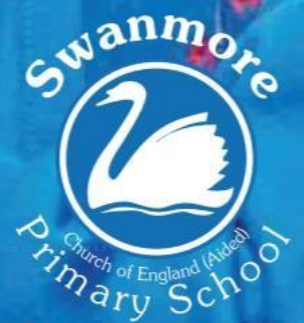


Swanmore C.E. (Aided) Primary School

Deputy Headteacher Recruitment Pack



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Introduction

Dear Candidate,

Thank you for your interest in the exciting and challenging role of Deputy Headteacher at Swanmore Church of England (Aided) Primary School.

We are looking to appoint a highly motivated Deputy Headteacher with the vision and experience to play a pivotal leadership role. This is a wonderful opportunity for an ambitious, inspirational and talented practitioner and leader to support the Headteacher in continuing our outstanding work, setting up new and creative ways of working to improve outcomes for all children. As this is an ideal position for someone looking to take up a Headteacher position in a few years time, the role will be non class based but will include some teaching.

Reporting directly to the Headteacher, the Deputy Headteacher will have various responsibilities, including but not limited to, monitoring and supporting teaching and learning, the curriculum, developing positive behaviour for learning across the school, safeguarding students and evaluating assessment through the whole school data.

The role will demand an individual who is capable of leading and inspiring others to develop new initiatives and drive a culture of collaboration and high standards across the whole school. The successful candidate will show the ambition to lead various initiatives within the curriculum, focusing on both academic and personal and social development. As a rural church school our local community is important to us and we are keen to sustain our positive relationship with families and nurture a culture of parental engagement. We are looking for an individual who has had leadership responsibilities and through their teaching career has gained an understanding of a child's developmental journey from Early Years to Year 6.

I will be more than happy to have an informal conversation. If you have any further questions please do not hesitate to get in touch at adminoffice@swanmore-pri.hants.sch.uk.

John Paterson

Headteacher

Mission Statement

Swanmore Church of England Primary School's Christian values of Honesty, Charity and Respect strive to develop children into caring, reflective and proactive individuals; aspiring for the greatest achievement in all they do, seeking to improve themselves and the world around them.

Why choose us?

Visitors regularly tell us that there is a special feel to the school; that the ethos and focus on our family and community is incredibly strong. The love of our teachers for the job we perform, the results we achieve, the responsibility with which we're entrusted and the role we play in preparing children for life is felt and valued by the team.

It's a combination of reputation, attitude and tradition. It has to do with the kind of standard- moral and educational- that we stand for. It has to do with its relevance to the world in which it operates and its ability to equip our pupils with what it takes to face that world and grow up in it successfully, to become happy and fulfilled individuals who contribute to the community. As children join our school, they ring themselves in on the school's 1804 bell to the applause of the whole school community. They are valued and welcomed as part of our school family. Our Christian values of Honest, Charity and Respect, drive all we do and form our thinking and approach to school life.

We strive for the highest achievements within the national curriculum, our mantra is 'as children succeed, we succeed, no child left behind'. We structure learning around our projects, which set out engaging learning to motivate the children and spark their interest. Within their learning we look for them to pursue their own interests, so they enjoy and engage in it fully and finally, share their learning with others, who can critique and advise on how they could develop it further. For example, our Yr 2s' pamphlet promoting the village has feedback from the Parish Council. However, Swanmore's curriculum is much wider reaching. We strive for our children to be the best they can be and to treat others as they want to be treated. We value providing opportunities for children to work alongside others in different year groups. We see the benefits as they play with friends in other years. Our curriculum includes opportunities for gardening, cooking, bike maintenance and experiencing new things. We are continuously looking for opportunities to work with the community and build links with different groups. Our Year 2s visit the village's lunch club for older residents, to share their learning and time to build connections with residents who might not otherwise have the chance to interact with children in a positive, meaningful way. Our librarian takes children to the public library on our mini bus so they can experience the passion people have for reading. We offer day trips to families who may not be able to do that, so they and their children can spend quality time together. Relationships are key.

We believe the outside environment is a fantastic stimulus for the children and embed this from Year R to Year 6, with Wellie Walks, den building, fires in the copse through to residential camps on the field, nights in Minstead Study Centre, walks around Swanage and a week exploring in the Welsh hills at Hampshire's Outdoor Centre. We are fortunate to have access to a private woodland, to allow access to them so children learn about the outdoors and how to respect the environment.



Speaking to the children about our new Deputy Headteacher, they said they wanted someone who:

‘Is a good teacher’

‘Is firm but fair’

‘Likes going on trips’

‘Cares about everyone’

We look forward to welcoming you to our school.

Deputy Headteacher – job description

Main purpose of the role:

To carry out the professional duties of a teacher other than a Headteacher, as described in the School Teacher's Pay and Conditions Document, including those duties particularly assigned to you by the Headteacher.

- To assist the Headteacher in the leadership and management of the school and in all aspects of school improvement, including taking full responsibility for the school in the absence of the Headteacher.
- To take full responsibility for leading and managing significant aspects of the school, particularly assessment and the quality of teaching and learning, under the overall direction of the Headteacher.
- To carry out teaching duties, as required, in accordance with the school's schemes of work and the National Curriculum.

Line Managed by: Headteacher

Salary: Leadership range – five-point pay range between L8 and L17 - starting salary. The five-point range will be determined on appointment, subject to experience

1. Leadership and Management

1. To assist the Headteacher, Senior Leadership Team and Governors in keeping the vision and direction for the school under regular review and maintaining high expectations, with a clear focus on pupil attainment and progress.
2. To play a significant role, with the Headteacher, Governors and other senior staff, in setting aims and objectives for the school and in formulating the School Development and Improvement Plan.
3. To take responsibility for developing and monitoring policy and practice as laid down in the school improvement plan, and in agreement with the Headteacher.
4. To inspire, motivate and influence staff and pupils, taking a lead role in monitoring and evaluating all aspects of school life and in promoting the highest standards of teaching, learning, pupil discipline and children's safeguarding.
5. To provide an excellent role model for pupils and for all members of staff in all aspects of school life. To be an exemplar of all school policies and practices. To actively promote the aims of the school. To offer professional guidance and support to colleagues.
6. To take a leading role in further developing the involvement of parents, carers and the community in the life of the school
7. To provide effective leadership and management to teams of staff, as agreed with the Headteacher.

8. To make a significant contribution to the school's professional development programme, including coordinating training programmes, delivering CPD and working with individuals and teams in a variety of professional development activities. To lead and manage the induction of new staff as directed and advised by the Headteacher.
9. To assist the Headteacher in school self-review and evaluation and in the effective planning and management of school resources to secure continuing improvement.
10. To maintain an informed view of standards and of the quality of teaching across the school by monitoring pupils' work and teachers' planning and by observing teaching.
11. To provide guidance and support to other members of staff in order to continue to improve the quality of teaching and learning.
12. To actively promote equality of opportunity by assisting the Headteacher in ensuring the school's curriculum provides the best possible education for all pupils, working with the Deputy Head – Inclusion with regard to ethnicity, gender, Special Educational Needs, disability, pupils learning English as an additional language, emotional needs and any other aspects which may affect learning.
13. To assist the Headteacher in all aspects of the day-to-day administration and organisation of the school, including taking responsibility for specific areas, as directed by the Headteacher.
14. To assist the Headteacher with the implementation of the school's Performance Management Policy, to secure school improvement and individual professional development.
15. To participate in recruitment and selection, as agreed with the Headteacher.
16. To deputise for the Headteacher in the event of absence or unavailability, by carrying out leadership and management tasks in accordance with school policy and practice.
17. To take full responsibility for leading and managing one or more aspects of the school's provision, as agreed with the Headteacher.
18. To work closely with the Headteacher to ensure the effectiveness of the school's assessment and data analysis procedures.

2. Teaching and Learning

1. To carry out teaching duties, as agreed with the Headteacher, providing a model of excellence for colleagues. This may include, as required from time to time:
2. Taking full responsibility for teaching a class
3. Providing cover for absent colleagues or those released for professional development
4. Teaching booster or 'catch up' groups
5. To provide leadership and support for colleagues (teachers and other staff) to ensure good or better teaching and learning across the curriculum, including:
6. Managing the planning and delivery of the curriculum across the school
7. Supporting middle managers, including subject leaders, in developing their role, in particular in relation to raising standards

8. Supporting teams and individuals with short term planning
9. Supporting staff in the use of assessment information to inform teaching and learning
10. Inducting and supporting newly qualified and less experienced teaching staff
11. Providing in-class support to staff through demonstration lessons, team teaching, observation and feedback
12. To undertake a significant role in maintaining a high standard of pupil behaviour and discipline within the framework of the school policy and supporting other staff as necessary.
13. To liaise effectively with parents and carers to ensure effective relationships between school and home.

3. Other Duties and Responsibilities

1. To attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required.
2. To take school assemblies and support other staff with assemblies.
3. To prepare and present reports, as required, to the Governing Body and outside agencies.
4. To attend occasional meetings during evening hours or in school holidays, as required.
5. To undertake all other tasks commensurate with the role as required and directed by the Headteacher.

4. Key Organisational Objectives

The post holder will contribute to the school's objectives by:

1. ensuring compliance with Data Protection, Equalities, Safeguarding, Health and Safety and all other relevant legislation
2. operating within the school's Equality Framework at all times
3. ensuring the maintenance of a safe, caring and stimulating environment for all pupils and staff
4. demonstrating high standards of personal integrity, loyalty, discretion and professionalism

Swanmore Church of England Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to an Enhanced Disclosure and Barring Service Check.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

Deputy Headteacher - person specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Essential	Desirable
Training, qualifications and school experience: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
• Qualified Teacher status. • Senior Leadership • Evidence of continuing professional development.	Experience of Deputy Headteacher role
Experience of educational leadership and management: In their statement of suitability and during the selection process, candidates will demonstrate that they have experience in:	
• Ability to provide inspiration and strong leadership to teaching staff through being an outstanding leader of learning. • Experience of leading a significant curriculum area. • Have an accurate understanding of using assessment to promote achievement. • Ability to ensure that the whole range of pupils' needs are understood and provided for. • Ability to lead by example in order to promote the school's vision and values for pupils, staff, governors and parents. • Ability to work effectively with other Senior Leaders in school. • Able to identify the impact of their work. • Enthusiasm and competence in the use of IT (including the appropriate use of new and emerging technologies).	• Experience of SEN/behaviour management • Experience teaching across the primary age range
Personal and professional qualities and attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to :	

• Ability to manage staff and to develop a strong team to enable them to work effectively to deliver whole school improvement. • An ability to contribute to the formulation, implementation and evaluation of objectives for the school development plan. • Expertise in the use of monitoring and evaluation to improve the quality of teaching and learning and to raise standards. • Experience of holding team members to account for their areas of professional responsibility. • Track of outstanding teaching • Empathy with the school's Christian values/ethos and willingness to build links with the church community	• Experience of carrying out staff performance reviews and acting on any issues identified. • Interest in and willingness to participate in residential activities.
• A strong knowledge of curriculum pedagogy • Ability to evaluate the impact of work in a detailed manner. • Ability to engage with families and nurture strong links within the community	

Professional knowledge and understanding: In their statement of suitability and during the selection process, candidates will demonstrate professional knowledge and understanding of:	
• A passion for educating the whole child and for lifelong learning. • Have strong organisational and time management skills. • Commitment to and understanding of equal opportunities across all aspects of the school. • Approachable, with good rapport with children and adults. • A willingness and ability to listen to others. • An effective communicator both orally and in writing to a range of audiences. • An effective team-builder. • To have integrity, sensitivity, resilience and a sense of perspective. • Determination to recognise and celebrate success in staff and pupils.	

Deputy Headteacher recruitment process 1. Application process

To apply for a staff vacancy, please register for an online account to complete the application form.

Applications must be received no later than **Friday, 7th January 2022**. Applications received after this date and time will not be included.

2. Shortlisting

Shortlisting will be finalised on Thursday, 13th January 2022 and candidates will then be invited by email to attend for interview.

3. Interview Process

With your head teacher's agreement, the head teacher will visit your school for a lesson observation. These are scheduled to take place in the weeks commencing 24th January and 4th February 2022.

The interviews are scheduled to take place on Tuesday, 8th and Wednesday, 9th February 2022 which will consist of activities and an interview with the head, governors and children.

4. Feedback

Unsuccessful shortlisted candidates will have the opportunity for professional feedback during the week following the interviews.

5. Taking up post

The successful candidate will take up post on 25th April 2022.

6. Additional information

For a confidential conversation with the John Paterson, the Headteacher or for further information, please contact Mrs Bound,
Email: adminoffice@swanmorepri.hants.sch.uk or 01489 894555.

7. Safeguarding

Swanmore Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced DBS and barred list check.

8. School Tours

We have arranged school tours on the following dates:

Tuesday, 16th November at 4:00pm

Thursday, 18th November at 1:00pm

Tuesday, 30th November at 4:00pm

Wednesday, 1st December at 1:00pm and 4:00pm

Tuesday, 7th December at 10:00am and 4:00pm

Thursday, 9th December at 11:00am

Wednesday, 15th December at 4:00pm

Wednesday, 5th January at 1:00pm and 4:00pm

Please contact Mrs Bound, Email: adminoffice@swanmore-pri.hants.sch.uk or 01489 894555.