



**MENSTON PRIMARY SCHOOL
DEPUTY HEADTEACHER
CANDIDATE BROCHURE**



DEPUTY HEADTEACHER CANDIDATE BROCHURE



Welcome from Chair of Governors

Dear Applicant

Thank you for your interest in the post of Deputy Headteacher at Menston Primary School. I hope you will find the information in this pack useful and that it inspires you to apply for this exciting position.

Due to the promotion of our Deputy to Headship, we have an opportunity to appoint a dedicated, enthusiastic and motivated Deputy Headteacher.

Outdoor learning is a key element of the school's strategy to promote pupils' health and wellbeing. Our extensive grounds have been developed into an outstanding learning resource which is incorporated into the daily life of the school. The school's broad and innovative curriculum has a strong focus on STEM and the use of a wide range of information technology.

Menston Primary School is a two-form entry, maintained village school with 428 pupils on its roll. We are proud to be an inclusive school where we work together to challenge, inspire and motivate all children to become successful, confident and caring citizens of our diverse world. We promote a culture where pupils are happy, believe that they can succeed, take responsibility for their learning, set targets for their own achievement and develop as independent learners. In May 2018 we were last judged as 'Good' by Ofsted. The school has a before and after school Care Club and works in partnership with other local primary schools through the Two Valleys Learning Collaborative (2VLC). The school currently feeds mainly into three large secondary schools in surrounding towns.

Menston is an attractive village and the school plays a significant part in the community. The surrounding countryside is of remarkable natural beauty. Menston now has over 6,000 residents and is expanding further with ongoing housing developments on the fringes of the village. Menston has rail links with Leeds and Bradford.

We are looking for an outstanding individual who can promote the continued progress of the school in a caring and imaginative way. We are ambitious for our pupils' educational achievement and all-round development. The wellbeing of our pupils is always of paramount importance.

We look forward to receiving your application.



Annet Nottingham
Chair of Governors

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Key Facts and Statistics

Type of School	Community Primary School
Location	Menston, West Yorkshire
Denomination	None
Age Range	4 to 11 Years
Co-Educational or Single Sex	Co-educational
Number of Children	428
Number of Teaching Staff	19
% of Children with SEN	8.4%
% of English as an Additional Language	0.46%
% of Children on Free School Meals	3.50%



School Awards



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Our School

At Menston Primary School, we provide the children with a high quality education and pride ourselves on a team ethos, expecting the highest standards of care, learning and achievement for all of our children.



As a team, we work to foster a lifelong love for learning. Everything we do is centred around the children and their right to be encouraged, to achieve, to find their talents, to enjoy learning and to succeed in whatever they choose. We strive to create an environment that allows children to enjoy learning within a happy and caring environment.

Our History

There has been a village school on our site since Victorian times. In the 1960s a 'new' infant school was added to the site and in 2004 a third building was added which houses three classes and our before and after school 'Care Club'.



Our Environment

Menston Primary consists of three main buildings set in extensive grounds, comprising of a den building and campfire woodland area along with a school garden, a polytunnel, a minibeast area and pond. This promotes a healthy attitude to nature, which we, as a school,

greatly value. All our children have regular, planned outdoor learning experiences and we run residential trips in Key Stage 2.

As well as teaching the importance of nature, we also ensure that children engage in team work and exercise. We have very large playing fields, both with all-weather 'daily mile' tracks, as well as three playgrounds, which really help our children to explore a range of sporting activities and have fun. We participate in friendly, but serious, competition within our local schools' sports leagues based at Ilkley Grammar School. We also have many talented musicians and we have been developing musical opportunities steadily for several years.

We are proud of our warm and positive learning environment. Our classrooms are well equipped and our teachers are innovative and creative. They love to inspire our children.

As well as working to deliver a broad and relevant education, the school is developing a curriculum which promotes the STEM subjects of Science, Technology, Engineering and Maths alongside regular, planned outdoor learning.



Our Ethos

We believe that teaching children how best to learn in different situations is as important as the subject specific knowledge they all need to acquire. Because of this we encourage our children to take increasing control over their own learning, to coach each other and to peer and self-assess where this is appropriate. As a result, each day our children grow more confident and more independent and they are able to take on more responsibility for their own learning.

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Job Advert – Deputy Headteacher

Position:	Deputy Headteacher
Job Type:	Permanent, Full-time
Commencement:	1 November 2021 or 1 January 2022 (negotiable)
Salary:	L8 – L12 (£50, 151 to £55, 338)
School Tour Dates:	4pm on 18 and 19 May 2021
Closing date:	Midnight on Monday 7 June 2021
Observed Teaching:	w/c 21 June 2021
Assessment and Interview:	Wednesday 30 June 2021

Due to the promotion of the current Deputy Headteacher to Headship, the Governing Body of Menston Primary School is seeking to appoint a new dedicated, enthusiastic and motivated Deputy Headteacher. The right candidate will be an outstanding practitioner who is innovative and inspirational, possessing the leadership skills and vision to make a significant contribution to our committed and passionate team. The successful candidate will be Inclusion (SENDCo) Leader and Assessment Leader, so experience within both of these roles is highly desirable. This role includes a teaching commitment, so applicants will need to demonstrate their own passion for teaching and excellence within the classroom teacher role.

The children at Menston Primary School enjoy their learning and are happy to be at school. They know how important it is to learn together and to support each other. We are an inclusive school that works to challenge, inspire and motivate all children to become successful, confident and caring citizens.

We are looking for an outstanding individual who identifies with the school's ethos and vision, and shares our ambitions for our pupils' educational achievement and all-round development. Outdoor learning is a key strategy to promote children's health and wellbeing and the school's extensive grounds have been developed into an outstanding learning resource. The school is based in an attractive village and provides a high-quality education to 428 children between the ages of four and eleven. The school was judged as 'Good' in May 2018. The Deputy Headteacher will be working with a strong leadership team, a highly committed staff team, a supportive Governing Body and an active PTA.

We are seeking to recruit someone who:

- Has high aspirations for our children, encouraging all to do their best and to be ambitious
- Shares our commitment to outdoor learning and children's happiness, health and wellbeing
- Is forward thinking and creative, who can enthuse and inspire the school community
- Can lead by example, with an open and honest communication style that will challenge, support and motivate others
- Sets high expectations for teaching, encourages all staff to be creative and supports their professional development
- Has an enthusiasm for the development of a broad, coherent and innovative curriculum with a focus on STEM

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- Is able to work collaboratively with parents, governors, the community, and other schools

School tours will be held at 4pm on Tuesday 18 and Wednesday 19 May.

Please book a place by emailing Hannah Veil at recruitment@menstonprimary.co.uk

More information about our school can be found on our website www.menstonprimary.co.uk.

To download the job details and apply online, please visit www.prospectsonline.co.uk

*We are committed to safeguarding and promoting the welfare of children.
All posts are subject to an enhanced DBS check.
Proof of eligibility to live and work in the UK will be
required. Please note: CVs are not accepted for this
post.*

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Job Description – Deputy Headteacher

Job Title:	Deputy Headteacher (SENDCo/ Inclusion Leader and Assessment Leader)
Job Type:	Permanent, Full-time
Salary:	L8 – L12 (£50, 151 to £55, 338)
Reporting to:	Headteacher
Responsible to:	Teaching Staff and Teaching Support Staff

Main Purpose

The Deputy Headteacher, under the direction of the Headteacher, will take a major role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives

If the Headteacher is absent, the Deputy Headteacher will deputise, as directed by the Governing Board. The Deputy Headteacher will also be expected to fulfil the professional responsibilities of a Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

The Deputy Headteacher will lead by example and model best practice regarding professional conduct, workload and personal development, and will be a role model for all in our community.

Duties and Responsibilities

Qualities and knowledge:

Under the direction of the Headteacher:

- Support with the day-to-day management of the school
- Communicate the school's vision compellingly and support strategic leadership
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Build positive relationships with all members of the school community, showing positive attitudes to them
- 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
- Lead Inclusion, including SEND and Pupil Premium
- Lead Assessment, including statutory assessment and reporting
- Lead on Safeguarding, taking on the role of Deputy Designated Safeguarding Lead

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Pupils and staff:

Under the direction of the Headteacher:

- 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 model for excellent teaching and learning across the primary age range
- 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
- Promote pupils' health and wellbeing through a commitment to embed outdoor learning throughout the curriculum
- Ensure the curriculum is innovative and promotes the teaching of STEM subjects and makes use of a broad range of information technology
- 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:

Under the direction of the Headteacher:

- Ensure that 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
- 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

The self-improving school system:

Under the direction of the Headteacher:

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- 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
- Communicate a natural passion for the school's values and ethos to parents of prospective pupils and the wider village community

Other areas of responsibility:

- The Deputy Headteacher will be required to safeguard and promote the welfare of children, and follow school policies and the staff code of conduct

Please Note: This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Headteacher will carry out. The postholder may be required to carry out other duties appropriate to the level of the role, as directed by the Headteacher.

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Person Specification – Deputy Headteacher

		Essential	Desirable	Identified how?*
Qualifications and Experience				
1	Holds a degree level qualification or equivalent	X		A
2	Holds Qualified Teacher Status (QTS) or other recognised teaching qualification	X		A
3	Holds a Professional Qualification (e.g. NPQSL, NPQH or equivalent) or substantial relevant experience in a senior leadership position in education	X		A
4	Able to prove right to work in the UK	X		A
5	Involvement in school self-evaluation and development planning	X		A
6	Experience of contributing to staff development including line management experience	X		A
7	Experience of leading SEND and inclusion		X	A
8	Experience of leading formative and summative assessment, including statutory assessment and reporting		X	A
9	Experience of developing and implementing safeguarding policies and procedures		X	A/T
Leadership Behaviours				
1	Able to demonstrate commitment to delivering the best outcomes for pupils, specifically in relation to social mobility, wellbeing and productivity	X		A/I
2	Prior experience of working collaboratively with others to improve medium and long term outcomes for pupils and staff	X		A/I
3	Self-motivated and driven. Able to demonstrate personal resilience and problem solving skills	X		A/I/T
4	Able to demonstrate the qualities required to effectively manage sensitive and difficult issues	X		A/I

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		Essential	Desirable	Identified how?*
Culture and Ethos				
1	Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life	X		A/I/T
2	Able to create and maintain a culture where pupils experience a positive and enriching school life	X		A/I/T
3	Able to create and maintain a culture of high staff professionalism	X		I/T
4	Able to promote and model positive and respectful relationships across the school community and a safe, orderly and inclusive environment	X		I/T
Curriculum and Teaching				
1	Demonstrate a clear understanding of what constitutes high-quality teaching, the ability to model this for others and support others to improve	X		A/I/T
2	Demonstrate excellent data analysis skills, and the ability to use data to set targets, track progress and identify areas for improvement	X		I/T
3	Promote pupils' health and wellbeing through a commitment to embed outdoor learning throughout the curriculum	X		I/T
4	Ensure the curriculum is innovative and promotes the teaching of STEM subjects and makes use of a broad range of information technology	X		A/I/T
Special Educational Needs and Disabilities				
1	Hold ambitious expectations for <i>all</i> pupils, including those with additional and special educational needs and disabilities	X		A/I/T
2	Establish and sustain culture and practices that enable <i>all</i> pupils to access the curriculum and learn effectively		X	A/I/T
3	Ensure the school works effectively in partnership with parents, carers and professionals to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate		X	I/T
4	Ensure the school fulfils its statutory duties with regard to the SEND code of practice		X	I
5	Demonstrate an understanding of Local Authority SEND procedures and practices		X	I

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		Essential	Desirable	Identified how?*
Organisational Effectiveness				
1	Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care	X		I/T
2	Experience of managing effective staff deployment with due attention paid to workload	X		I/T
3	Experience of overseeing some of the systems, processes and policies that enable the school to operate effectively and efficiently	X		I/T
4	Evidence of careful and effective implementation of improvement strategies, which lead to sustained school improvement over time	X		A/I/T

Key:
A = Assessed at Application
I = Assessed at Interview
T = Assessed through Selection Tests

Note: This job description may be amended at any time in consultation with the postholder.

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Equal Opportunity Information

Equal Rights

Our school is an equal rights employer. We require our governors and employees to follow our equalities policies and to follow all statutory requirements concerning age, race, religious, sex, sexual orientation and disability discrimination. We respect and protect the rights of people with disabilities both in terms of equal opportunity for employment and access to school's services.

Disabled Applicants

Disabled applicants are guaranteed an interview if they meet the essential requirements of the Personnel Specification. As an equal rights employer our school is committed to make any necessary reasonable adjustments to the selection process, the job role and the working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed, the selection panel's decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.



Menston Primary School
St Peters Way
Menston
West Yorkshire
LS29 6NY

www.menstonprimary.co.uk

Tel: 01943 873180



Pay Range: L8 – L12 (£50, 151 to £55, 338)

School tours will be held at 4pm on Tuesday 18 and Wednesday 19 May.
Please book a place by emailing Hannah Veil at recruitment@menstonprimary.co.uk

Observed teaching of shortlisted candidates will be scheduled for the week commencing 21 Jun 2021.

Interview and assessments will be on Wednesday 30 June 2021.

Commencement date is 1 November 2021 or 1 January 2022 (negotiable).

A copy of our Privacy Notice for applicants can be accessed [here](#).

To view our latest Ofsted report please [click here](#).