

"The school has a strong sense of community among pupils and staff. Pupils enjoy school and behave well in lessons. Pupils work hard in lessons, even when they struggle. They are committed learners who want to achieve. Leaders are passionate about building a school with a culture of inclusion at its heart."

Ofsted – November 2021

6th February 2023

Dear Applicant,

I am delighted that you have shown an interest in the Deputy Headteacher post at Highgate Wood School. On behalf of the Governing Body, I look forward to receiving your application should you choose to join us and be part of our mission "To inspire our students to be confident and open-minded through exceptional teaching in a caring school community."

Like in every school in the country, the post of Deputy Headteacher is a crucial one at Highgate Wood School. With my other Deputy, you are expected to share the deputising for myself if absent. It is important that you are ready for this level of responsibility.

In addition, I expect the successful applicant to be an exceptional leader with a wide range of leadership skills and experiences. My leadership team are all good team players and anyone joining must be the same. They must be ready to work incredibly hard and lead by visible example. They must be positive, creative and determined – with the ability to maintain calm and convey calm under pressure. They also have to share my ethos of leadership which is predicated on the basis that leadership is primarily about people and giving service to others. I want staff and students to always feel supported as well as challenged.

You will have noticed that in the advertisement for this post we have not allocated specific responsibilities. The reason for this is because I have an experienced and flexible leadership team with the ability to adapt. This has afforded me the opportunity to focus on securing the best candidate to join my leadership team and to base my decision around roles and responsibilities around the strengths of the best candidate. This will be explored during the interview process.

Traditional values of **courtesy**, **consideration**, **contribution** and **cooperation** (the 4Cs) underpin the school's ethos and are at the core of our expectations of what we have come to call the "Highgate Wood Way". Our motto is **Everyone Matters, Everyone Achieves**, and this is demonstrated in the way we value every student as an individual, and by the numerous opportunities through which their potential is identified and nurtured. Inclusion is at the heart of everything that we do. In addition, our staff culture is based upon our non-negotiable **SHOW UP** expectations. You will be able to read more about this in the application pack.

CONSIDERATION • COOPERATION • COURTESY • CONTRIBUTION



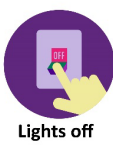
Highgate Wood School supports individual actions to address the issues of Climate Change and promotes the United Nations top 10 recommendations



5-Minute showers



Drive less



Lights off



Local produce



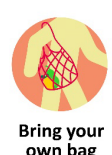
Refill and reuse



Meat-free meals



Zero waste fashion



Bring your own bag



Recycle



Unplug

We have the good fortune to be located in a very attractive area of North London, surrounded by woods and sports grounds. The school boasts excellent facilities, both within the classroom and beyond it. A significant part of the school was rebuilt or refurbished under the BSF programme so we have extensive IT facilities, our own all-weather sports pitch and tennis courts as well as enviably equipped music, art and drama classrooms and facilities. We also offer on-site car parking for staff. Highgate tube station is 10 minutes' walk from the school and the school is very close to bus routes W5, 41 and W3. The W7 bus offers a swift link to Finsbury Park tube and Hornsey over ground station in Crouch End is also close by.

Induction for new staff is well structured and effective and our exciting CPD provision offers a range of progression opportunities. Staff well-being is a key concern, and we participate in the Employee Assistance Programme, as well as a number of other initiatives that aim to provide support for all staff. We are also proud to have a thriving Staff Association that enhances its members' social lives.

Highgate Wood School is committed to safeguarding and promoting the welfare of children and young people and the post is subject to satisfactory references and an enhanced DBS check.

I hope you find our application pack helpful, but I shall be pleased to answer any further questions you have.

The closing date for applications is noon on 22nd February 2023

Interviews to be held over two days on 28th February and 1st March 2023

Yours faithfully,



Patrick Cozier
Headteacher