style-type: none"> • Able to deal with a number of complex issues simultaneously • Able to see ‘the big picture’ and translate vision into reality • Exceptional ICT, organisational and administrative skills in order to use systems effectively to ensure progress • Demonstrate a methodical and analytical approach to work • Capacity to recognise and build on the success of the school and formulate a vision of innovation and sustainable improvement 	Essential	AI
	2.6	Curriculum and Professional Development <ul style="list-style-type: none"> • Improve curriculum through research, implementation and monitoring • Lead on continuous professional development linked to the needs of the school and the SIP. • Support succession planning at all level s • Quality assure and embed with confidence • High expectation of behaviour across the School for students and staff • Able to understand the skills required to be an outstanding classroom teacher able to deploy innovative teaching and learning strategies in order to achieve a consistent record of student success 	Essential	AI
		2.7	Personal Attributes - Able to demonstrate evidence of: <ul style="list-style-type: none"> • The ability to manage one’s self, including time management, professional direction and development 	Essential

	2.8	<p>and an ability to work effectively, as part of a team, at all times including challenging circumstances</p> <ul style="list-style-type: none"> • Ability to establish and promote a safe, secure and healthy learning environment for pupils and staff. Ability to promote a healthy work-life balance for staff and oneself • Evidence of a commitment to equality of opportunity, safeguarding and social inclusion • Committed to undertaking professional training and assist with the professional development of others <p>Attitudes & Approaches – The successful candidate will:</p> <ul style="list-style-type: none"> • Demonstrate a positive approach with enthusiasm, energy and perseverance and use this to motivate others • Committed to safeguarding and promoting the welfare of children and successfully DBS cleared 	Essential	AI
Qualifications	3.1	Degree in Education	Essential	AI
	3.2	Evidence of recent relevant professional development and study e.g., NPQH or Master’s, or other training in preparation for Deputy Headship	Essential	AI
	3.3	The school is committed to safeguarding and promoting the welfare of children and young people and expects that all staff and volunteers share this commitment. Safeguarding training and qualifications are compulsory for all teaching staff	Essential	AI

How to Apply:



<https://www.tes.com/jobs>



www.wexhamprimary.com



Request an application form from amian@wexhamprimary.com

Dates:



Closing date for applications Friday 27th September at 4pm, with interviews taking place following shortlisting.

Interview day:

This will be a process to share who we are and get to know who you are. Please try to relax, it will be as informal as we can make it. On the day you will have an interview, in which you may ask as many questions as you wish, we would love to understand more about your vision and beliefs around education, your past experiences and what you want for the future. We will let you know further details if you are shortlisted for interview.

References:

If you are selected for interview, references will be requested prior to interview. You must ensure that your current or most recent Head Teacher is one of those references. Please ensure your referees are aware of our timescales.