



# Deputy Headteacher



**Information for  
candidates**



# Contents

Letter to applicant	3
About our school	4
Job description	5
Person specification	8
How to apply	9



Dear Applicant

I am delighted you are interested in the vacancy for a deputy headteacher at Field End Junior School. This is an exciting opportunity for an individual who is keen to join the school and take a strategic lead on its journey of school improvement.

Field End Junior School is a four form entry community school in the London Borough of Hillingdon. It shares a spacious site with Field End Infant School and we work together collaboratively although we operate as separate schools. We also work in close partnership with schools in the Vanguard Learning Trust (VLT) as an associate member.

We are looking for a deputy headteacher who will embrace our vision. We sit within the heart of the local community and hope to engender a sense of collective responsibility to continue the journey towards our school becoming recognised for its high-quality teaching and learning, ensuring that we meet the needs of all our pupils so that they are excited about being part of the school.

You will work closely with the leadership team to ensure that teaching and learning experiences in all subjects and classes are of the highest quality. There will be opportunities for the successful candidate to take a strategic lead in school improvement projects as well as empowering teachers to provide quality first teaching to all pupils. We are committed to developing staff expertise and the school has membership with the National College CPD programme and benefits from the training opportunities offered through the VLT. Leaders at all levels have been encouraged and supported to complete the nationally recognised NPQML, NPQSL and NPQH qualifications.

We are proud of the wide range of backgrounds represented by our families. The school celebrates all pupils and puts in place support for them all to attain and make good progress. We are looking for applicants who understand how to build on success and overcome any barriers to learning where they exist so that they make a positive impact on each child's success now and in the future.

This is a non-class based role to ensure that there is sufficient time to allow the successful candidate to make a significant impact across the school.

This is an exciting opportunity as the successful candidate will be able to help shape the school's next stage of improvement. Applicants will be expected to bring skills, understanding and experience of school leadership as part of a team.

I look forward to reading your application and, for those candidates selected for the interview stage, meeting you as part of the interview panel.

Yours sincerely

Audrey Wright  
Headteacher

# About our school



Field End Junior School is a community school which has been at the heart of our local area for over 70 years. As a team we ensure that we are all working towards the same goal, to promote a life-long love for learning.

It is situated in an attractive area close to Roxbourne Park and is easily accessible by road, underground train or bus. The buildings offer bright and well-furnished classrooms. There are two spacious halls, shared use of the MUGA, cycle track, table tennis tables and a computer suite. We also have beautiful grounds that enable opportunities for outdoor learning. The school is well resourced. All classes have a whiteboard and visualiser. We have invested in Google Classroom and teachers all have a chromebook. Our library bus is parked on the playground and represents the school's focus on the enjoyment of reading.

Everything we do is centred around the children and their right to be encouraged, to achieve, to find their talents, to enjoy learning and to succeed in whatever they choose. We strive to create an environment that allows children to explore the links between subjects and between prior and new knowledge. This identification of links prepares them for the next stage of their school life and into the workplace. Our children and families are proud of their school and enjoy their learning.

Pupils' behaviour is good and we celebrate this through Class Dojos, headteacher awards and hot choc Fridays. Where children break the three Rs there is a clear behaviour policy in place overseen by the AHT Pastoral.

We aim to achieve the highest standards possible in a thriving multicultural learning environment. Our families come from a wide range of cultures and backgrounds and we learn about these throughout the year as an opportunity to celebrate the rich diversity in our school. One of the main strengths of our updated House system is giving pupils of all ages the opportunity to work together to a common goal whilst learning about key figures across different backgrounds: Malala, Rashford, Attenborough and Jackson.

## Values - the Three Rs

**Be respectful**  
**Be responsible**  
**Be ready**

These three values underpin all the topics that are taught across the school and are interwoven into all areas of school life, from the classroom to the playground and the assembly hall to the staffroom. Within an ethos of support, challenge and encouragement to succeed, we develop confident individuals with high self-esteem and a positive attitude to learning and working together.

Our theme is for all staff and pupils to '**Aim High**' in 2021.

# Job description



**Job title:** Deputy Headteacher  
**Reports to:** Headteacher  
**Salary:** L11 to L16  
**Working Days:** Full time  
**Start date:** September 2021

## Core purpose

### Strategic leadership of school improvement

The core purpose of the Deputy Headteacher is to work with the Headteacher to provide professional vision, leadership and direction for the school. This will be done by:

- evaluating the school's performance, identifying the priorities for continuous improvement and raising standards thereby ensuring equality of opportunity for all;
- developing policies and practices through which they will be achieved; and
- monitoring and evaluating progress towards their achievement.

### Pupils' achievement and progress

The Deputy Headteacher must play a lead role in establishing a culture of collective responsibility that creates a productive learning environment promoting excellence, equality and high expectations for all groups of pupils. The Deputy Headteacher must ensure that strategic planning takes account of the diversity and experience of the school and community.

### Management of staff and resources to meet the school's aims and objectives

The Deputy Headteacher needs to work with staff at all levels to ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment; this allows everyone to achieve high standards in all areas of the school's work.

## Core duties of the Deputy Headteacher

### Strategic vision and direction, shaping the future

The Deputy Headteacher will:

- contribute to a clear vision for an effective school;
- contribute to the formulation, monitoring, evaluation and implementation of the School Development Plan;
- work with the SLT to ensure that the curriculum design and development meets the needs of our pupils, enables continuity of learning and effective progression of achievement, including all related policies;
- demonstrate high professional standards and the vision in your everyday work and practice;
- ensure that strategic planning takes account of the diversity and experience of the school and community;
- take a leading role across the whole school, in the light of new and emerging research, to enhance and extend the learning experience of pupils;
- create an outward-facing school that works with other schools and organisations to secure excellent outcomes for all pupils;
- ensure the school is a listening organisation that obtains feedback from all its stakeholders and takes positive action as a result;
- work with parents and outside agencies to continue to develop excellent home/school partnerships;
- develop effective, purposeful relationships with fellow professionals within school and as part of the partnerships with other schools; and

# Job description



- work with the Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities and attend Governing Body meetings.

## Leadership and Management

The Deputy Headteacher will:

- inspire, challenge, motivate and empower others to attain challenging outcomes;
- support and assist the Headteacher in planning, managing and monitoring the use of finances and resources effectively to achieve the aims of the school;
- motivate and work with others to ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all;
- establish clear expectations and constructive working relationships among staff;
- initiate and manage change and improvement to develop the school and its staff, ensuring positive staff participation and effective communication and procedures;
- maintain high expectations of all staff and be prepared to challenge poor performance;
- initiate and manage effective staff development;
- ensure excellent teaching in the school, including the creation and delivery of continual professional development opportunities for staff;
- identify emerging talent, coaching current and aspiring leaders;
- undertake and monitor annual Performance Management, setting and agreeing targets linked to school development plan priorities with the Headteacher;
- ensure the promotion of equal opportunities and British values in all aspects of school life; and
- treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.

## Teaching and Learning

The Deputy Headteacher will:

- play a major part in securing outstanding classroom practice across the school;
- encourage innovation, the development of independent learning, cross-curricular initiatives and the further use of technologies;
- support the development of teaching and learning to form a co-ordinated, coherent curriculum which achieves the best possible outcomes for all pupils including those in disadvantaged/vulnerable groups;
- ensure that information on pupil progress is used to improve teaching and learning to inform and motivate pupils, to inform parents and to aid governors in their future management of the school;
- evaluate analysis of data to identify barriers to learning for groups of pupils and suggest ways to address these;
- monitor the progress of pupils throughout the year, identifying gaps and any underachievement (through book scrutinies, planning checks, observation, discussion with pupils etc);
- share in whole school data analysis to determine how well the school is performing and assist with target setting as appropriate; and
- maintain a secure, caring, welcoming, happy, stimulating and challenging learning environment.

## Specific Responsibilities and Duties

The Deputy Headteacher will:

- take full responsibility for the school in the absence of the Headteacher;
- provide professional leadership and management of a key area of the School Development Plan as agreed with the Headteacher;

# Job description



- be responsible for supporting teachers to raise standards for vulnerable groups of pupils using data and the monitoring of teaching and learning;
- take the lead for ensuring the effective use of the pupil premium grant to close the gaps between disadvantaged pupils and their peers;
- promote collective responsibility within the whole school community and positively engage with the wider school community ensuring that pupils enjoy and benefit from a high-quality education;
- create opportunities for 'the pupil voice' to emerge, enabling pupils to have their say including through pupil councils;
- be a line manager and mentor to designated staff, subject areas and middle leaders, supporting as appropriate and aiding the development of key documentation and implementation of policy;
- play a significant role in the recruitment of staff, working closely with the Headteacher;
- organise external professional development for school staff;
- work with the school's Office Manager to manage the electronic school diary, timetable, logistics;
- take the lead on staff cover;
- lead on the provision of effective learning environments across the school;
- engage in school projects, including building projects, premises maintenance and premises improvements; and
- coordinate, manage and review, in conjunction with the Headteacher, school policies and statements.

Such duties as the Headteacher may reasonably direct from time to time, including:

- Covering classes in the absence of a class teachers;
- Organising and assisting in the delivery of parent consultation meetings;
- Attending school events and functions, as well as appropriate meetings, with colleagues and parents/carers; and
- Assisting with the marketing of the school, organising key events as appropriate and acting as an ambassador for the school at high profile functions.

## Other duties and responsibilities

It is inevitable that responsibilities and duties will evolve and a review of the post is anticipated. The post holder will be expected to undertake such tasks as are commensurate with the position and on the direction of the executive headteacher.

## Health and Safety and safeguarding

All staff must:

- be familiar with the school's policies that refer specifically to health and safety regulations; and
- have regard to health and safety across the school in all aspects of work, in line with the school's policies and keep up to date with all relevant policies and risk assessments.

Field End Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS disclosure is required for all posts.

# Person specification



Qualifications and Experience:	Essential	Desirable
1. Qualified teacher status	✓	
2. Degree	✓	
3. Professional development in preparation for a leadership role such as NPQML	✓	NPQSL
4. Successful leadership and management experience in a school	✓	
5. Teaching experience - evidence of being an outstanding teacher	✓	
6. Successful involvement in school self-evaluation and development planning	✓	
7. School project management experience	✓	
8. Line management experience	✓	3+ years
9. Experience of working effectively with parents and the local community	✓	
10. Experience of contributing to staff development	✓	

  

Professional knowledge and understanding, skills and attributes:	Essential	Desirable
11. Data analysis skills, and the ability to use data to set targets and identify weaknesses	✓	
12. Understanding high-quality teaching, and the ability to model this for others, enabling others to improve	✓	
13. Knowledge of key safeguarding policies and protocols	✓	
14. A reasonable understanding of basic school finances and financial management		✓
15. Effective communication and interpersonal skills (written and oral)	✓	
16. Ability to communicate a vision and inspire others	✓	
17. A knowledge of the transition between key stages		✓
18. Ability to build effective working relationships	✓	
19. Knowledge of the role of Governors		✓

  

Personal skills:	Essential	Desirable
20. A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	✓	
21. Ability to work under pressure and prioritise effectively	✓	
22. Commitment to maintaining confidentiality at all times	✓	
23. Commitment to safeguarding and equality	✓	
24. Organised and thorough – strong attention to detail	✓	
25. Emotionally intelligent and suitably empathetic to others	✓	
26. Self-motivated and resilient	✓	
27. Creative and innovative	✓	
28. Having very high expectations	✓	
29. A strong team player	✓	
30. Committed to further professional learning	✓	
31. Able to listen and to reflect	✓	
32. Calm in challenging situations	✓	

All aspects of the personal specification will be assessed through the recruitment process. Applicants should ensure that all aspects of the qualifications and experience section are explicitly referred to in their application form including using the statement if required.

# How to apply



In addition to this candidate pack, our website ([click here](#)) will provide you with all relevant publications. Prospective applicants are encouraged to read our school development plan ([click here](#)). We would welcome visits to the school. Please contact Mrs Jackie Jones, Office Manager on 0208 86687525 to arrange a visit. Please note, visitors to the school will need to adhere to COVID-19 restrictions, including wearing a mask, completing a visitors form and maintaining social distancing measures.

The closing date for applications is Noon on Monday 19th April 2021 and interviews will be held on Monday 26th April 2021 and Tuesday 27th April 2021.

Applicants should complete the online application, ensuring that their personal statement relates to the personal specification provided in this pack and is no more than two sides of A4 Font size 12. In compliance with safer recruitment guidelines, CVs will not be accepted. Application forms are available from [www.crinklerecruitment.com](http://www.crinklerecruitment.com).

## Selection Process

Full details will be provided to all candidates invited to the interview day. The process will take one day and will include the following activities as long as restrictions allow it:

- A panel interview
- Teaching observation exercise, including feedback to teaching staff
- A short presentation (topic to be advised prior to the interview)
- An assembly
- Meeting the pupils
- A data task

The school is not able to reply personally to all unsuccessful applicants nor give feedback other than to those who have been shortlisted. However, please be assured that members of the selection panel will take the time and trouble to read each application carefully.

