
SHOLING JUNIOR SCHOOL

DEPUTY HEADTEACHER INFORMATION PACK

Sholing Junior School



'Achieving Together'

MARCH 2024

MIDDLE ROAD, SOUTHAMPTON SO19 8PT
INFO@SHOLING-JUN.CO.UK – 02380 447448

WELCOME LETTER FROM THE HEADTEACHER

Dear Applicant

Thank you for your interest in the post of Deputy Headteacher at Sholing Junior School.

At Sholing Junior School, we pride ourselves on our motto of 'Achieving Together' and the Deputy Headteacher plays a large part in upholding this – engaging with a wide range of stakeholders and promoting the school's presence in the local community and beyond. Involving the children in shaping their own learning and life experiences is an important part of our approach to teaching and learning and we seek to create an inclusive learning environment for all. Our focus on providing 'An adventure for the mind and a home for the heart' is true for all the children in our care.

A successful applicant will need to demonstrate high expectations and strong experience in leading curriculum development, as well as being able to promote and support outstanding teaching and learning. We are an outward-facing school and we are keen to encourage applications from candidates who have experience of different settings and who have a track record of successful progress and outcomes.

They should have a very strong understanding of and approach to safeguarding and will be expected to become a Deputy Designated Safeguarding Lead as part of our experienced and well-trained safeguarding team. Being able to maintain the highest safeguarding standards and offer a welcoming and inclusive environment for all is vital for anyone who works in our setting.

We are keen to develop all staff and therefore training for future development will be encouraged and accommodated wherever appropriate to the role. A number of our current staff have undertaken or are undergoing NPQ training. We would strongly encourage applicants who have existing understanding of the NPQ training model and will seek to support ongoing learning and training if an applicant is successful in becoming Deputy Head Teacher.

We value the strengths of all of our staff team and we are keen to recruit someone who is friendly, adaptable and who tackles all challenges in a positive, supportive and flexible way – always maintaining focus on the outcomes for the children in our care.

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Sholing
Southampton
Hampshire
Tel: 023 8044 7448
www.sholing-jun.co.uk
info@sholing-jun.co.uk



Headteacher
Mr. Matthew Abbott

As part of the Hamwic Education Trust, we receive excellent support, challenge and training opportunities. This also means that we have strong networking opportunities across the Trust and particularly within our local Mayflower Partnership. In addition, we work closely with other local schools from outside the Trust and enjoy the interaction and learning we gain from colleagues across all these settings.

We also have an active governing body who provide challenge and support and who bring a wide range of experiences to our school community.

I am looking forward to meeting prospective candidates for tours of the school and a discussion of what the role will involve. Please contact the school office to arrange a visit.

Yours sincerely

M. Abbott

Mr Matt Abbott
Headteacher



A welcome from the Chair of Governors

Dear Applicant

Thank you for your interest in the post of Deputy Headteacher at Sholing Junior School. I hope you find the enclosed information useful.

This is a very well-established role with the purpose to improve standards in Teaching and Learning across the school, including maintaining our commitment to inclusive practices - ensuring that all children have access to quality first teaching in all lessons.

Over time, the school has increased to a 3-form entry. As a consequence, the school premises have undergone major refurbishment both inside and out, including an extension to accommodate 4 classrooms and 2 break out rooms. In 2018 we converted to an Academy with The Hamwic Trust. This has given access to excellent support and training. In June 2022 we achieved an Ofsted rating of Good.

The children are a delight, with excellent behaviour and conduct, we continue to be impressed with their confidence, love of learning and their engagement in all the school has to offer. We encourage harmonious, respectful relationships so that children can grow into responsible, well-mannered citizens, eager to make a positive difference to society and the world.

All staff are supported in their careers; they are encouraged to take opportunities to develop and progress. We have an environment of inspiration for staff and pupils both with a strong curriculum, and the chance to develop and celebrate outside interests, with opportunities such as sports teams, after school clubs, School Council and Junior Travel Ambassadors.

The Governing Body, along with the Hamwic Education Trust, are looking to appoint a Deputy Headteacher who will help to build on current good practice while bringing fresh ideas to continue our drive forward. Sholing Junior School is at the heart of the local community and the role will encompass this: helping to develop and extend links beyond the school boundaries.

We very much welcome prospective applicants to visit the school, where you will experience for yourself the warm community that is our lovely community school. Please contact our friendly office staff to arrange a visit on 02380447448

Yours sincerely



Mrs Jane Butler
Chair of Governors



HAMWIC

Hamwic Education Trust was established in 2011 and is one of the largest multi-academy trusts in the South of England. We have schools and partnerships spread across Portsmouth, Southampton, Poole and East Dorset.

Putting the child at the heart of everything we do is the cornerstone of everything we do. We also celebrate the uniqueness of our pupils, our staff and our schools and aim for everyone to achieve their full potential through the pathways of opportunities available.

Hamwic Education Trust is also an accredited provider of initial teacher training. Through Hamwic SCITT, we aim to develop a new generation of excellent primary practitioners – focused on helping young people reach their very fullest potential.

We are passionate about delivering education and believe that every local school should be good enough for its community. To fulfil this aim we invest in our staff and through a strong development programme we drive for school improvement and work together to achieve the Hamwic vision.

HAMWIC VISION

To ensure that all Hamwic pupils are entitled to a quality, enriching experience in all our schools, in a safe, inclusive environment that prepares them for their future and gives access to a range of opportunities for their next steps in life.

Our straplines are 'All about the child' and internally we use the strapline 'What about Sam?'

We aim to put the child at the centre of everything we do. We believe that by doing this, it drives our ethos and values to do the best we can for our children.

HAMWIC AIMS

- All schools are rated at least good by Ofsted
- All pupils make at least expected progress
- High level of attendance for both pupils and adults
- All pupils and adults are kept safe and supported in environments that help them flourish
- All schools and the Trust are financially secure
- Governance to be effective and impactful at all levels

Our School

Sholing Junior School is on the East Side of Southampton, and we have 360 children on roll, 3 form entry. The two story building has undergone extensive renovations over the years, from its original layout in 1976 to our new layout from 2016 when we built 4 extra classrooms to accommodate growing numbers due to the school's popularity. We benefit from large open playgrounds, a separate hall and dining hall, dedicated music room, numerous intervention rooms, and use of the college field during the summer. We have on-site parking for staff.



Location



Southampton is a vibrant, diverse city on the coast of Hampshire. It is rich in culture and activities, with excellent transport links and connections to the rest of the country. Southampton has a wide range of things to do with great shopping and restaurants as well as sport, galleries and museums.

Southampton is a green city and has around 326 acres of fields, wetlands and wildlife located in Southampton Common alone, as well as some beautiful central parks. The city is home to two universities and has a lively student scene. With lots to do, Southampton is a great place to work.

Southampton is a city that is increasingly an exciting place to be. Southampton boasts a city centre that is easy to travel around by foot, bike and public transport. We are constantly improving the offering of sustainable transport to residents and visitors through new modes of sustainable travel and improved infrastructure – part of our Green City Plan.

There are a range of retail outlets, restaurants, bars, cinemas and theatres, as well as a wider variety of parks and open spaces and water-based sports to enjoy within the city. All of this and the New Forest National Park on its doorstep!

What's more, many local activities and attractions such as Sea City Museum, Tudor House and Garden and galleries are available to staff at a discount. This is in addition to benefits such as cut-price rail travel, gym memberships, and discounted theatre tickets.

Aims

Sholing Junior School aim to:

- Ensure that all children have the opportunity to fulfil their potential.
- Provide a stable, caring, safe and secure working environment for all.
- Help children acquire a love of learning by offering them appropriate, challenging and thought provoking activities.
- Teach and encourage children to respond with appropriate behaviour in all situations.
- Encourage children to relate to one another and to adults in a positive way being empathetic towards others differences.
- Offer all children equal opportunities across a broad and balanced curriculum.
- Help children to become responsible, caring members of our school and outside community.
- Work in partnership with parents to raise standards
- Encourage children to dare to dream about what they could and should do with their lives.

A 21st Century Vision for Sholing Junior School

We are building an educational community in Sholing where children are more than just educated and where all feel safe and supported. A place where children will be empowered to change not only their own lives but the lives of those around them.

We, the staff, will be good role models who inspire through a love of learning and be motivated to make a positive impact on each other's lives.

Together, we will strive to remove the barriers to success and fear of failure. We will provide a culture of mutual respect and acceptance with children moving onto their next stage of learning with the skills and values to set them on the path to achieve their aspirations.

Our school will take pride in leading the children of Sholing Junior School on their journey - both educational and for life; enabling them to drive their own futures and shape our community for the better.

Sholing Junior School - an adventure for the mind and a home for the heart.

Curriculum

Sholing Junior School provides the opportunity to:

- To allow our children to develop as independent, confident, creative, successful learners with high aspirations.
- To strive for the highest standards of academic achievement and behaviour, across the whole curriculum.
- To enable pupils to learn about themselves as growing and changing individuals, acquiring the knowledge, understanding and skills they need to manage their lives now and in the future.
- To develop their sense of social justice and moral responsibility and understand how their own choices, through the conscious application of our learning behaviours and British values can impact across all communities in which they belong.

Within a warm and nurturing environment, Sholing Junior School's carefully considered and sequenced curriculum builds on prior knowledge and equips pupils with the understanding, skills and strategies required to live healthy, safe, productive, capable, responsible and balanced lives.

At Sholing Junior School, we place great emphasis on English and Mathematics as these underpin many of the other aspects of the taught curriculum. The planning of the curriculum is based around a rolling programme of curriculum themes to ensure coverage of selected areas by all children who progress through the school. The topics make use of our local environment e.g. topics such as habitats in our school grounds and Southampton. We also study other localities and cultures so that children gain an understanding of Britain as a diverse society. Our topics also extend to other countries which enhance the children's understanding of their global community. We also value the role of foreign languages in the curriculum and Spanish is taught throughout KS2. We use specialist teachers who ensure our children get the best provision possible in developing Music, Art and P.E. skills.

When children leave Sholing Junior School, they are equipped with a full range of skills and a love of learning that enables them to progress confidently towards their future lives.

Curriculum Enhancement

The school offers a wide and varied selection of enrichment opportunities, often linked to specific curriculum areas. Past trips have included Manor Farm, Houses of Parliament, Butser Farm, Portsmouth Historic Dockyard. There are also a number of enrichment activities we offer within the school. We offer three residential trips, Stubbington for Year 4, Wye Valley for Year 5 and Wales for Year 6. These boost the children's confidence, independence and social skills.



JOB ADVERT



ROLE:	Deputy Headteacher
SCHOOL:	Sholing Junior School (part of Hamwic Education Trust)
HOURS:	Full Time
SALARY:	L11 – L5
START DATE:	September 2024

Governors are seeking an experienced leader who will be central to leading our school community towards excellence. They should demonstrate a passion for the leadership of learning across the Junior age range and be able to confidently shape and improve the quality of education at Sholing Junior School.

HET is a large, fast-paced Trust with currently 35 academies across the South Coast. Linked to 6 community-based partnerships, there are 32 primary academies, 2 secondary and 1 hospital school.

‘All about the Child’

At HET, we aim to put the child at the centre of everything we do. We believe that by doing this, it drives our ethos and values to do the best we can for our children.

‘What about Sam’

Sam is the name we have given to the notional Hamwic child. By asking ourselves ‘What about Sam?’ we ensure that we put our pupils at the heart of our decision making.

The successful candidate will drive the development of the schools' curriculum offer, ensuring that more pupils than ever before leave each stage of their educational journey well prepared for their next. Strategies will place the need of the most disadvantaged children and those with additional and complex needs firmly at the centre of developments.

Our new Deputy Head Teacher will inspire and bring out the best in staff, have resilience and drive, and shall have a proven record of accomplishment of delivering strong educational outcomes.

WE ARE SEEKING A PROFESSIONAL INDIVIDUAL WHO:

- Currently is an outstanding and inspirational leader with leadership experience.
- Can prove their record of accomplishment of success in their current role across the Primary phase.
- Is able to demonstrate quality of learning provision so that it secures progress for all pupils across the school.
- Is able to model leadership and coaching, ensuring staff have the skills they require to deliver lessons effectively.
- Understands and can articulate the importance of systematic, regular, and accurate assessment and its importance in securing good outcomes for all children
- Innovates to improve the quality of the curriculum offer to address social disadvantage and fully meet the needs of pupils with special education needs
- Continues to strengthen our good relationships within the schools, across partnerships and in the wider community.

WE CAN OFFER YOU:

- In-house Well-Being programme – including regular and free access to support from a Clinical Psychologist for all staff
- Excellent CPD opportunities and Training and Development Programmes
- An individual induction programme supported by a mentor
- Networking groups for Teachers, Business Managers, Site Teams and IT staff
- Eligibility to join the Teachers' Pension Scheme or Local Government Pension Scheme
- Generous holiday entitlement for staff working 52 weeks per year which increases with length of service
- Free eye tests up to the value of £25 for users of VDU equipment and contribution up to the value of £60 towards the purchase of glasses specifically for the use of display screen equipment (where all conditions are met)
- Opportunity to become a school workplace Health and Wellbeing representative, meeting with other schools on a termly basis and feeding into the Health and Wellbeing strategy
- Access to the Trust Health and Wellbeing pages
- Access to a staff benefits portal through Vivup
- Free confidential telephone and face to face counselling for staff and family members

An application form is available from our school website <https://www.sholing-jun.co.uk/vacancies-and-recruitment-1/>

or www.hamwic.org/vacancies.

THE MAYFLOWER PARTNERSHIP

The Mayflower Partnership is part of our umbrella Trust (the Hamwic Education Trust). At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education. We aim to deliver an outstanding education to our pupils and to do so we must employ outstanding people. We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Partnership and the Trust in order to gain invaluable experience and enhance their skills.

JOB DESCRIPTION



Job title:	Deputy Headteacher
Grade:	Leadership Grade L11 – L15 £60488 - £66628
Accountable to:	Headteacher
Place of Work:	Sholing Junior School
FTE:	Full time

Role Remit:

The Deputy Headteacher will be responsible for:

- Contributing to the formulation of 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. The Deputy Headteacher will deputise in the absence of the Headteacher, 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).

Key Responsibilities:

Leadership

- Support the Headteacher 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 and respectful relationships with all members of the school community
- 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

Pupils and staff

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- 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
- 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

- 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

- 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

Other areas of responsibility

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

Other Duties:

At an appropriate level, according to the job role, grade and training received, all employees in the Trust are expected to:

- Support the aims, values, mission and ethos of the Trust and participate to the team approach of the Trust
- Attend and contribute to staff meetings and training days as required, and identify areas of personal practice and experience to develop

- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately
- The post holder at all times, whether or not in the employ of our schools or Trust and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our schools or Trust and its customers/stakeholders, products and product lists
- Be aware of health and safety issues and act in accordance with the Health and Safety Policy
- To liaise with other staff, contractors and outside agencies/organisations as appropriate

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and they have appropriate qualifications or received appropriate training to carry out these duties.



PERSON SPECIFICATION



The person specification comprises of:

- Part one - Qualifications, training and experience
- Part two - Qualities and Behaviours: for school leadership now and in the future

Candidates should note that the elements markers with an 'APP' are expected to be addressed in the written statement as part of the application. These will be used by the panel to shortlist for the interview stage.

Part 1: Qualifications, training and previous experience

Candidate is able to provide pertinent evidence of their previous education, training and experiences	Essential or Desirable
Professional experiences and qualifications:	
1. Qualified Teacher Status	E
2. Degree	E
3. Professional development in preparation for a leadership role	E
4. Successful leadership and management experience in a school	E
5. At least four years teaching experience	E
6. Involvement in school self-evaluation and development planning	E
7. Line management experience	D
8. Experience of contributing to staff development	E
9. Experience of leading whole school curriculum development	E
10. Experience of using assessment to develop SIP focuses	E

Part 2: Qualities and Behaviours

Leadership Qualities and Behaviours: Candidate is able to give significant examples of the ways in which they exhibit the following characteristics	Essential or Desirable
<ol style="list-style-type: none"> 1. Understanding of high-quality teaching, and the ability to model this for others and support others to improve 2. Ability to communicate a vision and inspire others 3. Data analysis skills, and the ability to use data to set targets and identify weaknesses 4. Effective communication and interpersonal skills 5. Ability to build effective working relationships 6. Understanding of school finances and financial management 7. Ability to develop a relevant and engaging curriculum 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p>
<p>Has the following personal qualities:</p> <ol style="list-style-type: none"> 1. A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school within the community. 2. Ability to work under pressure and prioritise effectively 3. Commitment to maintaining confidentiality at all times 4. Commitment to safeguarding and equality 5. A commitment to maintaining and modelling a healthy work-life balance 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

Education in Southampton

Child Friendly Southampton

Southampton's vision is to become a Child Friendly City starting in 2021 and working towards the goal of accreditation with UNICEF UK by 2024/25. Our values as a Child Friendly City are to:

Be inclusive – by becoming a participative city in which children experience meaningful engagement in the design, delivery and place shaping of Southampton;

Listen – by implementing a participation framework for children within Southampton City Council's democratic processes within which consultation with children takes place;

Learn - by ensuring all strategy and policy is informed by the active engagement of children, with new strategic commitments expressed in child friendly terms to support children's inclusion and participation in civic policy creation

Strategic Education Plan

MISSION: Children and young people have the knowledge and skills they need to succeed and are fully prepared to move into adulthood.

VALUES: Selflessness. Integrity. Objectivity. Accountability. Openness. Honesty. Leadership.

Southampton City Council's five priorities are:

Inclusion and Attendance:

Raising standards:

Early Years and School Place Planning:

Post 16 Education:

Mental Health and Wellbeing:

Application Procedure

APPLICATION PROCEDURE:

We would be delighted to invite you to come and look around our school. Please call the school office to arrange on 023 8044 7448

Candidates should complete the application form and return it via email so that it is received no later than **noon on Monday 15th April 2024**.

Email address: vrandall@sholing-jun.co.uk

You should provide a full statement in support of your application, which should not exceed two sides of A4 paper. Please do not restate the factual details already included elsewhere on the application form.

Selection Procedure

The shortlist process will be completed on Tuesday 16th April 2024.

Interview dates are Wednesday 8th May and Thursday 9th May 2024 and this will be a two day process.

Applicants will be advised within 3 working days after the shortlisting dates whether they have been successful or not in being selected for interview.

Failure to send your application form to the above email address may invalidate your application.

Equality Monitoring

All applications will be required to complete an Equality Monitoring form.

Receipt of Application

Applications are acknowledged within two working days of receipt. If you do not receive an acknowledgment within this time please contact the office on 02380 447448 to ensure your application is received.

Safer Recruitment

Sholing Junior School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

Our Designated Safeguarding Lead (DSL) is:

Matt Abbott

Our deputy designated safeguarding leads are:

Lynn Rickards, Danielle Lebbern, Rich Hutchinson and Laura Flanagan

The school's safeguarding governor is:

Jane Butler

Privacy Notice

The school collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and if, successful, to activate employment with the school.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or to take steps before entering into a contract and is necessary for the County Council to comply with a legal obligation.

You have some legal rights in respect of the personal information we collect from you. Please see the school's website for further details on their privacy notice and data protection policy.

Ofsted 2022

Leaders and governors have high ambitions for all staff and pupils. The school's vision of 'Achieving Together' is central to life at Sholing Junior School. Pupils are happy and enjoy coming to school. They describe the school as 'caring', 'fun' and 'wonderful'.

Pupils enjoy the wide range of opportunities that are available. They enjoy clubs such as football, arts and crafts and basketball. They particularly enjoy the trips and experiences that teachers arrange to enhance learning. For example, the residential trips and the trip to the Houses of Parliament.

Parents and carers are positive about their children's education. They appreciate the care and support staff give to their children to help them learn. One parent said, 'my child is thriving not only academically but emotionally'.

Reading is at the heart of the curriculum. Leaders have chosen high-quality books that help to develop strong comprehension skills. Teachers keep a close eye on pupils' progress in reading. Pupils who have not learned how to read well enough receive extra support to help them catch up quickly. Pupils told me they enjoy reading and love to visit the school library. One pupil said, 'reading is so important, it gives us knowledge'.

Pupils' personal development is a strength of the school. They behave well, in and around the school. Pupils enjoy taking on positions of responsibilities, such as school councillors and travel ambassadors. Visitors and trips help pupils learn about different cultures and religions. Pupils are encouraged to contribute to the wider community, for example, raising money for charities and writing letters to the local council to get a memorial plaque for a local military hero.

There is a strong culture of safeguarding. Staff receive regular training, which makes them confident to report concerns. Records are detailed and well managed. These show how leaders work with external agencies to provide additional support for families when required. Governors monitor and challenge the school's safeguarding work.

Pupils, parents and staff agree that the school is a safe place to be. Staff teach pupils about the risks they might face in their everyday lives, including road safety and water safety. Pupils have a good understanding of how to stay safe online.