



Applicant Information Pack:

Deputy Headteacher for Inclusion

Closing date: 9am Friday 16th October

Applications can be made
by completing the application form.

To arrange a visit or return completed forms, contact:
Mel Knight – recruitment@thecircletrust.co.uk tel. 0118 338 1961.



An exciting opportunity in a popular, successful school

Leadership Scale L4-L8 (FTE £55,746 – £61,533) per annum | Full-time, Permanent | Starting April or September 2027

Are you an excellent teacher and ambitious school leader ready to take the next step in your leadership journey?

We are seeking an inspiring and ambitious Deputy Headteacher/SENCO to help lead the continued development of teaching, learning, curriculum and inclusion at Westende Junior School. Working closely with the Executive Headteacher, you will play a key strategic role in driving school improvement, strengthening classroom practice, developing staff expertise and ensuring that every pupil receives the support and challenge they need to thrive.

We are a welcoming, two-form entry school with a strong community ethos and a commitment to helping every child achieve and flourish. Our values of respect, happiness and resilience are at the heart of school life.

This role combines leadership of teaching and learning with strategic responsibility for SEND and inclusion. As SENCO, you will champion high-quality provision for pupils with SEND, work closely with families and external agencies, and ensure that inclusive, ambitious teaching enables all pupils to thrive.

With the support of The Circle Trust and the Executive Headteacher, you will have the opportunity to develop as a senior leader, contribute to whole-school improvement and benefit from high-quality professional support and mentoring.

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

Why join us?

- A supportive, enthusiastic staff team
- A lively, creative and good-humoured approach to all aspects of teaching, management and leadership
- Strong relationships between staff, pupils and families
- Pupils' behaviour across the school is exemplary (Ofsted April 25)
- Being part of The Circle Trust provides a culture of continuous improvement and professional development

As Deputy Headteacher you will:

- Champion high-quality teaching, learning, curriculum and assessment
- Model excellent classroom practice and support others to develop
- Lead and inspire staff to secure the best possible outcomes for every pupil
- Develop an ambitious, engaging and inclusive curriculum
- Lead SEND and inclusion as SENCO, ensuring pupils' needs are identified and effectively supported

- Exceptional mentoring and tailored leadership coaching
- Opportunities to collaborate with experienced leaders across our multi-academy Trust
- Build strong relationships with pupils, staff, families and the wider school community
- Contribute to whole-school improvement and deputise for the Executive Headteacher

To arrange a visit or apply

Visits to the school are warmly welcomed. We are offering tours at 11am Monday 12th October and 2pm Wednesday 14th October. To book a place please contact: Mel Knight – recruitment@thecircletrust.co.uk tel. 0118 338 1961.

Applications also to Mel via the [application form](#) on our school website

Closing date: 9am Friday 16th October | **Interview date:** Thursday 22nd October 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 Executive Headteacher, Stephanie Holding



Dear Applicant,

It gives me great pleasure to welcome you to Westende Junior School and thank you for your interest in joining our passionate and supportive leadership team.

Westende Junior School and Wescott Infant School are well-established schools at the heart of our local community. Following many years of working together, we formally partnered to strengthen learning opportunities and provide greater continuity for pupils across their primary journey.

As Executive Headteacher of both schools, I am looking for an ambitious and dedicated Deputy Headteacher who is ready to make a real difference. Central to the role will be leading teaching and learning, developing our curriculum and supporting staff to secure the very best outcomes for every pupil.

At Westende, we believe in inspiring children through creativity, challenge and confidence. We are proud of our pupils' achievements and our rich curriculum, while continuing to look for ways to strengthen teaching and learning and ensure every child is well prepared for their next stage.

Inclusion is an important part of who we are. We want every child to feel valued, supported and able to achieve. The role will therefore combine leadership of teaching and learning with SEND and inclusion, providing valuable experience for someone aspiring to future headship.

You will join an experienced and enthusiastic staff team and benefit from the support of The Circle Trust, with opportunities to develop your leadership expertise and contribute to the next stage of our school's journey.

I hope this pack gives you a flavour of what makes Westende such a special place. We warmly invite you to visit us and experience our school in action.

Warm regards,

Stephanie Holding
Executive Headteacher



Our school

Westende Junior School has been at the heart of its community since the early 1970s. We work closely with neighbouring Wescott Infant School, building on a long history of partnership and supporting continuity across pupils' primary education.

We are proud of our strong academic performance and remain ambitious for every pupil. We are committed to high-quality teaching and learning, an engaging curriculum and an inclusive approach that enables every child to achieve and flourish.

Developing the whole child is equally important to us. We place particular emphasis on creativity, the arts and sport, alongside a wide range of opportunities that enrich pupils' learning and personal development.

Our extensive outdoor facilities include a multi-use games area, adventure playground, large field, wildlife garden and heated swimming pool.



Key Information

Type of School	Academy
Planned Admission Number (PAN)	60
NoR	223
Ofsted April 2025	Quality of education: Good; Behaviour & attitudes: Outstanding; Personal development: Outstanding; Leadership & management: Good



Our Vision

Inspiring children through creativity, challenge and confidence

Through our vision, we aim to enable our pupils to:

- Love learning, be curious and feel excited about their future.
- Achieve their very best and experience success.
- Develop the confidence and resilience to embrace challenge and learn from mistakes.
- Grow healthy and strong, understanding how to care for their body and mind.
- Feel valued, included and supported to flourish as an individual.
- Build positive relationships based on friendship and respect.
- Feel proud of their school and community and inspired to make a positive difference.

Our Ethos

To provide a nurturing, inclusive and inspiring learning environment which develops happy, confident children and ignites their passion for learning.



Our Values

RESPECT – HAPPINESS – RESILIENCE



“Trust leaders know the school well. Together with school leaders, they help staff to feel valued members of the school community. This includes giving staff a voice in shaping the parts of the school that affect them the most.”

Ofsted Report 2025



Job description

Salary	Leadership Scale L4-L8 (FTE £55,746 – £61,533) per annum	Reporting to	Executive Headteacher
Contract	Full-time, Permanent	Start Date	Starting April or September 2027

Job purpose

The Deputy Headteacher will work closely with the Executive Headteacher to provide strong professional leadership and secure the continued improvement of the school.

Central to the role will be leading teaching, learning, curriculum and assessment, developing staff practice and ensuring that every pupil experiences an ambitious, inclusive and high-quality education.

The Deputy Headteacher will contribute to the strategic and day-to-day leadership of the school, lead SEND and inclusion as SENCO, and deputise for the Executive Headteacher when required

As Deputy Headteacher you will:

- Lead the continuous improvement of teaching, learning, curriculum and assessment.
- Promote high expectations and ambitious outcomes for every pupil.
- Develop staff through effective support, challenge, coaching and professional development.
- Ensure inclusion is embedded in classroom practice and that barriers to learning are identified and addressed.
- Contribute to the strategic direction, self-evaluation and improvement of the school.
- Build strong relationships with pupils, staff, families and the wider school community.
- Lead SEND and undertake the role of SENCO.
- Deputise for the Executive Headteacher and contribute to the effective day-to-day leadership of the school.

Qualities and Knowledge

- Provide visible, positive leadership and model the school's values and commitment to excellent education.
- Demonstrate a strong understanding of effective teaching, learning, curriculum and assessment.
- Keep abreast of educational developments and use evidence and professional knowledge to inform school improvement.
- Support and challenge staff to improve classroom practice and outcomes for pupils.
- Develop a culture of professional learning, collaboration and shared responsibility for improvement.
- Understand effective inclusive practice and how high-quality teaching can meet the needs of pupils with SEND.

- Build positive relationships across the school community and communicate the school's vision with clarity.
- Promote a strong culture of safeguarding and ensure the welfare of children remains a priority.
- Experience of teaching children with SEND.

Pupils and Staff

- Establish ambitious expectations for the achievement, behaviour and personal development of every pupil.
- Ensure a consistent school-wide focus on high-quality teaching, learning and inclusion.
- Lead the development of a broad, ambitious and engaging curriculum that enables all pupils to participate and succeed.
- Use assessment and other evidence to understand pupils' learning, identify priorities and evaluate impact.
- Monitor and evaluate the quality of teaching and support colleagues to continually improve their practice.
- Promote effective inclusive classroom practice and appropriate adaptations for pupils with additional needs.
- Develop a culture in which colleagues learn from one another and share effective practice.
- Coach and develop teachers and emerging leaders, building leadership capacity across the school.
- Maintain high expectations of 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 Executive 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

- Ensure school systems and processes support effective teaching, learning, inclusion and school improvement.
- Help provide a safe, calm and well-ordered environment in which pupils can learn and flourish.
- Contribute to staff performance and professional development, recognising excellent practice and supporting improvement where required.
- Work collaboratively with the Executive Headteacher, The Circle Trust and those responsible for governance.
- Support curriculum-led planning and the effective use of staffing, resources and budgets.
- Develop leadership at all levels, ensuring responsibility and expertise are shared effectively across the school.

Working Beyond the School

- Contribute to an outward-facing culture in which colleagues learn from effective practice within and beyond the school.
- Work collaboratively with other schools across The Circle Trust to strengthen teaching, learning and leadership.
- Develop positive relationships with families, professionals and external agencies to support pupils' learning and wellbeing.
- Represent the school positively within its community and contribute to wider Trust improvement.

Support for the school:

- Uphold and actively promote the school's vision, values and ethos.
- Support the effective implementation of school and Trust policies and procedures.
- Maintain the highest standards of safeguarding, professional conduct and confidentiality.
- Promote positive relationships with pupils, staff, parents, carers and the wider community.
- Work effectively with external professionals and agencies where this supports pupils' learning, development and wellbeing.
- Undertake other reasonable duties consistent with the role of Deputy Headteacher.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the requirements of the role at the present time and may be reviewed in consultation with the postholder.

Personal 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		✓
4.	Experience as a SENCO or a strong desire to work towards relevant qualifications within 3 years in post	✓	

Professional knowledge and understanding

	Criteria	Essential	Desirable
5.	Successful leadership experience at middle or senior level within a school.	✓	
6.	A strong track record as an effective classroom practitioner.	✓	
7.	Successful experience of leading improvement in teaching, learning, curriculum or assessment.	✓	
8.	A secure understanding of effective teaching, learning and assessment and how these contribute to strong pupil outcomes.	✓	
9.	Strong curriculum knowledge and an understanding of how an ambitious, well-sequenced curriculum supports pupils to know and remember more.	✓	
10.	Experience of using assessment and other evidence to identify priorities and improve teaching and pupil outcomes.	✓	
11.	High expectations for the achievement, behaviour and personal development of all pupils.	✓	
12.	A strong understanding of inclusive practice and how high-quality teaching can be adapted to meet different needs, including those of pupils with SEND.	✓	
13.	Experience of supporting or developing colleagues to improve their practice.	✓	
14.	A sound understanding of current educational developments and the statutory responsibilities of schools.	✓	
15.	Experience of leading SEND or working closely with a SENCO.		✓
16.	Experience of leading a core curriculum subject.		✓
17.	Experience of teaching or leading in more than one school.		✓
18.	Experience of leading whole-school professional development.		✓

Skills and abilities

	Criteria	Essential	Desirable
19.	Ability to model high-quality teaching and support others to improve their classroom practice.	✓	
20.	Ability to inspire, challenge and develop staff while building a positive professional culture.	✓	
21.	Ability to evaluate teaching and learning and translate findings into effective improvement.	✓	
22.	Ability to use assessment and other evidence intelligently to identify priorities and evaluate impact.	✓	
23.	Ability to lead curriculum development while maintaining high expectations for all pupils.	✓	
24.	Ability to identify barriers to learning and ensure appropriate support and adaptations are in place.	✓	
25.	Ability to communicate effectively with pupils, staff, families and a range of professional audiences.	✓	
26.	Ability to contribute strategically to school improvement and secure the commitment of others.	✓	
27.	Ability to build effective relationships and work collaboratively within and beyond the school.	✓	
28.	Ability to think creatively, solve problems and exercise sound professional judgement.	✓	
29.	Ability to organise competing priorities effectively and deputise confidently for the Executive Headteacher.	✓	
30.	Experience of coaching or mentoring colleagues.		✓
31.	Experience of designing and delivering professional development.		✓

Wider Community Involvement

	Criteria	Essential	Desirable
32.	Commitment to working positively with parents and carers to support pupils' learning and development.	✓	
33.	Ability to build effective relationships with external professionals and agencies.	✓	
34.	Understanding of the Trust in supporting and challenging school leadership.	✓	
35.	Commitment to collaboration with other schools and colleagues across The Circle Trust.	✓	
36.	Experience of leading parent or community workshops and events.		✓



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



**Opening September
2027**

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](https://www.thecircletrust.co.uk/) 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. We are offering tours at 11am Monday 12th October and 2pm Wednesday 14th October. Please contact Mel Knight, Operations Manager – The Circle Trust. recruitment@thecircletrust.co.uk to book a place.

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 Friday 16th October. Applications can be made via the [application form](#) on our school website.

Please send your application to Mel Knight – recruitment@thecircletrust.co.uk tel. 0118 338 1961.

Applications will be acknowledged by email on the next school day.

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

Thursday 22nd October 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 up 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.



Westende Junior School
Seaford Road
Wokingham
RG40 2EJ

t: 0118 978 6682
westende.wokingham.sch.uk



Westende Junior 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.