



*Inspiring a love of learning
through our Christian Values*

LONGWICK CHURCH OF ENGLAND COMBINED SCHOOL

Deputy Headteacher Recruitment Pack



Oxford Diocesan
BUCKS SCHOOLS TRUST

Welcome from the Chair of Governors

Dear Candidate,

Thank you for your interest in the post of Deputy Headteacher at Longwick C of E Combined School. This recruitment pack aims to give you a flavour of the school and our ethos and values, as well as further details about the role.

The Governors of this village Church of England school seek a dynamic and inspirational leader to build on the successes achieved by our current leadership team during a programme of school improvement. We are in a stable position and are proud of our good OFSTED rating (2018) and our Good SIAMS rating (2019). We are looking for someone with high aspirations, clear vision and an understanding of strategic planning to drive us to that Outstanding judgement.

It is an exciting time to be at Longwick as new housing developments being built in the village have brought a significant change to the diversity of our pupils. This has introduced a new dynamic to the school and we seek someone who will take such fast paced changes in their stride.

We are looking for an excellent communicator who will work alongside our newly appointed Headteacher, and build meaningful relationships within the school and in the wider community. Our chosen candidate will embrace and contribute to the essential Christian ethos of the school, while respecting and valuing those of all faiths or none.

Our children are lively and inquisitive with a strong sense of personal responsibility linked to our Christian values. With their parents and carers, they take pride in the school and its achievements. Supporting them are a dedicated and talented staff team who have real aspirations for the children they teach and for their own professional development.

As Governors, we have high expectations of our leadership team school and work hard to support them in providing a safe, caring and outstanding learning environment.

You are strongly encouraged to visit the school prior to making your application; please contact the school office on 01844 344769 or email sbm@longwick.bucks.sch.uk. Our current Executive Headteacher, Jan Martin, will be able to show you around and answer any questions that you may have.

Yours sincerely

Claire Randall

Claire Randall
Chair of Governors

About Longwick

Longwick C of E Combined School (Good, Ofsted January 2018) is a happy and lively school where both children and adults work together as a strong team.

We are proud to be an inclusive and successful village school, serving our local community and numerous families beyond. With 200 pupils on roll, we strive to prepare every child for the challenges and changes of the future by enabling them to build strong foundations so that they can achieve the highest standards in their personal and academic development.

Our Christian values (Respect, Perseverance, Wisdom, Peace, Responsibility and Compassion) reflect our Christian foundation as a Church of England School and provide the basis for everything we do.

We have recently appointed a substantive Headteacher, Helen McCammond, and we are looking for an aspirational Deputy Headteacher to join her on the next steps of our journey.



You will bring practical expertise in how to deliver exceptional teaching and learning, as well as being ready to further develop your leadership skills and to work effectively with our school leaders.



Our Vision, Values and Aims

Inspiring a love of learning through our Christian Values

At Longwick our vision is rooted in a commitment to excellence. We aim to serve our community by providing an education of the highest quality within the context of Christian belief and promote Christian values through the experience we offer our pupils. We take pride in providing strong pastoral support in a safe learning environment where all are valued.

We strive to prepare every child for the challenges and changes of the future by enabling them to build strong foundations so that they can achieve the highest standards in their personal and academic development.

The school preserves and develops its religious character in accordance with the principles of the Church of England and in partnership with St Mary's Church, Princes Risborough.



Our Christian Values

Explicitly linked to the Bible are:

- Respect
- Perseverance
- Wisdom
- Peace
- Responsibility
- Compassion

To underpin our values, we use the parable of The Wise and The Foolish Builders Matthew 7, verses 24-27

Our Aims:

- To provide a rich learning curriculum that promotes our Christian values and provides spiritual, moral, social and cultural development for all children
- To challenge and inspire our pupils to have high aspirations and become confident, curious, independent and resilient life-long learners
- To provide pupils, as they grow in understanding, with opportunities to contribute to our school, local community and the wider world as responsible citizens
- To provide a welcoming, safe and caring environment in which everyone is valued.

Key School Facts

School Type: Primary Academy, part of the Oxford Diocese Buckinghamshire Schools Trust (ODBST)

Age Range: 4 – 11

Maximum Entry: KS1 - 30
KS2 – 32

Current Number on Roll: 200 (September 2021)



Catchment Area: Longwick, Ilmer, Bledlow, Holly Green, Pitch Green and parts of Princes Risborough. We also attract a number of out of catchment families drawn by the reputation of the school.

Class Organisation: EYFS - Reception
Key Stage 1 - Year 1 and Year 2
Key Stage 2 - Year 3, Year 4, Year 5 and Year 6

2019* Performance Data:	EYFS Good Level of Development		74%
	KS1 Achieving ARE	Reading	79%
		Writing	79%
		Maths	62%
	KS2 Achieving ARE	Reading	82%
		Writing	78%
		Maths	74%
		SPAG	85%
		RWM	67%

* Due to COVID-19, there is no published performance data for 2020.

OFSTED Rating: GOOD (January 2018)

SIAMS Rating: GOOD (November 2019)

Secondary Destinations: Children transfer at the end of Year 6 to a range of Secondary schools both Comprehensive and Selective Grammar including Aylesbury Grammar School, Aylesbury High School, Sir Henry Floyd School, Princes Risborough School, Lord Williams's School, Wycombe High School, Aylesbury Vale Academy, Waddesdon C of E School, The Misbourne, Icknield Community College as well as schools in the independent sector.



COVID-19 School Response and Impact

We are pleased to have provided an effective package to support families during the COVID-19 pandemic lockdown. Like the majority of schools, Longwick remained open for vulnerable children and the children of key workers, with many of our SEND children also being invited to attend. For the majority of pupils, teaching and learning transferred to Google Classroom during periods of lockdown, which was well received by parents and pupils. During the most recent lockdown, 97.5% of pupils submitted work, with 85% returning at least a third of the learning.

For children who did not have access to technology at home, the school provided laptops to ensure their learning continued. Families were also able to collect resources such as printed worksheets, books and pencils to support home learning.

Our online provision consisted of live sessions, teacher recorded lessons, online resources and, where need was identified, intervention groups.

Since the return of all pupils to school, we are pleased to report that we have not seen large gaps in pupils' learning as a result of COVID-19, mainly due to the success of online teaching and pupil/parental engagement. Children have largely returned to school happy and while there has been some need to support a small number of pupils with their wellbeing, generally the resilience of the children at Longwick has been evident during this time.

Our risk management of COVID-19 has been effective throughout and the bubble system in school has worked well, with only one bubble closure to date.

While we hope not to enter another period of lockdown, we do feel that the school is in a strong position to respond effectively once again, should this be required.

Our Location

Longwick C of E Combined School is situated in the small village of Longwick which lies between the market towns of Princes Risborough and Thame.

Longwick is a vibrant village with a population of approx. 1300 and a strong sense of community. It has many places of interest on its doorstep including National Trust properties, nature reserves and the Chequers estate. Longwick has a long history and it still honours traditions such as garland making at the annual village fete. The school plays an important and integral part in village life. Current building of housing developments in the village means exciting times ahead for our school.

Longwick is approximately:

6 miles from Aylesbury
35 miles from Central London
22 miles from Milton Keynes
17 miles from Oxford



Message from our new Headteacher

Dear Applicant,

Thank you for enquiring about the post of Deputy Headteacher at Longwick Church of England Combined School. The new post holder will join at a fantastic time as I too will be starting my Longwick journey as Headteacher in January 2022.

This is an exciting opportunity for a dedicated and inspirational teacher with high ambitions for their own future development. As a strong leader, you will have the understanding and drive necessary to build strong relationships with the whole school community and join me in an exciting journey, taking the school forward from its current position.

Helen McCammond



Governors and Friends

We aim to encourage and develop relationships with our local community so that there is a close liaison between the community and the children in our school. The school is an integral and important part of Longwick and the surrounding villages.

The Longwick School Governing Body

At Longwick School we have a very active, supportive and committed team of 12 Governors. They meet at least twice a term as a whole Governing Body and have two committees which also meet at least once a term. These are the Education Committee and the Resources Committee. Our Governors always welcome ideas or suggestions from parents, pupils and other members of the community.

The Longwick Parents and Friends Association (Friends of Longwick School)



The Friends of Longwick, the school's PTA, is a thriving group of parents that organises numerous events throughout the year. It provides an important link between parents, the school and the local community, and raises significant funds to support the school.

Particular highlights in the academic calendar are the Longwick Art Show (now in its 32nd year), the Christmas Bazaar and the ever-popular end of term discos.

Safeguarding and the Selection Process

Safeguarding

Longwick C of E Combined School provides a safe and secure environment for pupils to learn. The school and its Governors are committed to safeguarding and promoting the welfare and safety of children and young people and operates a strict Safeguarding Policy, with procedures being rigorously and consistently applied. The Deputy Headteacher will be required to demonstrate a commitment to promoting and safeguarding the welfare of children and young people and to become a Deputy Designated Safeguarding Lead (DDSL) for the school.

The successful applicant will be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service.

School Visit

We encourage all applicants to visit our school before submitting their application. Please contact the school via sbm@longwick.bucks.sch.uk

Applications and Closing Date

Applications must be received no later than 12 noon on Monday 27th September 2021.

Apply using the form provided on the school website www.longwick.bucks.sch.uk/vacancies-volunteers Your completed application should be emailed to sbm@longwick.bucks.sch.uk

Interview and Selection Day

This will take place on Tuesday 5th October 2021. Shortlisted candidates will be advised on the range of tasks and activities that will make up the selection process. Please confirm your availability to attend this day.

Appointment Timescale

The successful applicant would take up the post on 1st January 2022.

Pay Scale

Range L4-L7



Deputy Headteacher Job Purpose and Description

TITLE:	Deputy Headteacher
SALARY RANGE:	Leadership scale L4 – L7
RESPONSIBLE TO:	The Headteacher
PURPOSE OF THE POST:	To support the Headteacher in providing professional leadership and effective management of the school and ensuring high quality education for all pupils.

The Governing Body of Longwick Combined School is committed to safeguarding and promoting the welfare of children and young people. Our Deputy Headteacher must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Criminal Records Bureau (CRB).

KEY TASKS:

- To work with the Headteacher to develop clear strategies for the school.
- To raise standards of pupil progress through effective monitoring and evaluation of results
- To lead and manage pupil progress meetings across the school
- To represent and promote the school and its achievements, and maintain its Christian ethos.
- To support the Headteacher in carrying out their responsibilities, including the internal organisation, management and control of the school.
- To undertake any professional duties, as reasonably delegated by the Headteacher.
- In the absence of the Headteacher, to undertake professional duties to the extent required by the Headteacher or the relevant body.
- To build effective relationships with pupils, parents, and staff in order to develop and further enhance the school's achievements and reputation.
- To support the development of all staff so they can reach their full potential.
- To manage and develop CPD for all staff.
- To lead a core area, either curriculum or pastoral, as determined by the needs of the school.
- To hold a classteacher role of 0.6 in the first instance
- To strategically lead the monitoring arrangements of learning and to report back to the Headteacher and LGB

RESPONSIBILITIES WILL ALSO INCLUDE:

Overall

- To set, in consultation with the Headteacher and governors, overall aims and objectives for the school, and establish the policies through which they are to be achieved.
- To maintain and drive forward the School Development Plan within the constraints of the budget, with regard to:
 - i. The development of the curriculum, appropriate to pupils' experience, interests, aptitudes and needs;
 - ii. The effective use of buildings and equipment resources available to the school;
 - iii. The staff structure appropriate to the curriculum and administration requirements;
 - iv. The effective deployment of staff, both teaching and non-teaching and a commitment to their continuing professional development;
- To lead and manage a core area, either curriculum or pastoral, as determined by the needs of the school.

Pupil Development and Care

- To ensure rigorous adherence to Safeguarding procedures.
- To play a key role in leading Safeguarding.
- To assist in monitoring and evaluating standards of teaching and learning through appropriate criteria and instruments.
- To lead and manage behaviour.
- To maintain high standards of behaviour and discipline for pupils and staff.

Leadership

- To lead by example and inspire good working relationships amongst staff and contribute to building an outstanding team.
- To provide the conditions whereby each pupil is motivated to achieve his/her full potential.
- To solve problems and resolve conflict by applying skills of managing meetings, arbitration and reconciliation.
- To maintain effective channels of communication in order to promote a positive relationship between pupils, parents, staff, governors, the Church and the wider community.

Person Specification

These criteria will be the basis for the short-listing and interview process. Applicants are requested to take account of them when applying

Qualifications and training	• Qualified teacher status • Degree	Evidence of further study
Experience	• Evidence and quantifiable impact of successful leadership and management experience in a school • 5 years of teaching experience within a primary setting • Involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development • Leadership of at least one core curriculum area to a high standard • Evidence of successful partnerships with parents and the governing body	• Experience of SIAMS • Experience of working with a governing body
Skills and knowledge	• Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Ability to articulate high quality curriculum management with examples of positively quantifiable initiatives • Ability to develop the principles of outdoor learning • Understanding of all aspects of inclusion but especially SEND • Effective behaviour management skills • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships	• Outdoor learning/ Forest School experience

Personal qualities	A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position. An appreciation of the values of a Christian school and a willingness to support the ethos	• Experience of working with school council or other such pupil voice • Safeguarding responsibilities experience
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About the Academy Trust

ODBST is a diocesan Multi Academy Trust (MAT) established in September 2017 by the Oxford Diocesan Board of Education (ODBE) to provide an organisation for schools seeking to become an Academy within a MAT.

The Diocese of Oxford has a 200-year history of providing and supporting education. It has 283 church schools across 9 Local Authorities of which 92% are judged Good or Outstanding. Any school within the Buckingham episcopal area can apply to join ODBST: voluntary controlled, voluntary aided, academy or community; primary or secondary; mainstream or special.

Our purpose is clear: we want our pupils to achieve all that they possibly can and, in doing so, that they and their families experience the best quality of education and care. Our mission is to empower our unique schools to excel. This is operated through a high level of accountability devolved to each Local Governing Body (LGB), which is supported by a “School to School” improvement model, facilitated by a core team of experienced professionals (i.e. ex-Headteachers, lead inspectors) at the centre of the organisation, in partnership with the Oxford Diocesan Board of Education.

All that we do across our trust is rooted in the Christian values of: wisdom, knowledge and skills; hope and aspiration; dignity and respect, as well as a commitment to building our communities and living well together.

Our unique schools are highly autonomous and are committed to focus on excellence in education, ensuring they offer a broad and balanced curriculum. They are committed to being central to their community, and to working collaboratively with other schools in the Trust.

Our learners and their families are also at the centre of all we do; empowered to learn and achieve; valued within our school as resilient, active and responsible citizens; served so that they develop and thrive (intellectually, socially, culturally and spiritually); aspire to educational excellence and reach their fullest potential.

Our Trust strives to enable strong and effective local leadership that is supported and challenged to recruit, train and retain quality staff; be passionate about being the best that they can be; provide opportunities for enriched learning and pathways for all pupils, and work with governors to make decisions at a local level. Our Trustees relentlessly focus on improvement. Trustees are tasked to embody these values in their contacts with our schools; to celebrate success and agree to build partnerships to develop the schools we serve.

How ODBST Operates

ODBST schools operate with a high level of accountability devolved to each Local Governing Body (LGB), which is supported by a “School to School” improvement model, facilitated by a core team of experienced professionals (i.e. ex-headteachers, lead inspectors) at the centre of the organisation, in partnership with the Oxford Diocesan Board of Education (ODBE). The Trust retains a service charge to cover the cost of its corporate work, providing support to schools across a range of services. This is illustrated by our ‘wall of support’.

