

Deputy Headteacher Recruitment Pack 2024





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Letter from the Headteacher

Dear Applicant

Newburgh Primary wishes to appoint an inspirational, dynamic and visionary Deputy Headteacher. This is an exciting opportunity for career progression in a warm and welcoming school. You will work in partnership with staff, parents, governors and the wider education network. The role will ensure outstanding and aspirational outcomes for all our children all within the nurturing and safe environment the school prides itself in providing.

We are looking for a Deputy Headteacher who will support our new Headteacher in leading the school and continuing to take it forward. This role will include a teaching commitment. The right candidate will have strong interpersonal skills, able to get the best out of our excellent teaching team, committed parents and guardians and our fantastic pupils. Most of all we are looking for a Deputy headteacher who, like our pupils, wants to learn and grow with the school and will always strive for the best outcomes for each and every one of our pupils.

What we can offer you?

- A friendly and welcoming school that serves a diverse community.
- A large and spacious site in the suburbs of historic Warwick.
- Excellent facilities, which helps us to provide a wide and varied curriculum.
- Extensive community links that bring the best of Warwickshire to our pupils.
- A skilled staff team throughout the school, driven to ensuring the best outcomes.
- A Governing body, who are committed to ensuring the best outcomes for our pupils.

At Newburgh we pride ourselves and ensure everyone has a warm and welcoming experience of the school. We would like to welcome all applicants to have a tour of the school whilst they are applying. To arrange a visit please email our school business manager Kirsty Smith (smith.k28@welearn365.com). We look forward to meeting applicants selected for interview.

Mrs Janice Simpkins, Head Teacher

About Newburgh Primary School

Newburgh Primary School is a thriving school with over 330 pupils. Situated on the South West approach to Warwick, Newburgh is within walking distance of the Chase Meadow housing development and a stone's throw from the racecourse. We are also fortunate to be very close to the historic Warwick Castle. Over the past few years the school has undergone a considerable expansion with new classrooms and an additional hall.

We strive to create an atmosphere where our children are happy, enjoy their time with us, are well looked after, and consequently make great progress in their learning and development. We embrace the individuality of each and every child, and have designed a curriculum to give pupils of all abilities the knowledge and cultural capital that they need to succeed in life.

Alongside academic excellence, we foster resilience amongst our children and equip them to meet life's challenges – they get freedoms, responsibilities, opportunities to lead, and are encouraged to find their own voices. We have a dedicated pastoral team which ensures that every child has the support that they need to increase their confidence and self-esteem.

The schools benefits from:

- ✓ interactive technology in each classroom and wireless technology throughout the school;
- ✓ a child-friendly library full of wonderful books;
- ✓ a secure and stimulating outdoor all-weather play area for our Reception and Infant children
- ✓ a large playing field for sports and physical education;
- ✓ a gardening area where children can grow their own plants and vegetables;
- ✓ an outdoor adventure area;
- ✓ an outdoor 'forest school';
- ✓ a huge range of after-school extra-curricular clubs and activities run by highly committed teachers and external organisations.
- ✓ close links with other local schools.

Our values – nurture, perform and succeed – are at the heart of everything that we do at Newburgh Primary School, and we are very proud of the wonderful learning environment that we have created for our children.

Our Mission, Vision & Values

Mission Statement

Committed to nurturing young minds and fostering a lifelong love for learning in a safe, inclusive, and supportive environment. Our mission is to empower every child with the knowledge, skills, and values they need to become responsible, confident, and compassionate individuals who can positively impact their community.

Vision

We envision a school where:

- Teaching and learning are continuously reviewed and adapted to provide a forward-thinking and relevant education.
- Every child is valued, supported, and celebrated for their unique abilities and qualities.
- High academic standards are complemented by a rich and holistic curriculum that promotes creativity, critical thinking, and problem-solving.
- Inclusivity and diversity are at the core of our culture, fostering an atmosphere of mutual respect and understanding.
- Social responsibilities are instilled in our students, empowering them to make a positive impact on the world.

Values

Nurture

1. **Respect:** We promote respect for everyone, valuing diversity and treating everyone with kindness, empathy, and courtesy.
2. **Responsibility:** We instill a sense of responsibility for one's actions and the environment, teaching students to make ethical and responsible choices.
3. **Resilience:** We help students develop resilience, perseverance, and the ability to overcome challenges, building their mental and emotional strength.
4. **Safety:** We prioritise the safety and well-being of all members of our school community, ensuring a secure and nurturing environment.

Perform

1. **Inclusivity:** We create an inclusive environment where every student feels welcome, regardless of their background, ability, or differences.
2. **Excellence:** We strive for excellence in all aspects of education, encouraging our students to reach their full potential academically, creatively, and personally.
3. **Creativity:** We encourage creative thinking and problem-solving, allowing students to express themselves through various forms of arts and innovation.

Succeed

1. **Curiosity:** We foster a love for learning by encouraging curiosity, critical thinking, and a desire to explore and discover.
2. **Teamwork:** We promote collaboration and teamwork, teaching students the importance of working together and valuing each other's contributions.
3. **Accessibility:** We make our school environment and resources accessible to all, including accommodating the needs of students with disabilities.

Deputy Headteacher Job Description

Post title: Deputy Headteacher

Salary range: ISR Range 8-12 – £56,082 – £61,882

Responsible for: Curriculum, Assessment and Leadership & Management

Responsible to: Headteacher, Governing Body, Local Authority

Main Purpose: To support the Headteacher with the overall management and leadership of the school including:

1. formulating the aims and objectives for the school
2. establishing the policies through which they shall be achieved
3. managing staff and resources to that end
4. monitoring progress towards their achievement

You are required to carry out the duties of the school teacher as set out in the current Schoolteachers' Pay and Conditions Document. You are required to carry out such particular duties as set out in the Pay and Conditions Document, in relation to your role as Deputy Headteacher.

IN ADDITION TO THE REQUIREMENTS OF A CLASS TEACHER, AREAS OF RESPONSIBILITY AND KEY TASKS:

A. STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL – IN CO-OPERATION WITH, AND UNDER THE DIRECTION OF, THE HEAD TEACHER TO:

1. Deputise for the Headteacher in their absence;
2. Support the vision, ethos and policies of the school and promote high levels of achievement;
3. Support the creation and implementation of the Learning Improvement Plan within the national and local context, and to take sole responsibility for appropriately delegated aspects of it;
4. Support all staff in achieving the priorities and targets which the school sets for itself, and to provide them with support and guidance in implementing schemes of work;
5. Support the evaluation of the effectiveness of the school's policies and developments;
6. Ensure that parents are well informed about the school curriculum, its targets, children's attainment and their part in the process of improvement.
7. To fulfil the functions of a deputy Designated Safeguarding Lead as defined in statutory guidance and school policies, deputising for the DSL whenever required.
8. To support the DSL in establishing, promoting and maintaining an effective culture of safeguarding and vigilance in which children's welfare is promoted; staff notice when children may be experiencing difficulties; and timely and appropriate safeguarding action is taken for children who need extra help and/or who may be suffering, or likely to suffer, harm.

B. TEACHING AND LEARNING – TO:

9. Develop a classroom environment and teaching practice which secures effective learning across the breadth of the National Curriculum provides a professional model, clearly demonstrating effective teaching, classroom organisation and display, and high standards of achievement, behaviour and discipline;
10. Take responsibility for the development and monitoring of a curriculum area(s) or whole school curriculum aspect(s), as agreed from time to time;
11. Support the Headteacher in the monitoring of the quality of teaching and children's achievements including the analysis of performance data;
12. Support the Headteacher in developing links with parents, other schools, educational institutions and the wider community, including business and industry, in order to enhance teaching and learning and children's personal development.

C. LEADING AND MANAGING STAFF – TO:

13. Support the Headteacher in developing positive working relationships with and between all staff and provide and sustain motivation;
14. Lead groups of staff in developmental activities, delegate appropriately and evaluate outcomes;
15. Support the Headteacher in the implementation of the school's performance management policy;

D. EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES – TO:

16. Support the Headteacher in the appointment, deployment and development of staff to make most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities;
17. Manage the school effectively in the absence of the Headteacher;
18. Support the Headteacher in the management and organisation of relevant groupings of children to ensure effective teaching and learning takes place and that children's personal development needs are met;
19. 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 achieving value for money.

E. GENERAL – TO:

20. Act as "critical friend" and provide effective professional challenge and support to the Headteacher;
21. Provide information and advice to the Headteacher and governing body and support proper accountability processes throughout the school;

F. SPECIFIC RESPONSIBILITIES – TO:

22. Take on specific tasks related to the day to day administration and organisation of the school;

G. SCHOOL SPECIFIC RESPONSIBILITIES AND TASKS:

23. Take on any additional responsibilities which might from time to time be determined.

Deputy Headteacher Person Specification

Qualifications and Experience	Essential	Desirable	Assessed by
Degree and Qualified Teachers Status.	Y		App, Doc
Successful experience as a Senior Leader.	Y		App, Doc
Substantial primary teaching experience across the key stages.	Y		App, Int
Evidence of recent and appropriate career development activities.		Y	App, Int
Leadership and Strategic Direction	Essential	Desirable	Assessed by
The ability to provide inspiration, motivation and strong leadership to all staff and the school community.	Y		App, Int
Highly successful experience of leading and managing whole school developments in a number of areas regarding teaching & learning and raising standards of attainment and achievement across the school.	Y		App, Int
Evidence of successfully leading a curriculum area such as Music working in partnership with outside agencies and the community.		Y	App, Int
Having a knowledge of the role Governors play in the strategic direction of the school.		Y	App, Int
Teaching, Learning and Assessment	Essential	Desirable	Assessed by
Excellent classroom practitioner who sets high expectations which inspire, motivate and challenge all pupils, promoting a love of learning and children's intellectual curiosity through a creative curriculum.	Y		App, Int
Evidence of raising standards across a primary school through monitoring, analysing and evaluating the quality of teaching and learning.	Y		App, Int
Sound up to date knowledge of developments in teaching and learning best practice.	Y		App, Int
Knowledge of relevant statutory requirements relating to schools, including a strong understanding of the Ofsted framework.	Y		App, Int
Good understanding and use of assessment, including target setting and tracking	Y		App, Int
Understanding of effective techniques and policies for behaviour management	Y		App, Int
Knowledge and experience of up to date developments in IT and E-Learning for teaching and management purposes.	Y		App, Int

Management and Staff Development	Essential	Desirable	Assessed by
Proven track record of leading a team, with the ability to build upon current good practice, supporting and developing effective teamwork across the whole school and holding others to account for their performance and contributions.	Y		App, Int
Ability to manage and motivate individuals and teams to achieve high standards of performance.	Y		App, Int
Ability to communicate sensitively, clearly and persuasively with staff, children, parents and governors, demonstrating the ability to revert and resolve conflict.	Y		App, Int, Ex
Managing Systems and Resources	Essential	Desirable	Assessed by
Experience of successfully leading and managing whole school change initiatives.	Y		App, Int
Ability to think creatively and imaginatively to identify opportunities, evaluate options and implement plans to achieve positive outcomes.	Y		App, Int
Experience of prioritising competing demands and managing resources to ensure high educational achievement and wellbeing.	Y		App, Int
Safeguarding and Inclusion	Essential	Desirable	Assessed by
Understanding and up to date knowledge of SEND procedures, showing a clear commitment to ensuring a strong culture of safeguarding across the school.	Y		App, Int
Evidence of a clear commitment to the welfare of children, with up to date knowledge of child protection requirements and the ability to put this into practice.	Y		App, Int
Evidence of promoting an inclusive environment for all pupils.	Y		App, Int, Ex
Community	Essential	Desirable	Assessed by
Evidence of having effective partnerships with parents.	Y		App, Int
Personal attributes	Essential	Desirable	Assessed by
Flexibility, resilience, and the ability to adapt to changing circumstances and new ideas.	Y		App, Int
A commitment to diversity, with a caring and empathetic approach.	Y		App, Int, Ex
A confident individual that acts as a role model for both staff and pupils, gaining respect while remaining approachable and prepared to seek advice and support. .	Y		Int, Ex
Other requirements	Essential	Desirable	Assessed by
Satisfactory DBS check	Y		Doc

App Application
 Int Interview Process
 Ex Exercise or activity
 Ref References
 Doc Documentary
 Evidence

Application Process

How to Apply

Please apply via application form found on our website <https://www.newburghprimaryschool.co.uk/web/> or via WMjobs. Your application should include a personal statement. Please do not submit CV's. Please send completed applications to our School Business Manager, Kirsty Smith, smith.k28@welearn365.com.

At shortlisting, you will be assessed on the information you provide within your application form and personal statement demonstrating how you meet the listed essential criteria. Your personal statement should display how your experience meets the essential criteria of the role, listed in the Person Specification section.

Please note that if you are invited to interview you will also be asked to complete practical exercises and details will be shared with you when you receive your invitation to interview.

The application closing date for this vacancy is 12 noon on Thursday 16th May 2024.

You will be notified of our shortlisting decision via email, so please check your email on Friday 17th May after submitting your application.

We would like to welcome all applicants to have a tour of the school whilst they are applying. To arrange a visit please email our school business manager Kirsty Smith (smith.k28@welearn365.com).

Interviews for shortlisted candidates will be held on Thursday 23rd May 2024.

Ideally, we would like the successful candidate to start at the beginning of the autumn term in September 2024

Newburgh Primary School is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure.