

# Welcome



Thank you for your interest in the Deputy Head position at Kingham Primary School. Our children are seeking a dynamic leader who can motivate, inspire and challenge our team to provide the highest standards of teaching.

Tucked away off the corner of the village green, Kingham Primary School looks out over woods and open fields in the countryside of the Cotswolds. Kingham Primary School has an outstanding reputation for its creative and innovative approach to teaching and learning, and for its high standards. We are passionate about ensuring children are at the heart of all that we do. Parents choose to send their children to our school because it is a friendly place where learning is fun and exciting; because our environment is inspirational where we take pride in our achievements; and because everyone here is personally valued and respected as an individual.

The Deputy Head role is a brand-new position in our school. The successful candidate will work closely with the headteacher driving school improvement and maintaining high standards. We are looking for:

- An excellent teacher and role model with experience of curriculum development
- A considerate team player who puts children at the heart of all decisions
- A leader with experience of positively impacting on whole-school pupil progress
- A highly organised professional with excellent interpersonal skills
- A supportive mentor with an interest in co-ordinating support for those students with special educational needs
- A confident user of ICT with successful experience of using data and assessment to maximise outcomes.

The position would suit an experienced Deputy *or* an aspiring Deputy with the requisite skills and successful experience with a whole-school responsibility.

Kingham Primary is a popular, forward-thinking school with a caring ethos and a dedicated, friendly team. We have a beautiful environment with hard-working, enthusiastic, and well-behaved pupils. All our staff are provided with opportunities to grow and develop in their roles and we actively ensure clear career progression for all. Well-being is also something we are deeply committed to, and we constantly aim to ensure all our personnel are valued and looked after.

I have recently taken on the role as Headteacher at Kingham Primary School. I have successful experience of leading world-class schools and, with the right Deputy Head in place, am now keen to make Kingham the leading Primary School in the Cotswolds area!

I really hope that you are able to share this passion and consider applying for this role within our school. If you wish to discuss this position further, please do call me on 01608 658366. Please email completed applications to **[recruitment@kingham.oxon.sch.uk](mailto:recruitment@kingham.oxon.sch.uk)** by Friday 7 May 3pm – early applications are encouraged. On your supporting statement, you will need to match your qualities and experience to our selection criteria at the back of this pack.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service check.

I wish you the best of luck with your application.

Yours sincerely

*NProckter*

Nicholas Prockter  
Headteacher

# School

## Kingham Primary School

The Green  
Kingham  
Chipping Norton  
OX7 6YD

Tel: 01608 658366  
Email: [recruitment@kingham.oxon.sch.uk](mailto:recruitment@kingham.oxon.sch.uk)  
Web: [www.kingham.oxon.sch.uk](http://www.kingham.oxon.sch.uk)

Type: Maintained community school  
Local authority: Oxfordshire County Council  
Age range: 3 to 11  
Standard Admission Number: 30  
Number of pupils: 225, including nursery  
Ofsted rating: Outstanding

**Tucked away off the corner of the village green, Kingham Primary School looks out over woods and open fields in the countryside of the Cotswolds.**

As well as Kingham, Churchill and other local villages in West Oxfordshire within its catchment, the school serves a wider area, including the nearby town of Chipping Norton and parts of neighbouring Gloucestershire and Warwickshire, subject to the availability of places.

Kingham Primary School has around 200 children in seven year groups. There is also a nursery class offering pre-school places to children from the age of three. The school is highly regarded by parents and is rated as outstanding by Ofsted. Although secular in outlook, it has links to the local church and welcomes children of any faith.

The main school building is about a hundred years old and has been subsequently extended to provide seven classrooms, a modern school hall, kitchen, library area, and a purpose-built early years building, which accommodates the nursery and reception class.

Situated in leafy grounds, there is a large playground, forest area, school garden, and a large playing field.

### Location

Kingham in West Oxfordshire is four miles from the market town of Chipping Norton. It is 25 miles northwest of Oxford and has a direct train service to Oxford and London Paddington.

A traditional English village, Kingham has a 14th-century church, two pubs with restaurants of national reputation, a village shop and post office. It has been recognised by *The Sunday Times* as the best place to live in the southeast of England.

*"Kingham, in Oxfordshire, also boasts an outstanding primary school, houses of Cotswold stone, direct trains to London... It is identified as the best place to live in the southeast."*

*The Sunday Times*, 13 March 2016

The school is within a couple of miles of neighbouring Gloucestershire and Warwickshire. It is an easy drive from numerous nearby villages and towns, which offer a range of housing and amenities.

The surrounding Cotswolds countryside is a designated area of outstanding natural beauty, the second largest protected landscape in England. The low rolling hills provide the honey-coloured limestone that characterises the stone buildings that are typical of the region.

### **Provision**

Kingham Primary School provides a nursery class for children from the age of three. The Nursery was previously run by the community and has successfully transferred to the school to form part of the purpose-built Early Years Foundation Stage Unit.

The Reception class has an annual intake of 30 children, subject to availability, and the local authority admissions policy. School admissions are generally oversubscribed and any places that become available in later years are generally filled through a register of continuing interest.

The school has a relatively small number of children with special educational needs or receiving free school meals, compared to the national average. The children are well-behaved and eager to learn. They consistently achieve well above the national average at the end of the Foundation Stage, Key Stage One and Key Stage Two. We would expect them to do so, and we are committed to continuously improving and extending our curriculum.

The school offers a wide range of extra-curricular activities, including clubs covering a range of activities, such as art, archery, coding, construction, cookery, French, football, gardening, golf, hockey, and tennis.

A Breakfast Club and afternoon Kidz Club provide optional wraparound care from 7.45am to 5.00pm to support working parents and carers.

The supportive community of parents has high expectations for their children and appreciate the happy, hard-working and harmonious atmosphere the school provides. Parents play a key part in the life of the school and this is greatly encouraged.

The Kingham Primary School Association, or KPSA, is a charitable organisation run by parents, which is very successful at raising funds for enrichment resources and activities for the children, while providing a social focus for the school community.

The children go on to a range of excellent secondary schools in the area, including The Chipping Norton School, Burford School, The Cotswold Academy, and the nearby independent Kingham Hill School.

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# Vision

## *Always learning to be our best*

Kingham Primary School provides a safe, supportive and stimulating environment, which inspires our children to be composed, confident, and considerate, responding positively to every opportunity to develop their full potential. We encourage children to explore, expand and express their skills and talents through a carefully crafted, creative curriculum tailored to the needs of every individual.

### **Our values**

*We all love to play, explore and discover, to look, listen, learn and understand.*

*We have fun together as one friendly family, always ready to help one another, making sure that everyone is safe and secure, and has the choices and chances they deserve.*

*We enjoy creating, competing and performing as well as we can, respecting our differences as individuals and strengths as a team.*

*We want our small school to be the best it can be, for us and those that follow.*

*We look beyond our playground, field and forest, to the wider world and realise we all have an important part to play in the future.*

*There are no limits to what we can achieve, and we will work hard to show and share our success.*





# Job Description

## Deputy Headteacher

### Purpose of the post

To play a leading role in the school, working closely with the Headteacher in:

- establishing and sustaining the ethos and strategic direction of the school,
- creating a culture where children experience a positive and enriching school life,
- upholding ambitious educational standards which prepare children from all backgrounds for their next phase of education and life,
- promoting positive and respectful relationships across the school community and a safe, orderly and inclusive environment,
- ensuring a culture of high staff professionalism

and undertaking the professional duties of the Headteacher in the event of his/her absence from the school.

**Responsible to:** Headteacher

### Deputy Headteacher duties

#### Leadership

- Provide effective professional challenge and support to the headteacher.
- Assist the Headteacher in creating an environment and code of behaviour that promotes good teaching, effective learning and high standards of achievement and behaviour.
- Support the Headteacher in creating and implementing a strategic development plan which identifies priorities and targets to ensure that pupils achieve high standards and make progress, increases teachers' effectiveness and secures school improvement, taking responsibility for delegated aspects of the plan.
- Take part in and to lead management meetings and initiatives with the Headteacher.
- Work with the Headteacher and governors in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources with a view to ensuring value for money.
- Manage spending within budget and deputise for the Headteacher in managing the overall school budget.
- Hold management responsibility for specific strategic and curriculum areas as may be required.

- Support the continuance and extension of links with the community, including the parent teacher association, other schools and educational institutions, local business and industry, in order to enhance teaching and learning and children's personal development.
- Ensure that parents are well informed about the school curriculum, its targets, children's attainment and their part in the process of education.
- Be responsible for school timetables, rotas, diaries and day to day organisation, including arranging supply cover when necessary.
- Assist with the co-ordination of appropriate extra-curricular activities in conjunction with other members of staff.
- Assist the Headteacher in planning public functions or events and to have responsibility for the organisation of various school events such as Sports Day in liaison with the relevant parties.
- Assist the Headteacher with administrative tasks as required.

### **Management of People**

- Ensure that effective staff development and training programmes are put into place in order to achieve school objectives and ensure performance management of staff.
- Line-manage and team-lead members of staff and to set targets for their professional development.
- Encourage, support and develop effective working relationships with colleagues to enhance pupil learning.
- Induct new members of staff and students into school.
- Manage the performance of teaching assistants and other support staff.
- Delegate tasks to colleagues in your team where appropriate.
- Acknowledge excellence and challenge poor performance across the school.

### **Teaching and Learning**

- Take on the role of Class Teacher when required, either by providing cover or through taking responsibility for a class, offering an exemplary role model.

### **Management of Teaching and Learning**

- Lead and manage teaching and learning across the whole school and in partnership with the Headteacher to lead the effective delivery of the curriculum.
- Brief and update colleagues on relevant policy and practice through meetings and workshops.
- Work alongside teachers to identify pupils who may have special educational needs through observation and assessment.
- Liaise with parents, pupils and outside agencies to co-ordinate the provision for students with special educational needs and disabilities and oversee appropriate support programmes and record keeping systems.
- Manage SEN reviews for students who require additional support (e.g. those with EHCPs)

- Lead and advise Subject Leaders in line with agreed school practice and new developments.
- Advise staff on classroom organisation, teaching methods and other pedagogical issues.
- Advise on and lead relevant INSET when required.
- Be a leading teacher and an exemplary role model when teaching in class.
- Lead colleagues in developing and reviewing policies and in medium and long-term planning and training.

#### **School Self-evaluation**

- Collect and use a rich set of data to understand the strengths and weaknesses of the school.
- Monitor, evaluate and track pupils' learning to ensure pupils across the school make the necessary progress.
- Engage the school community in the systematic and rigorous self-evaluation of the work of the school through compiling relevant data and analysing performance using statistical analysis.
- Observe colleagues at work to improve their practice and to inform future school development.
- Evaluate standards of achievement across the school and advise the Headteacher on future needs.

#### **Safeguarding and promoting the welfare of children**

- Be responsible for promoting and safeguarding the welfare of children in your care and those you come into contact with and closely assist the Headteacher or Child Protection Officer in their safeguarding roles.

#### **General**

- Undertake any professional duties of the head teacher reasonably delegated by the Headteacher.

*This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks; it is intended to set out the main expectations of the school in relation to the post holder's professional responsibilities and duties.*

# Selection Criteria

## Deputy Headteacher

**The following criteria will be used for shortlisting purposes:**

1. Qualified Teacher Status
2. Several years successful teaching experience across the primary age range
3. Willingness to achieve SENDCo award
4. An outstanding teacher with strengths in English, Maths and ICT and a track record of excellent outcomes
5. Successful experience of curriculum management in the primary sector
6. Experience of successfully monitoring and evaluating curriculum area(s)
7. Experience of leading effective training for colleagues that impacted positively on pupil progress
8. Successful experience of managing 'change'
9. Experience of developing and implementing an effective Inset programme in an area of school improvement
10. Significant experience in evaluating and using data to plan and improve pupil performance
11. Knowledge of key safeguarding policies and protocols
12. Possess an excellent understanding of the most effective teaching, learning, inclusion and behaviour management strategies for pupils with Special Educational Needs
13. Experience in supporting and developing teachers to improve teaching and learning
14. Ability to communicate effectively both verbally and in writing to a wide range of audiences
15. Ability to inspire people and build confidence and trust
16. Highly organised with a proven ability to plan strategically
17. Calm, positive and optimistic



# Application

**We welcome applications from suitably qualified and experienced candidates.**

The position would suit an experienced Deputy *or* an aspiring Deputy with the requisite skills and successful experience with a whole-school responsibility.

## Process

Please complete the official Oxfordshire County Council application form, which is available from the school web site at:

**[www.kingham.oxon.sch.uk/vacancies](http://www.kingham.oxon.sch.uk/vacancies)**

To ensure consistency for all candidates, we are unable to accept a curriculum vitae without a completed official application form. Please ensure you complete the application form fully, ensuring all details are accurate and all declarations are signed.

**On your supporting statement, you will need to match your qualities and experience to our Selection Criteria at the back of this pack as well as outline the unique contribution you could make to the future success of our school.**

Suitable references will be required from your current and previous employer, please ensure that they are aware of this application.

Further information about interview arrangements will be provided to shortlisted candidates.

Our selection process will further assess the suitability of candidates and their commitment to safeguarding children. Appointment to this post will be subject to an enhanced Disclosure and Barring Service check.

**Deadline: Friday 7 May 3pm**

Email your application to: [recruitment@kingham.oxon.sch.uk](mailto:recruitment@kingham.oxon.sch.uk)

If you would like to visit the school, or you require further information, please call the Headteacher, Nicholas Prockter, on 01608 658366. Visits are welcomed and strongly encouraged. You can also watch a video tour here: <https://www.kingham.oxon.sch.uk/school/tour>

We look forward to receiving your completed application.

