

Applicant Information Pack:

Deputy Headteacher

Closing date: 9am 22nd April 2026

Applications can be made via
by completing the application form.

To arrange a visit or return completed forms, contact:
Mel Knight - mknight@thecircletrust.co.uk tel. 0118 3381961



Are you a passionate educator ready to take the next step in your leadership journey?

Leadership scale Leadership Scale L4-L8 (FTE £55,746 - £61,533) per annum | Full-time, Permanent | Starting 1st September 2026

We're seeking a dynamic and inspiring Deputy Headteacher to join our lively, welcoming community.

At Emmbrook Infant School we take pride in providing our children with excellent educational opportunities in a happy, secure environment. Our experienced, dedicated team aims to meet the needs of every individual child, helping to develop their confidence and talents, encouraging each to reach their potential. We also have a Total Communication Resource Base for children who are deaf and have a vision for a school without barriers.

With the support of The Circle Trust and guidance of the Headteacher, you'll have the opportunity to develop your leadership skills, contribute to whole-school improvement, and benefit from high-quality mentoring.

This is a great opportunity to take on a meaningful leadership role and help shape the next chapter of our school's journey.

If you're ready to grow, lead, and make a difference - we'd love to hear from you.

We offer:

- The benefits of close collaboration with neighbouring Emmbrook Junior and The Emmbrook Secondary School
- A welcoming, dedicated and supportive team of staff
- Strong relationships with the local community, staff, pupils and families
- Pupils' behaviour that is 'superb.' (Ofsted January 2025)
- A culture of continuous improvement and professional development as part of The Circle Trust
- Exceptional mentoring and tailored leadership coaching

As Deputy Headteacher you will:

- Inspire, challenge, and empower staff and pupils alike
- Be a role model, leading by example with energy and ambition
- Build strong relationships with children, staff, parents, and stakeholders
- Champion high standards in teaching, learning, and assessment
- Deliver a rich, engaging curriculum that prepares children for a changing world
- Be an outstanding classroom practitioner with a passion for education



To arrange a visit or apply

Mel Knight - mknight@thecircletrust.co.uk tel. 0118 3381961

Applications can be made via the [application form](#) on our school website

Closing date: 9am 22nd April 2026 | Interview date: 5th May 2026

The Circle Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our recruitment process follows the keeping children safe in education guidance and offers of employment may be subject to the checks outlined in this guidance.



A welcome from the Headteacher, Grace Massarella

It gives me great pleasure to welcome you to Emmbrook Infant School and thank you for your interest in joining our flourishing, inclusive school community.

Our school is seeking a dynamic and dedicated Deputy Headteacher who is ready to embrace this opportunity, take ownership and grow as a leader while making a meaningful impact on our children, staff and the wider community.

We are looking for an outstanding practitioner with the ambition and drive to lead continued improvement, foster a positive and vibrant school culture, and continue to drive the highest standards of teaching and learning for all our pupils.

Our nurturing, dedicated staff are passionate about engaging pupils to deliver high quality education. We take pride in developing outstanding teaching and learning within an exciting and challenging curriculum driven by the needs of our pupils. We hold high aspirations for our children and are proud of their strong achievements, particularly in English and Maths.

We are passionate about inclusion and our staff go above and beyond to ensure every child feels valued, inspired, and engaged. As part of our Trust's commitment to professional development, we believe that all Deputy Headteachers benefit greatly from undertaking SENCO training. This not only enhances your leadership toolkit but also deepens your understanding of inclusive education—an essential skill for future headship and a vital function within our schools.

I hope this recruitment pack gives you a flavour of what makes Emmbrook Infant School such a special place. We warmly invite you to visit us and experience our ethos in action.

Warm regards

Grace





Our school

Emmbrook Infant school is for children aged between 4 and 7 years old.

We share a pleasant site with Emmbrook Junior School and The Emmbrook Secondary school is on the opposite side of the road. We love being at the heart of our close-knit community in Wokingham.

We are an academy and part of The Circle Trust. We work closely with all the schools in the Trust for the benefit of all children.

Pupils are taught in classes of no more than 30, and we have 2 parallel classes in each year group.

We offer a specialist resource that supports children from the infant and junior school. Our total communication base is an integral part of the two schools with a culture of inclusion and a strong focus on achievement for deaf children. Our vision is a school without barriers.

Emmbrook Infants was rated Outstanding by Ofsted in 2019 and this judgement was maintained in the most recent inspection in 2025 which reported:

“Values such as kindness and friendship are lived out in daily life.

These shine through pupils’ superb behaviour.”





Our mission statement

We deliver an outstanding educational environment which encourages happy, safe and inspired learning. Our children develop academic, social and personal skills, setting them up for life-long learning and independence.

Our vision is that we will:

- Continue to deliver outstanding education, so that all children achieve
- Share our best practice with other schools, and bring innovative ideas back
- Be the school of choice in our community

We want every child's time at Emmbrook Infant School to be the best experience they have in their educational life. A time when they learn to love learning and are well prepared for the next stage in their education.

Emmbrook Infant School will be a place where the adults take responsibility for making what they do better, all the time.





Job description

Salary	Leadership Scale L4-L8 (FTE £55,746 - £61,533) per annum	Reporting to	Headteacher
Contract	Full-time, Permanent	Start Date	1st September 2026

Job purpose

The fundamental responsibility of the Deputy Headteacher is to provide effective professional leadership that secures and supports future success and improvement for our school and the community; ensuring high quality education for all pupils, contributing fully to each pupil's educational development.

As Deputy Headteacher you will:

- Formulate the aims and objectives of the school
- Establish policies for achieving these aims and objectives
- Monitor progress towards the achievement of the school's aims and objectives
- Manage staff and resources
- Support inclusion to ensure the best possible outcomes for all pupils
- Deputise for the Headteacher in their absence and fulfil the professional responsibilities as set out in the School Teachers' Pay and Conditions Document (STPCD).

Duties and responsibilities

Qualities and Knowledge

- 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 an excellent education for all pupils
- Build positive relationships with all members of the school community
- 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 your needs and the needs of the school
- Provide appropriate support, challenge and opportunity to all those involved in teaching and learning, and plan development opportunities to secure an improvement of teaching
- Work effectively and proactively to create a culture which is vigilant to, monitors and prioritises the safeguarding of children.



- Experience of teaching children with SEND.

Pupils and Staff

- Create an ethos which secures high levels of expectation, self-discipline, motivation, respect for each other, behaviour and positive values, and implement strategies to secure these
- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Ensure there is a consistent and continuous school-wide focus on inclusion and pupil achievement; use data and benchmarks to monitor progress in every child's learning
- Evaluate standards of teaching and learning ensuring that high standards of professional performance are maintained for continued improvement
- Provide a broad and balanced curriculum that inspires, excites and engages all pupils, and take an innovative approach to its delivery
- Establish a culture of 'open classrooms' as a basis for sharing best practice
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice

Systems and Processes

- 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 Headteacher, The Circle Trust CEO and Trustees as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school.

The Self-Improving School System

- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of inclusion
- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Develop excellent relationships with all stakeholders, other schools and fellow professionals
- Develop and promote the school as part of the wider community through partnership and collaboration
- Model entrepreneurial and innovative approaches to school improvement and leadership.



Support for the school:

- To uphold the school codes of conduct
- To contribute to the overall vision and values of our school
- To support the implementation of the school's procedures and policies, including Child Protection, Health and Safety and data protection reporting all concerns to an appropriate person
- To maintain the ethos of the school in terms of motivation and the reinforcement of positive behaviour
- To encourage and develop good relationships with pupils, staff, parents and the whole school community
- To be aware of school policies and respect confidentiality
- To be aware of confidentiality issues in regard to home/pupil/teacher/school and to keep confidences appropriately
- To establish relationships and communicate with other agencies/professionals to support achievement and progress of the pupil.

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.



Person specification

Qualifications and training

Criteria		Essential	Desirable
1.	Qualified teacher status	✓	
2.	Professional development in preparation for a leadership role	✓	
3.	Evidence of further professional qualifications e.g. Leadership Pathways or NPML or NPSL		✓

Professional knowledge and understanding

Criteria		Essential	Desirable
4.	Successful leadership and management experience in a school at either middle or senior level	✓	
5.	Successful teaching experience in Foundation Stage and KS1 experience	✓	
6.	Successful leadership of a core subject	✓	
7.	Experience in leading assessment, data analysis, recording and reporting and using data to support the raising of standards	✓	
8.	Have high expectations of learning and good behaviour (in class and during break and lunchtimes)	✓	
9.	The ability to implement strategies to secure high standards and achievement	✓	
10.	Demonstrate the principles and practice of effective teaching and learning	✓	
11.	Up to date knowledge of curriculum developments	✓	
12.	Experience of undertaking performance appraisals and the recruitment and selection of staff	✓	
13.	Understanding of the statutory environment surrounding schools and relevant reporting requirements	✓	
14.	A good understanding of the current ethos of inclusion	✓	
15.	Experience of managing/supporting EAL, PPG and SEND pupils.	✓	
16.	Experience of teaching in more than one school		✓
17.	Knowledge and understanding of PiXL Primary		✓
18.	Knowledge of a Growth Mindset culture		✓



19.	Formal reporting to Governance	✓	
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Skills and abilities

Criteria		Essential	Desirable
20.	Demonstrate the ability to listen to and communicate with a range of audiences	✓	
21.	Ability to analyse and use data to set targets and identify areas of development	✓	
22.	Ability to think creatively, and to anticipate and solve problems	✓	
23.	Ability to contribute to the formulation of a vision and strategy for the school and to secure commitment to it from others	✓	
24.	Ability to drive improvement and challenge underperformance	✓	
25.	Ability to motivate and develop others to attain higher goals	✓	
26.	Ability to use new and emerging technologies to support improvement	✓	
27.	Demonstrate high-quality teaching on a daily basis and be able to model and support others to achieve excellence	✓	
28.	Ability to build effective working relationships both in school and beyond	✓	
29.	Ability to manage own time effectively and meet deadlines	✓	
30.	Experience of mentorship		✓
31.	Experience of leading in-service training		✓
32.	Experience or ability to deputise for the Headteacher	✓	

Wider Community Involvement

Criteria		Essential	Desirable
33.	Actively seeks to involve parents in their children's education	✓	
34.	Understands the role and responsibilities of Trustees and is committed to their involvement in the life of the school	✓	
35.	Ability to work, and form effective relationships, with outside agencies	✓	
36.	Has led parent workshops/meetings		✓



About The Circle Trust

The Circle Trust, established in 2018, was created to serve Wokingham and the surrounding area. The Circle Trust was borne out of a desire that all children and young people have an excellent, well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.

 [An introduction to The Circle Trust](#)

We are a community of schools that have shared values and an essential common ethos and vision for education and learning. At the centre of our work together is improving the educational outcomes for our pupils.



Our Trust's vision is

All children and young people deserve to have an excellent well-rounded education and **to flourish** in first-rate schools with the best teaching, the best facilities and the most up to date resources made available to them.



Our values are our cultural north star they drive our behaviour and decision making.



The highest educational outcomes for every learner is paramount



Preserving the unique identity and ethos of all partner schools is essential



To be anything but utterly inclusive is non-negotiable



Being self-reflective is essential in encouraging innovation, our Trust is always driven to improve further



What we say is what we do, we recognise talent, foster expertise, believe well-being for all is fundamental



Our Trust promotes collaborating with others and being outward looking

Our support

Our Trust provides the support and infrastructure that schools need to enable them to develop and improve, and for the school leadership and their local governance to achieve their objectives.

At the heart of our Trust is access to school improvement advice and guidance. We call this package of support “The Learning Curve!” As an all-through Trust (nursery—18 years), we are able to provide school improvement advice and strategy based on consistent and fluent approaches to education provision.



Our schools

We understand how to manage the balance between effective and efficient common systems whilst ensuring that the individual character and ethos of different schools is maintained. We work in a very transparent way, where schools have the opportunity to influence and their views are taken into account.

As a trust we are rooted in this approach and our ambition is clear; to improve the educational outcomes for children and young people. We don't want to change schools; we want to help them progress.



Badgemore Primary School



Emmbrook Infant School



Emmbrook Junior School



The Hawthorns Primary School



Hartland Primary School



Nine Mile Ride Primary School



Owlsmoor Primary School



Shinfield Infant and Nursery School



St Crispin's School



The Emmbrook School



Wescott Infant School



Westende Junior School



To find out more:

Please visit [The Circle Trust](#) website and [Family Circle guide](#).

If you would like to arrange a meeting, please get in contact via the school office.

We'd love to have a cuppa with you!



Photo taken by Stewart Turkington Photography

About Wokingham

Wokingham has plenty to offer and our historic market town is by no means standing still. We are coming to the end of a £100m town centre regeneration programme and the population continues to grow.

We are often found at or near the top of surveys for the best place to live and to raise a family. We are surrounded by spacious woodland and lush green fields. There are plenty of options for being active in the great outdoors – we are near excellent mountain bike trails, water sport centres, play areas, skateboard parks, golf courses and bridle paths. There are also many other ways to keep busy with nearby cinemas, ten-pin bowling and theatres.

We enjoy good transport links by road and rail to key towns such as Reading, Bracknell, Windsor, Basingstoke and Guildford, in addition to being just 40 miles from central London and 25 miles from Heathrow Airport. Reading is an award-winning shopping destination in the Thames Valley region and Windsor is of course world-renowned for its Royal residence, Windsor Castle.

Wokingham has a strong community spirit which is highlighted by the fabulous May Fair, International Street Concert, Food and Drink Festival and Winter Carnival. The town truly comes alive during these events.

We love our town, and we look forward to welcoming you.





The process and how to apply

The Circle Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our recruitment process follows the keeping children safe in education guidance and offers of employment may be subject to the checks outlined in this guidance.

Visits to the School

Visits to the school are warmly welcomed, please contact Mel Knight - mknight@thecircletrust.co.uk tel. 0118 3381961

Application form

Please complete [The Circle Trust application form](#). This is the only form that will be accepted. You should ensure that your personal statement is no more than two pages of A4 and that it reflects your suitability in terms of the Person Specification.

References

We require two references from all candidates, one of which must be from your most recent employer. If any references relate to employment at a school/college, your referee must be the Headteacher/Principal. If you are short-listed, the school will contact your referees without further reference to you.

Equal opportunities monitoring form

We are committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair and transparent.

Any information provided on this form will be treated as strictly confidential, will not be seen by staff directly involved in the appointment and no information will be published or used in any way which allows any individual to be identified.

The completion of this [equal opportunities monitoring form](#) is entirely voluntary. However, it will assist us in carrying out this monitoring. We would therefore be grateful if you would complete the questions on this form.

Prior to shortlisting this information will be removed from your application form and used only to provide data for statistical purposes.

Application closing date

The closing date for applications is 9am 22nd April 2026. Applications can be made via the [application form](#) on our school website.

Please send your application to Mel Knight - mknight@thecircletrust.co.uk tel. 0118 3381961



Shortlisting	Shortlisting will be against the Person Specification criteria as detailed in this pack. We will also check all applicants for gaps in employment history. Those applicants that best meet the Person Specification will be invited to interview.
Interview Dates	5th May 2026
Checks	If you attend the interview, you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications.
Offer of employment	We will make a verbal offer of employment to the successful candidate by telephone. This will be followed by a written offer which will be emailed or posted. Any offer is made subject to satisfactory references, enhanced DBS clearance and other safeguarding checks as required.

All unsuccessful candidates will be notified by email

How we use your data

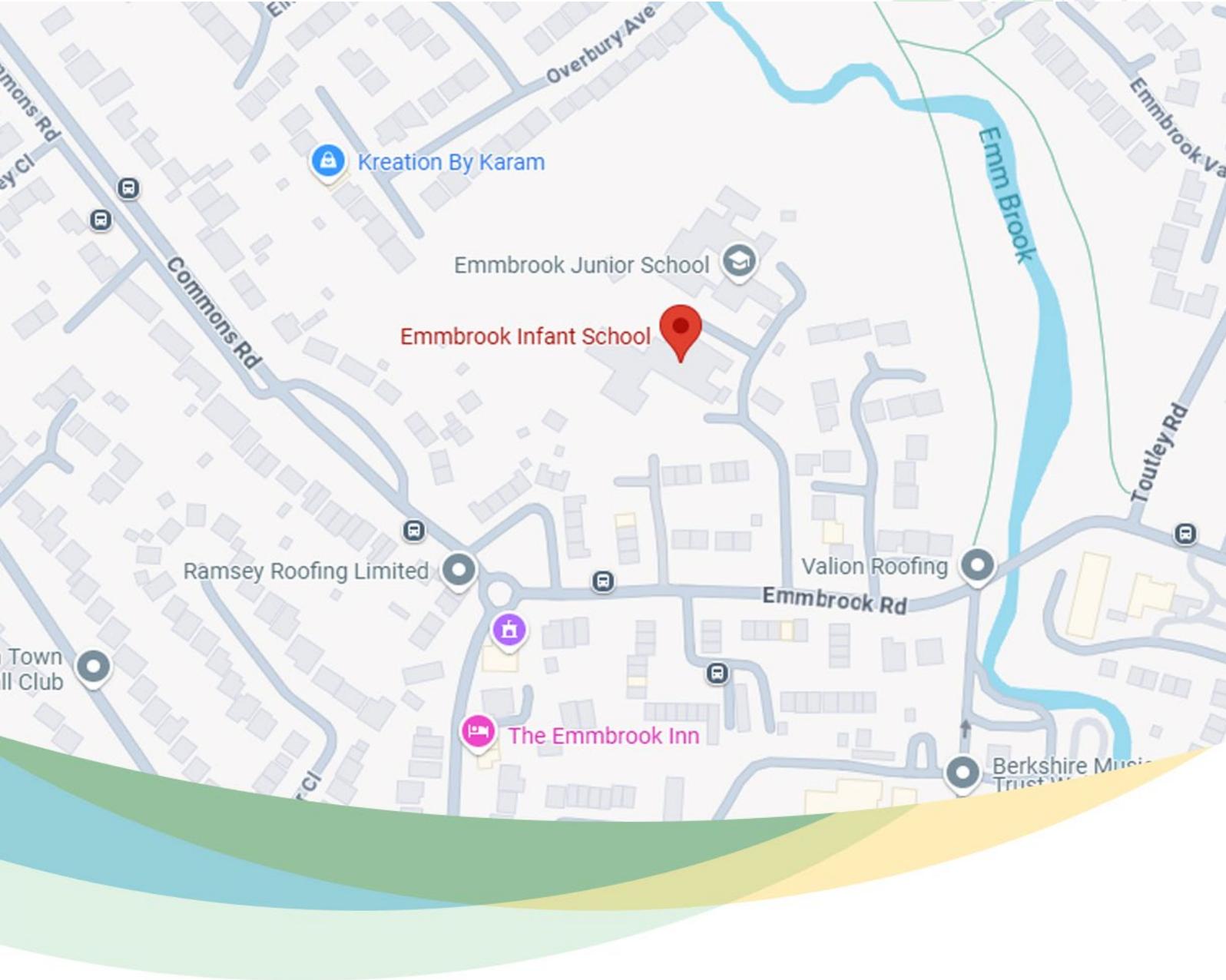
In completing this application form you should refer to the Recruitment Privacy Notice on our website. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice.

If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside The Circle Trust without first seeking your permission, unless there is a statutory reason for doing so.

In accordance with our statutory obligations under Keeping Children Safe in Education, The Circle Trust is required to conduct an online search as part of our due diligence on the successful candidate. This may help identify any incidents or issues that have happened and are publicly available online. If there are any, we may wish to explore them with you prior to confirming your appointment. We carry out these searches for SLT roles using a trusted third party.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.

Thank you for your interest. If you have any questions or wish to arrange a visit, please contact the school office.



Emmbrook Infant School,

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Berkshire,
RG41 1JR

tel: 0118 978 4259

web: www.emmbrookinfantschool.co.uk



Emmbrook Infant School is an academy and part of The Circle Trust. The Circle Trust is a charitable company registered in England and Wales (number 11031096) whose registered office is The Oval Offices C/O St Crispin's School, London Road, Wokingham RG40 1SS. Further information about The Circle Trust is available at www.thecircletrust.co.uk.