



Eastburn

Junior and Infant School

Candidate Briefing Pack



Welcome from Chair of Governors

Dear Applicant,

Thank you for your interest in the post of Deputy Headteacher at Eastburn Junior and Infant School. I hope you will find the information in this pack useful and that it inspires you to apply for this exciting position.

Due to the promotion of our Deputy to Headship, we have an opportunity to appoint a dedicated, enthusiastic and motivated Deputy Headteacher.

Eastburn secured a “good” Ofsted rating at its last inspection (June 2019) and we have continued since then to build capability across the board. At Eastburn, we aim to create a nurturing environment where every single child becomes a powerful life-long learner. Our goal is that all pupils develop resilience, gain the confidence to seize opportunities and have the appetite to enjoy new challenges so that they can achieve their full potential.

The Governing Body is looking to appoint an inspirational leader who can build on the progress made to date and support the Headteacher in establishing the School as a centre for excellence. The successful candidate will join an established team of dedicated staff, who strive to raise academic standards by nurturing powerful learners. The Governing Body strongly champions the school’s ethos and vision.

I hope this will inspire you to apply for this challenging and rewarding role. If you would like to visit the school, this can be arranged by appointment and details are available later in the application pack.

We look forward to receiving your application.

Ann Moralee

Chair of Governors

Tel:

01535 653293

Address:

Eastburn Junior & Infant School, Green Close, Keighley, BD20 8UX

Email:

Office@eastburn.bradford.sch.uk

www.eastburn.bradford.sch.uk



About Eastburn Junior & Infant School

Background

Eastburn Junior and Infant School is a one-form entry primary school that sits at the edge of the Bradford Local Authority district close to the border with North Yorkshire (Skipton). The school has a current roll of 210 pupils, drawn largely from Eastburn and the surrounding villages.

The School was established in 1896 and we value greatly its strong community identity and heritage. Our journey over the last 18 months has reinforced the importance of sustaining strong links with families throughout our community, and in proactively seeking parental / carer involvement and feedback. Despite the challenges posed by the COVID pandemic, we believe that the School has succeeded in deepening its community contribution over the last year. We fully intend to build on this going forward.

At Eastburn, the idea of “life-long learning” sits at the heart of our approach to education. We believe it is essential that all pupils build the knowledge, skills, attitudes, behaviours and personal confidence to help them succeed at whatever they do, now and in the long-term. We are committed to giving all of our pupils the help and support they need to fulfil their potential.

We take it as read that our broad curriculum fully integrates stretching academic expectations with effective spiritual, social and cultural development priorities. Our strong inclusion approach means that we can address individual learning needs, thereby allowing all pupils to grow and thrive. We take our safeguarding responsibilities very seriously and fully recognise that pupils learn best when they feel safe.

We listen carefully to feedback from all our stakeholders: pupils, parents/carers, the Local Authority, colleagues. We are very proud of the fact that those who visit us routinely say that School is warm and welcoming and that pupils are engaged and enthusiastic. We hope you'll feel the same when you meet us.

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About Eastburn Junior & Infant School

Our Vision

At Eastburn Junior and Infant School, we create a culture in which every child is nurtured to become a powerful life-long learner. Our pupils develop resilience, seize opportunities and enjoy new challenges in order to achieve their full potential.

In creating our vision, we have worked alongside staff, governors, parents and children to create a statement that we think reflects our aims for the school. We return to this vision regularly to ensure that it underpins everything we do in school and reflects what we want to achieve for our pupils.

Our school is a proud believer in 'Building Learning Power' and uses this approach to support our pupils to become independent learners who show high levels of resilience in the face of challenge. We work hard to provide our pupils with a strong foundation, so that they are able to tackle the next stage in their education with confidence.

Type of School:	Community
Location:	Eastburn, BD20 8UX
Age Range:	5 to 11
Number of Children:	210
School Capacity:	210
Last Ofsted Inspection:	June 2019
Children on free school meals:	10.00%



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Job Advert

Position:	Deputy Headteacher
Job Type:	Permanent, Full-time
Commencement:	January 2022 (or as soon as possible afterwards)
Salary:	L7-L11
Tours:	School tours will be held at 4pm on Monday 27 th and Tuesday 28 th September. Please contact the School Business Manager, Mrs Heather Toner, to book a place on 01535 653293.
Closing date:	October 4 th 2021 (9am)
Interview & Assessment:	Lesson Observations: w/c 11 th October Interviews: 18 th and 19 th October

The Governing Body of Eastburn Junior and Infant School is seeking to appoint a dedicated, enthusiastic and motivated Deputy Headteacher to join our committed and passionate team. The right candidate will be an outstanding practitioner who is innovative and inspirational, possessing the leadership skills and vision to support the Headteacher in driving our school forward in the next stage of its development.

The successful candidate will initially be responsible for curriculum development, and act as phonics lead across school. The role also involves a 0.4 teaching commitment, so applicants will need to demonstrate their own passion for teaching and excellence within the classroom teacher role.

In due course, there may be the opportunity for the right candidate to reduce their teaching commitment and lead on SEND and Inclusion, so experience of this role is also highly desirable.

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Job Advert continued

We can offer you:

- Children who are eager to learn, well behaved and very proud of their school.
- A dedicated staff team working in partnership with a supportive governing body.
- A school committed to improvement at all levels.
- A clear commitment to your professional development.

From you, we need:

- High expectations, vision and initiative.
- Excellent communication skills
- An ability to motivate and inspire others.
- The highest standards of teaching and learning

More information about our school can be found on our website www.eastburn.bradford.sch.uk.

Candidates can apply online for this post. If you are registered, please follow the 'Apply Now' process, where you can also download the application pack. If you are not registered, then please register now and then follow the 'Apply Now' process.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment. All posts are subject to an enhanced DBS check and satisfactory references.

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Job Description

Job title: Deputy Headteacher

Salary: L7 – L11

Contract type: Full-Time Permanent

Reporting to: Headteacher

Responsible for: Teaching Staff and Teaching Support Staff

Main Purpose

The Deputy Headteacher, under the direction of the Headteacher, will take a major role in:

- Formulating the aims and objectives of the school;
- Establishing policies for achieving these aims and objectives;
- Managing staff and resources to that end;
- Monitoring progress towards the achievement of the school's aims and objectives.

If the Headteacher is absent, the Deputy Headteacher will deputise, as directed by the governing board.

The Deputy Headteacher will also be expected to fulfil the professional responsibilities of a Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

Duties and responsibilities

Qualities and knowledge

Under the direction of the Headteacher:

- Support with the day-to-day management of the school;
- Communicate the school's vision compellingly and support strategic leadership;
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils;
- Build positive relationships with all members of the school community, showing positive attitudes to them;
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally;
- Work with political and financial astuteness, translating policy into the school's context;
- Seek training and continuing professional development to meet own needs.

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Job Description

Pupils and Staff

Under the direction of the Headteacher:

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes;
- Ensure excellent teaching, including through training and development for staff;
- Establish a culture of 'open classrooms' as a basis for sharing best practice;
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge;
- Identify emerging talents, coaching current and aspiring leaders;
- Hold all staff to account for their professional conduct and practice.
- Lead on Teaching & Learning including curriculum development
- Act as phonics lead across EYFS and Key Stage One

Systems and processes

Under the direction of the Headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose;
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour;
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice;
- Work with the governing board as appropriate;
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources;
- Support distribution of leadership throughout the school.

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Job Description

The self-improving school system

Under the direction of the Headteacher:

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education

The Deputy Headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Headteacher will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

Note: This job description may be amended at any time in consultation with the post holder.

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Person Specification

		Essential	Desirable	Identified
Qualifications and Experience				
1	Able to prove right to work in the UK	✓		A
2	Degree level qualification or equivalent	✓		A
3	Qualified Teacher Status (QTS) or other recognised teaching qualification	✓		A
4	Successful teaching and leadership experience in a school	✓		A
5	Professional development in preparation for a senior leadership role	✓		A
6	Involvement in school self-evaluation and development planning	✓		A
7	Experience of contributing to staff development including line management experience	✓		A
8	Experience of leading curriculum development		✓	A
9	Experience of leading phonics across EYFS and KS1		✓	A
10	Experience of leading SEND and inclusion		✓	A
11	Relevant training and experience in the role of Deputy Designated Safeguarding Lead (DDSL)		✓	A

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Person Specification

		Essential	Desirable	Identified
LEADERSHIP BEHAVIOURS				
1	Able to demonstrate a commitment to delivering the best outcomes for pupils, specifically in relation to social mobility, wellbeing and productivity	✓		A,I,T
2	Ability to work collaboratively with others to improve medium and long term outcomes for pupils and staff	✓		A,I,T
3	Self-motivated and driven. Able to demonstrate personal resilience and problem-solving skills	✓		A,I,T
CULTURE AND ETHOS				
1	Uphold ambitious educational standards which prepare pupils from all backgrounds for the next phase of education and life	✓		A,I,T
2	Able to create and maintain a culture where pupils experience a positive and enriching school life	✓		A,I,T
3	Able to create and maintain a culture of high staff professionalism	✓		A,I,T
4	Able to promote and model positive and respectful relationships across the school community and a safe, orderly and inclusive environment	✓		A,I,T
CURRICULUM AND TEACHING				
1	Demonstrate a clear understanding of what constitutes high-quality teaching, the ability to model this for others and support others to	✓		A,I,T
2	Demonstrate excellent data analysis skills, and the ability to use data to set targets, track progress and identify areas for improvement	✓		A,I,T
3	Ensure the curriculum is innovative and makes best use of a broad range of information technology		✓	A,I,T

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Person Specification

		Essential	Desirable	Identified how? *
SPECIAL EDUCATIONAL NEEDS AND DISABILITIES				
1	Hold ambitious expectations for all pupils, including those with additional educational needs and disabilities	✓		A,I
2	Establish and sustain culture and practices that enable all pupils to access the curriculum and learn effectively	✓		A,I
3	Ensure the school works effectively in partnership with parents, carers and professionals to identify the special educational needs and disabilities of pupils, providing support and adaptation where appropriate		✓	A,I
ORGANISATIONAL EFFECTIVENESS				
1	Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care	✓		A,I,T
2	Experience of managing effective staff deployment with due attention paid to workload	✓		A,I,T
3	Experience of overseeing some of the systems, processes and policies that enable the school to operate effectively and efficiently	✓		A,I,T
4	Evidence of careful and effective implementation of improvement strategies, which lead to sustained improvement over time	✓		A,I,T
5	Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community		✓	A,I,T

* How identified

A = Application Form

T = Selection Test

I = Interview

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Equal Opportunity Information

Eastburn Junior and Infant School welcomes pupils and staff from a wide range of backgrounds. We believe that their cultures, talents and life experiences bring richness and vibrancy to school life and help to create an environment that supports us all in learning from each other.

We take seriously our duties to eliminate discrimination, promote equality of opportunity and foster good relations between people of all backgrounds. This duty is set out in the Equality Act of 2010, which covers sex, race, disabilities, religion or belief, sexual orientation, gender reassignment and pregnancy or maternity.

Disabled Applicants

Disabled applicants are guaranteed an interview if they meet the essential requirements of the Personnel Specification. As an equal rights employer our school is committed to make any necessary reasonable adjustments to the selection process, the job role and the working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed the selection panel's decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.

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