



Gomersal Primary School  
Deputy Headteacher  
Candidate Information Pack

*'To achieve we will be creative and curious. We will collaborate,  
show respect and be honest.'*





## GOMERSAL PRIMARY SCHOOL - DEPUTY HEADTEACHER CANDIDATE PACK

Dear Prospective Applicant,

On behalf of the children, staff and Governors at Gomersal Primary School, thank you for considering the position of Deputy Headteacher. Please find within this information pack details of the application process along with information about the school and this position. We are seeking to appoint an inspiring Deputy Headteacher to join our school and work with our experienced staff to provide the best possible education for the children in our care.

Gomersal Primary School is a two-form entry school for children aged 4-11 years old. We are set within beautiful grounds, and are well known nationally for our strong Art provision. Our school was judged to be a good school by Ofsted at its most recent inspection (November 2023). The school has dedicated teams of staff, governors, parents and pupils who work tirelessly and enthusiastically to ensure strong outcomes for all children. We hope that you feel that you would like to become a part of that team.

The Governors and staff are looking for a professional who believes in inclusion, sets high expectations for all to achieve, sees education as a basic right for all children and who is flexible and creative in their approach to a wide range of situations. You will need to be somebody who is enthusiastic and committed to working as part of a team. You need to be a dedicated leader while also being reflective and evaluative. Most of all we want you to care for and enjoy working with our children and families and be passionate about their future.

Visits to the school are warmly welcomed. To arrange a visit, please contact me, via [office@gomersalprimaryschool.co.uk](mailto:office@gomersalprimaryschool.co.uk).

Yours sincerely

Melanie Cox

Headteacher





## **Information for applicants**

### **Vision, values and aims**

#### **Vision**

To achieve we will be creative and curious. We will collaborate, show respect and be honest.

#### **Values**

Our values make us who we are and help us to stay focused on what we do and how we do it. After consulting our community, we have decided that our love for learning, creative thinking, curiosity and commitment to community is reflected in the values:

**Achievement**

**Creativity**

**Curiosity**

**Collaboration**

**Respect**

Honesty

#### **Aims**

We will achieve this through:

High quality, effective teaching and learning

Inspirational, collaborative and accountable leadership at all levels

Consistently high standards and expectations for every individual

A well delivered, creative and relevant curriculum

Rich opportunities for personal development

Preparing children for life in modern Britain

A safe, secure and nurturing environment in which to work and learn



## Our Curriculum

‘Creativity, curiosity, community, heritage’

We believe that a curriculum should be tailored to the needs of the children the school serves. As such, our curriculum not only incorporates the statutory elements of the National Curriculum but is also focused on nurturing children’s creativity and curiosity. The rich heritage of the locality weaves through the curriculum so all children develop a strong understanding of their unique place in the local, national, and world-wide community.

Our children will show compassion, honesty, respect and celebrate diversity.

We aim for all children to be creative, curious, motivated, resilient, and independent. They will have a clear sense of self and know how to look after their physical and mental health. They will understand the importance of sustainability and protecting the planet for their future and the active role that they must play in this.

By the time they leave Gomersal Primary, children will be well equipped for the next stage of life and learning and well prepared for modern life. They will be able to communicate clearly through spoken and written language and express their thoughts and feelings through a variety of media.



## Spenborough Cooperative Trust

We are part of the Spenborough Cooperative Trust and work closely with several schools within the local area. We collaboratively formulate a trust improvement plan and arrange professional development opportunities, such as moderation and network meetings, to help improve learning, achievement and outcomes in our schools.



## GOMERSAL PRIMARY SCHOOL - DEPUTY HEADTEACHER CANDIDATE PACK

### **Advert**

Role:	Deputy Headteacher
Location:	Gomersal Primary School
Start Date:	1st January 2025
Salary Range:	L 6-10
Closing Date:	Friday 4 <sup>th</sup> October 2024
Shortlisting:	Week commencing Monday 7 <sup>th</sup> October 2024
Interviews:	Monday 21 <sup>st</sup> October 2024

An exciting opportunity has arisen for a Deputy Headteacher to join our experienced leadership team at Gomersal Primary School, a 2-form entry school (Reception to Year 6) located in North Kirklees, West Yorkshire.

This is an exciting time to join the leadership team and to have the opportunity to shape and develop the future of the school alongside the Headteacher, Melanie Cox. Although given a Good Ofsted rating (November 2023), the school continues to evolve and grow to ensure that every child can reach their full potential.

We are seeking to recruit a highly motivated, experienced and knowledgeable individual to play a significant role in the Senior Leadership team. The role of Deputy Headteacher is pivotal, and one where you will have every opportunity to provide excellent leadership to a unique school community. If you are ready for a new challenge and enjoy working with an organisation where no day will be the same, then please apply.





## **Job overview**

### **The Deputy Headteacher will:**

- Lead curriculum development and provision, alongside assessment, across all phases
  - Monitor the implementation and effectiveness of the curriculum
  - Be responsible for the quality of teaching, learning and outcomes across a Key Stage (UKS2)
  - Be the champion for vulnerable learners (e.g. pupil premium, FSM, LAC, PA)
  - Promote a positive school culture; supporting the personal development and behaviour of pupils within an ethos and environment underpinned by the school values
  - Be a leading member of the safeguarding team as DSL
  - Be a high-quality practitioner who can teach classes as required
  - Monitor attendance and evaluate the impact of actions taken
  - Deputise in the absence of the Headteacher, as directed by the governing board.
- The Deputy Headteacher will also be expected to fulfil the professional responsibilities of the Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

### **We are seeking a professional individual who:**

- Will demonstrate and reinforce the values of the school
- Has proven experience of excellent primary practice and is an exceptional teacher
- Has high aspirations for every member of the school community
- Is knowledgeable in assessment and able to use data to inform practice
- Is passionate about ensuring a high-quality curriculum and is committed to leadership of this aspect
- Recognises they are an integral member of the Senior Leadership Team, shaping and executing the school development plan
- Is committed to Safeguarding in the role of DSL
- Effectively leads the professional development of teams
- Is committed to their own professional development and willing to undertake training for headship (NPQH)
- Operates strategically and systematically and takes calculated risks
- Leads, challenges and motivates others
- Is committed to working hard as part of a team, demonstrating a commitment to working in partnership with all stakeholders – staff, parents, pupil, governors and the wider community
- Has the ability to challenge underperformance
- Has exceptional interpersonal, communication and leadership skills



## GOMERSAL PRIMARY SCHOOL - DEPUTY HEADTEACHER CANDIDATE PACK

### **What we can offer:**

- Enthusiastic children that are keen to learn
- A supportive school community
- A dedicated and hard-working staff team who are keen to continue to promote inclusive teaching
- Families that engage with the school and are supportive of the aims for their children
- An effective Governing Body who are proactive and work in the best interests of the children
- Being an integral member of the Senior Leadership Team
- Excellent CPD opportunities, including support for the National Professional Qualification for Headteachers
- A school with a vibrant learning environment and extensive school grounds

### **Application Procedure**

Prospective candidates are encouraged to visit the school, please contact Ms Cox, Headteacher on 01274 879313 or via [office@gomersalprimaryschool.co.uk](mailto:office@gomersalprimaryschool.co.uk) to make an appointment. To find out more about our school you can visit our website <https://gomersal.schooljotter2.com/>

Completed application forms must be returned directly to the Headteacher at the school or emailed to [office@gomersalprimaryschool.co.uk](mailto:office@gomersalprimaryschool.co.uk) by the end of the school day (3.15pm) on Friday 4<sup>th</sup> October 2024.

Shortlisting will begin shortly week commencing Monday 7<sup>th</sup> October 2024. Interviews are expected to take place on Monday 21<sup>st</sup> October 2024.

### **Safeguarding**

We are committed to safeguarding and ensuring the welfare of children and young people, and expect all staff and volunteers to share this commitment. Successful applicants will be required to undertake an enhanced Disclosure and Barring Service check along with other relevant employment checks.



### Job description/Key responsibilities

#### Leadership

- Support the Headteacher with the day-to-day management of the school
- Communicate the school's vision compellingly and support strategic leadership
- Promote a positive school culture; supporting the personal development and behaviour of pupils within an ethos and environment underpinned by the school values
- Build positive and respectful relationships with all members of the school community
- Be responsible for the quality of teaching, learning and outcomes across a Key Stage (UKS2)
- Lead curriculum development and provision across all phases
- Lead assessment throughout the school, using data to inform school development and ensuring the school is in line with best practice in this area.
- Be a leading member of the safeguarding team as DSL
- Monitor attendance and evaluate the impact of actions taken
- Advocate for vulnerable learners across school, including evaluating the effectiveness of the pupil premium budget to ensure those in receipt of pupil premium funding make excellent progress
- 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
- Deputise in the absence of the Headteacher, as directed by the governing board. The Deputy Headteacher will also be expected to fulfil the professional responsibilities of the Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).





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### **Pupils and staff**

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Be a high-quality practitioner, able to teach across the primary age range and with specialism in KS2
- Ensure excellent teaching in the school, 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

### **Systems and processes**

- Support the Headteacher in ensuring 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
- Support in the 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
- Support the Headteacher in the day-to-day running of the school including organising cover, creating rotas and delivering assemblies.

### **The self-improving school system**

- Support the ethos of an outward-facing school, working with other schools and organisations to secure excellent outcomes for all pupils
- Coach and support middle leaders in their leadership of a subject
- Monitor the implementation and effectiveness of the curriculum
- 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
- Ensure teaching is underpinned by subject expertise



## GOMERSAL PRIMARY SCHOOL - DEPUTY HEADTEACHER CANDIDATE PACK

- Secure understanding of statutory assessments and moderation across the school
- Effectively use monitoring to improve the quality of teaching and learning and tackle any weaknesses swiftly and effectively
- Ensure robustness of data through leading effective moderation exercises
- Understand the importance of effective governance, accountability and working in partnership
- Take an active role on the Governing Body as a staff member
- Work with governors providing information, advice and support to enable them to meet their requirements
- Ensure staff understand their professional responsibilities and are held to account
- Support the Headteacher in ensuring the school effectively and efficiently operates within the required, regulatory frameworks and meets all statutory duties

### **Other areas of responsibility**

- 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.
- Be aware of health and safety issues and act in accordance with the Health and Safety Policy
- Liaise with other staff, contractors and outside agencies/organisations as appropriate





## GOMERSAL PRIMARY SCHOOL - DEPUTY HEADTEACHER CANDIDATE PACK



### PERSONNEL SPECIFICATION

All staff were asked the question, 'What are you wanting from a new Deputy?' The responses are below in the form of a word cloud. The larger the type the more important the word was in the collective response.





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**Part 1: Qualifications, training and previous experience**

Candidates should note that the elements markers with an ‘APP’ are expected to be addressed in application form or the written statement as part of the application. These will be used by the panel to shortlist for the interview stage. INT refers to those elements that will also be considered during the interview process.

<b>Candidate is able to give significant examples of the ways in which they meet the following requirements</b>		
<b>Professional experiences and qualifications:</b>	<b>Essential or Desirable</b>	<b>How identified</b>
Qualified Teacher Status	E	APP
Good honours degree (or equivalent)	E	APP
Professional development in preparation for a leadership role (e.g. NPQSL)	E	APP
At least 5 years teaching experience	E	APP
Successful leadership and management experience in a school	E	APP/INT
Previous leadership experience in UKS2, with proven impact on standards	D	APP/INT
Involvement in school self-evaluation and development planning, including understanding and using assessment to inform school improvement.	E	APP/INT
Involvement in the development of the school curriculum and the implementation and monitoring of the curriculum	E	APP/INT
Line management experience	E	APP
Experience of contributing to staff development	E	APP/INT
Experience of contributing to the development of a positive school culture, pupil wellbeing and improving consistency in behaviour management	D	APP/INT
Experience of working as a DSL/DDSL or has been a key member of the safeguarding team	E	APP/INT



**Part 2: Qualities and Behaviours**

<b>Candidate is able to give significant examples of the ways in which they exhibit the following characteristics</b>		
<b>Leadership qualities and behaviours</b>	<b>Essential or Desirable</b>	<b>How identified</b>
A positive role model; championing the values of the school and fully supporting the Headteacher in school improvement	E	APP/INT
Data analysis skills, and the ability to use data to set whole school targets and identify weaknesses	E	APP/INT
Understanding of high-quality teaching, and the ability to model this for others and support others to improve	E	APP/INT
Understanding of school finances and financial management	D	APP
Effective communication and interpersonal skills	E	APP/INT
Ability to communicate a vision and inspire others	E	APP/INT
Ability to build effective working relationships rooted in collaboration, respect and honesty	E	APP/INT
Maintaining professional boundaries in their work within the school community, including parents	E	APP/INT
<b>Has the following personal qualities</b>		
A commitment to getting the best outcomes for all pupils	E	APP/INT
Ability to work under pressure and prioritise effectively	E	APP/INT
Commitment to maintaining confidentiality at all times	E	APP/INT
Commitment to safeguarding and equality	E	APP/INT
Ambition and willingness to undertake further professional development at leadership level (e.g. NPQH)	E	APP/INT