



Furzefield Primary School
Be kind, be respectful, be resilient. Aspiration and opportunity for all.

Kindness
Respect
Resilience
Aspiration
Inclusion



Applicant Pack: Deputy Headteacher (Quality of Education)

Delabole Road, Merstham, Redhill, Surrey, RH1 3PA

Tel: 01737 642842

enquiries@furzefield.surrey.sch.uk

www.furzefield.surrey.sch.uk



Welcome from Headteacher, Gavin Govinden:

Thank you for your interest in the position of Deputy Headteacher at Furzeffield Primary School. I am delighted to share with you the exciting opportunities this role presents at what is a transformative time for our school. We are a diverse and vibrant two-form entry primary school, proud to have received a ['Good' rating from Ofsted in March 2023](#).

Our approach at Furzeffield is centred around finding balance. Joining our team means demonstrating a commitment to technology and innovation whilst at the same time recognising the value of experience, tried and tested methods of teaching practice as well as outdoor learning. We are one of the first state primary schools to be trialling the use of AI in the classroom and are committed to preparing children for the future of learning. We want to be a school that is leading the conversation in this emerging field and are already beginning to establish ourselves in this area (you can read more about our AI journey in this recent [report](#) from the Digital Poverty Alliance).

If successful, you will be joining a forward-thinking Senior Leadership team with decades of collective knowledge and experience in teaching and learning that is keen to welcome fresh perspectives. You'll be working in an exceptionally supportive environment where flexibility and autonomy is *genuinely* on offer, where there is a *shared* creation and understanding of the school's vision and where thinking differently is celebrated and encouraged.

Our extensive school grounds provide more outdoor space than the average two-form entry primary school and allow for our fantastic forest school and outdoor learning programs to be delivered. We believe that children thrive when their education extends beyond their classroom walls and our offer clearly reflects this with countless opportunities to learn through a myriad of experiences, trips and visits. Personal Development is recognised as **outstanding** at Furzeffield and our commitment to providing an education that nurtures the *whole* child is of paramount importance to us. We are equally proud of our SEND provision, enhanced by our 16-place Specialist Centre for children with moderate learning difficulties on site. This provision enriches our whole community and demonstrates our commitment to inclusive education. Our dedicated staff, engaged parent community, and wonderful children create an environment where everyone can flourish.

Looking to the future, we are excited to currently be Associate Members of the [LEO Academy Trust](#) with a desire to have completed the process and join the trust officially by September 2025. As one of the highest-performing trusts in the country and recognised nationally for digital transformation and innovation in classrooms, this partnership will create synergy and open new opportunities for both staff and pupils while supporting our innovative trajectory.

The role of Deputy Headteacher at our school offers the chance to shape the future of not just our pupils but also the way we deliver education in our classrooms. We are looking for someone who shares our passion for forward-thinking approaches; an *exceptional* practitioner with the leadership qualities to help me drive our school towards the great things it deserves.

I warmly encourage you to visit us and experience firsthand what makes our school special. Please contact the school office to arrange a visit - I would be delighted to show you around and discuss the role in more detail. I look forward to meeting you and maybe working together with you at some point in the not-too-distant future!

Yours sincerely,

Gavin Govinden (**Headteacher**)





POSITION: Deputy Headteacher (Quality of Education)

Leadership post (if applicable): Senior Leadership Team

WORK PATTERN: Full Time (all staff out of class have the opportunity to conduct some work from home, agreed on an ad-hoc basis upon request).

SALARY: Fringe Pay Range - L6-L12 (currently £57,979 - £66,994 – dependent on experience)

START DATE: September 2025

CONTRACT TYPE: Permanent

REPORTING TO: Headteacher / Governing Body

RESPONSIBLE FOR: Middle Leadership Team and shared line management of class teachers

INTERVIEWS: Dates will be agreed with candidates upon successful shortlisting and may occur before closing date of : **Monday 31st March 2025 at 12.00 pm**

What We Offer:

We are a genuinely **friendly, supportive** and highly **collaborative** team. We operate within a leadership structure that promotes and encourages **professional challenge** with **kindness** and **respect**. We value **wellbeing, mental health and psychological safety** within the workspace and our school values are woven throughout everything we do; they apply to pupils and staff in equal measure.

We are passionate about **personal growth** and **professional development** and will always offer staff the opportunity to further their careers wherever possible. If you are ambitious and passionate about your work, then this is the place for you. We trust our professionals to do their jobs and can offer an environment where you will feel **empowered** to make decisions; with support, guidance and CPD available for all members of staff.

We offer a generous pension, flexible working where possible and an ethos and culture where work-life balance is encouraged and facilitated wherever possible. We also offer an Employee Assistance Program with a 24-hour mental health support helpline **as well as regular face to face supervision sessions with a qualified external counsellor retained by the school.**

If we sound like the type of school you are looking for, please complete the application form and a covering letter outlining your suitability for the role to HR@furzeffield.surrey.sch.uk by the closing date. **We encourage applicants to visit the school before applying – if you wish to book a visit and meet informally with some of our team, please call us on 01737 642842.**

“What Ofsted say about us...”

“Leaders ensure children in Nursery and Reception have the knowledge and skills to be ready for their next stages.”

“Pupils know they can tell teachers about anything worrying them and that adults will help.”

“Differences between people are regarded as a positive and are celebrated.”

“Pupils are confident, happy and independent. They show kindness and respect to others and appreciate differences.”

“Expectations of pupils’ behaviour, including those with SEND, are high.”

DID YOU KNOW?

Personal Development at Furzefield is rated by Ofsted as **OUTSTANDING!**



Scan me

Kindness
Respect
Resilience
Aspiration
Inclusion

What our community says about us...

(Parent survey 2023)

“Friendly staff who are easy to approach and a rounded approach to learning.”

“Amazing teachers and teaching assistants who go above and beyond.”

“Furzefield is a very friendly and welcoming school, we knew straight away it would be perfect for our family”

“So accommodating”

“I love the outdoor space and forest school (and forest school expertise) that there is available to them. I think the teachers are amazing!!!”

“Excellent community presence, excellent staff”

“The 'home from home' nurturing environment the community provides my child”

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How to Apply:

1. Complete the Application Form:

Please fill out the provided application form, ensuring all sections are completed. This includes:

- Personal details
- Full employment history with no gaps (or full explanation of any gaps)
- Details of qualifications and professional training
- At least one reference that can be contacted in advance of shortlisting

2. Supporting Statement:

Your supporting statement should outline how your skills, experience, and values align with the role and the ethos of Furzeffield Primary School. Please refer to the key responsibilities and person specification when crafting your response. This statement should not exceed two sides of A4 in Calibri, size 11 font.

3. Submit Your Application:

Applications should be sent via the advertising platform on which the vacancy has appeared (e.g. eteach) or by email directly to Ann.Johnstone@furzeffield.surrey.sch.uk marked for the attention of the Headteacher, with the subject line "Deputy Headteacher Application."

Key Dates:

Application Deadline: 31st March 2025

Shortlisting: Thursday 3rd April 2025

Interviews: Tuesday (and or Wednesday) 22nd and 23rd April 2025

Applicants shortlisted for interview will be notified via email. Please ensure you provide a valid email address and contact number.

School Visits:

We warmly encourage potential applicants to visit Furzeffield Primary School to gain a better understanding of our ethos and environment. Visits can be arranged by contacting the school office at **01737 642 842** or via email at enquiries@furzeffield.surrey.sch.uk

Furzeffield Primary School is an equal opportunity employer and values diversity in our workforce. We welcome applications from all suitably qualified individuals.

Furzeffield Primary School is dedicated to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. As such this post is subject to a satisfactory Enhanced DBS check and pre-employment checks including an online search for shortlisted candidates.

We reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a good level of response. Therefore, we recommend you submit your application as early as possible. We reserve to right to interview shortlisted candidates ahead of the closing date.

Core purpose of the role:

The Deputy Headteacher at FurzeField Primary School is a key member of SLT, responsible for driving educational excellence and fostering a nurturing and inclusive environment where every pupil can thrive. The role encompasses leading the development and implementation of a broad, balanced, and ambitious curriculum that reflects the school's values of Kindness, Respect, Resilience, Aspiration, and Inclusion, ensuring high standards of teaching and learning across all year groups.

A critical element of the role will be leading on assessment strategies to monitor, evaluate, and drive pupil progress and attainment. The Deputy Headteacher will ensure that assessment practices are robust, consistent, and meaningful, enabling the school to identify and address gaps in learning effectively. This includes developing systems to support teachers in using data to inform planning and teaching, ensuring that all pupils can achieve their full potential.

Working in close partnership with the Headteacher, the Deputy Headteacher will play a vital role in shaping the school's strategic direction, tackling key operational priorities, and maintaining a relentless focus on improving outcomes for all pupils. They will actively support the professional development of staff, promoting evidence-based teaching practices, fostering subject expertise, and ensuring assessment is integral to curriculum design.

As part of their varied responsibilities, the Deputy Headteacher will occasionally step into ad-hoc teaching roles to meet the immediate needs of the school, maintaining strong connections with classroom practice. This dynamic and rewarding position offers the opportunity to make a meaningful impact on pupils' lives while helping to drive the school's continued success.

Key Responsibilities

As Deputy Headteacher of FurzeField Primary School, your responsibilities will include, but are not limited to:

Quality of Education:

- Lead the development, implementation, and evaluation of an ambitious and inclusive curriculum that reflects the school's values.
- Ensure teaching across the school is consistently high-quality, evidence-based, and meets the diverse needs of all pupils.
- Support subject leaders in developing their curriculum areas, ensuring depth, progression, and consistency.

Assessment and Progress:

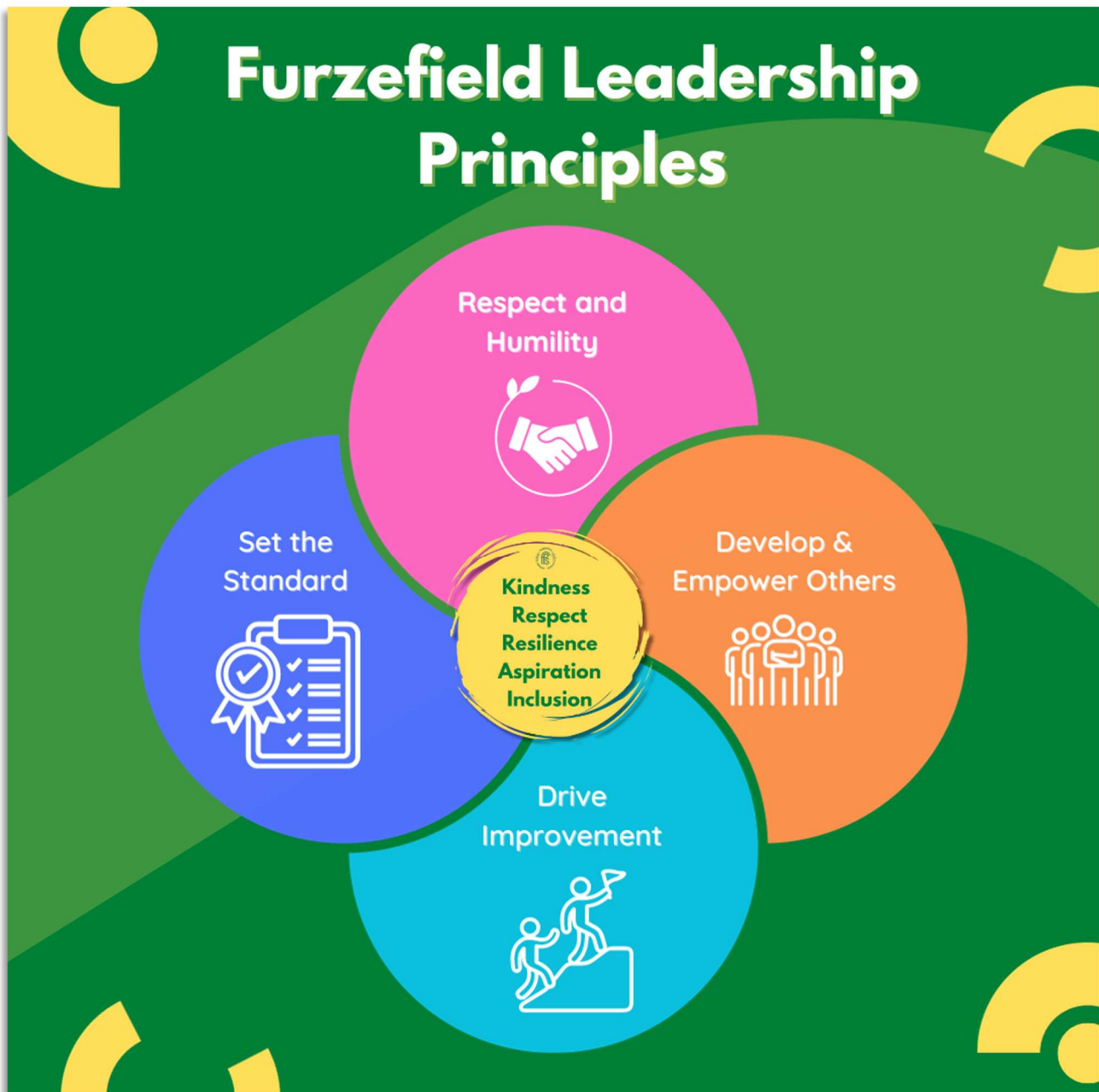
- Lead whole-school assessment practices, ensuring systems are robust, meaningful, and used effectively to inform teaching and learning.
- Analyse pupil performance data to identify trends, monitor progress, and implement targeted interventions.
- Provide guidance to staff on formative and summative assessment methods that maximise impact.



Teaching and Learning:

- Lead the drive for high standards of teaching and learning across the school, ensuring that lessons are engaging, inclusive, and impactful.
- Model exemplary classroom practice, providing coaching, feedback, and support to develop staff expertise.
- Establish and sustain a culture of continuous improvement, where innovative teaching strategies and evidence-informed practices are encouraged.
- Ensure the effective use of formative and summative assessment to monitor and advance pupil progress.
- Foster a collaborative approach to planning, teaching, and evaluating learning, supporting staff in refining their practice.

All school leaders at Furzeffield are expected to demonstrate the four principles of our school leadership culture:





Furze Leadership Principles

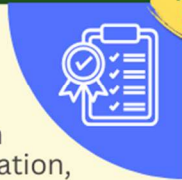
- We listen actively and value diverse perspectives to foster a culture of mutual respect.
- We recognise and acknowledge the contributions of others, ensuring they feel valued.
- We approach challenges with openness, seeking solutions collaboratively and without ego.



- We coach, support, and provide opportunities for growth to build confidence and capability.
- We trust others to take ownership of responsibilities, and foster a sense of autonomy.
- We celebrate progress and promote a culture of continuous learning.



- We lead by example in behaviour, communication, and professional integrity.
- We maintain high expectations for ourselves and others, ensuring consistency and fairness.
- We encourage professional challenge and give feedback with kindness and clarity.



- We identify areas for development through reflection, data analysis, and feedback.
- We implement clear, actionable plans to achieve meaningful and sustainable change.
- We monitor progress, adjusting strategies as needed to ensure goals are met and exceeded.

Staff Leadership and Development:

- Mentor and coach staff at all levels, supporting their professional growth and helping them to achieve their full potential.
- Lead professional development initiatives, ensuring a focus on evidence-based teaching practices and collaborative learning.
- Support recruitment, induction, and performance management processes, fostering a culture of continuous improvement.

Strategic Leadership:

- Work in close partnership with the Headteacher to shape and deliver the school's vision, values, and strategic priorities.
- Contribute to whole-school planning, policies, and decision-making to ensure high standards across all areas of school life.

- Take responsibility for key operational aspects, including resource allocation, classroom cover needs and school improvement initiatives.

Operational Leadership:

- Support the head teacher in the appointment, deployment and development of staff to make most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities.
- Manage the school effectively in the absence of the head teacher.
- Support the head teacher in the management and organisation of relevant groupings of children to ensure effective teaching and learning takes place and that children's personal development needs are met.
- Work with the head teacher and governors in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources with a view to achieving value for money.

Safeguarding and Inclusion:

- Act as the Designated Safeguarding Lead (or support the team as a Deputy DSL), ensuring the school's safeguarding procedures are robust, effective, and adhered to by all staff.
- Regularly review safeguarding policies and procedures to ensure they remain up-to-date and in line with statutory guidance.
- Promote an inclusive school culture where every child feels safe, valued, and supported, ensuring the needs of all pupils, particularly those with SEND or disadvantaged backgrounds, are met.
- Lead training for staff and governors on safeguarding practices, ensuring a shared understanding and commitment across the school community.

The Deputy Headteacher may also be required to undertake other duties as may be requested by the Headteacher and Governing Body from time to time.

Person Specification:

The person specification shows the abilities and skills you will need to carry out the responsibilities of the role. You should indicate clearly how you meet these requirements **with examples of impact** when you fill in your application form and supporting statement.

Criteria	Essential / Desirable	Method of Evaluation
Qualifications & Experience		
Qualified Teacher Status (QTS) with evidence of excellent classroom practice.	Essential	Application, Interview, References
Significant leadership experience at middle or senior level, with a proven track record of driving improvement and raising standards.	Essential	Application, Interview, References
Masters degree or other professional postgraduate qualification (e.g. NPQ)	Desirable	Application, Interview
Experience in leading curriculum development and innovation across a primary school setting.	Essential	Application, Interview
Strong knowledge of assessment practices, including the use of data to improve outcomes.	Essential	Application, Interview
Comprehensive understanding of safeguarding policies and procedures, ideally with experience as a Designated Safeguarding Lead (or Deputy).	Essential	Application, Interview
Experience of working with pupils with additional needs, including SEND and EAL.	Essential	Application, Interview
Experience of working in a diverse community, with an understanding of the challenges and opportunities this presents.	Desirable	Application, Interview
Evidence of impact in raising standards or implementing key initiatives that align with school improvement priorities.	Essential	Application, Interview
Knowledge & Skills		
A thorough understanding of the primary and EYFS curriculum, including strategies to support high-quality teaching and learning.	Essential (EYFS desirable)	Application, Interview
Ability to lead, inspire, and motivate staff at all levels, fostering a collaborative and professional culture.	Essential	Application, Interview
Strong analytical skills to monitor pupil progress and implement effective interventions.	Essential	Application, Interview
Excellent communication and interpersonal skills, with the ability to engage effectively with pupils, staff, parents, and governors.	Essential	Application, Interview
Competence in managing resources and budgets effectively to achieve strategic goals.	Desirable	Application, Interview
Proven ability to champion innovative approaches to education, such as integrating	Desirable	Application, Interview

technology or creative practices into teaching and leadership.		
The ability to lead, develop and motivate colleagues through effective performance management and continuous professional development (CPD).	Essential	Application, interview
Up-to-date knowledge and understanding of current developments in education, including evidence of commitment to recent CPD.	Essential	Application, Interview
Personal Qualities		
High levels of emotional intelligence (i.e self awareness, motivation, empathy, social skills and self-regulation) and a supportive and collaborative leadership style.	<u>Absolutely Essential</u>	Application, interview, references
A commitment to the values of FurzeField Primary School: Kindness, Respect, Resilience, Aspiration, and Inclusion.	Essential	Application, Interview
High expectations of self and others, with a strong focus on continuous improvement.	Essential	Application, Interview, references
Resilience, adaptability, and a solution-focused approach to leadership.	Essential	Application, Interview
Empathy, integrity, and the ability to build positive relationships across the school community.	Essential	Application, Interview, references
A reflective and evidence-informed mindset, with a passion for professional growth and learning.	Essential	Application, Interview
Alignment with FurzeField's forward-thinking ethos, including openness to innovative practices and collaborative opportunities.	Essential	Application, Interview

Thank you for taking an interest in FurzeField Primary School. If you have any questions, or would like to discuss the position further, please get in in touch.

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