



The Avenue
Primary School



Deputy Headteacher

The Avenue Primary School and Children's
Centre



Proud to be part of

Acorn
Education Trust

Welcome from Sara Edwards

Acorn Education Trust CEO

Thank you for your interest in one of our vacancies, I hope the information enclosed in this pack inspires you to apply.

Acorn Education Trust was established in 2014 to provide a local solution to a national strategy. We now serve 22 settings: 16 Primary Schools, 4 Secondary Schools and 2 nurseries.

Our mission is to 'prepare young people for their world in their time' and this sits at the heart of all we do. We strive for excellent leadership, excellent teaching and excellent learning. Our vision is to transform lives through education.

In every Acorn School, you will see:

- A** Active and visible leadership
- C** Care, support and challenge
- O** Opportunities for all
- R** Readiness to reach out
- N** Needs of all are paramount

Every Headteacher focuses on leading teaching and learning in their school. Central teams manage the business element of the Trust which allows us to share resources, improve IT and estates infrastructure and invest in school-to-school support. We are therefore able to direct as much money as possible into teaching and learning thus improving the life chances of all our young people.

Whatever role you are applying for, whether in a school or as part of the central team, we hope you can align with our vision and values, have the determination to succeed and are up for a challenge. In turn, we will provide you with a comprehensive and supportive induction programme, professional development and a career with Acorn.

We hope this information pack provides you with a flavour of working within our Trust and we look forward to receiving your application.

Sara Edwards



About The Avenue Primary School

Every child, every chance, every day

The Avenue Primary School and Children's Centre is a vibrant and happy co-educational, non-denominational primary school, educating children between the ages of 3 and 11 years. Located in the charming garrison town of Warminster, Wiltshire, we are proud to be at the heart of our local community and for the strong links we have fostered more widely.

Our school values of respect, kindness and honesty are central to everything we do and are at the heart of a strong sense of belonging for all in our school community. Our staff are dedicated to creating a safe and exciting place for children to thrive and learn. We take the success of each and every child very personally and offer a wide range of opportunities to help them develop as confident individuals, who, by year 6, are ready for secondary school. In April 2024, we were proud to have retained our 'Good' Ofsted rating and were praised for being a fully inclusive school where pupils are resilient and strive to be the best they can be. We are part of the Acorn Education Trust, which provides exciting opportunities to collaborate and improve local education.

As a founding member of Acorn Education Trust in 2014, we work closely with other schools within the Trust to provide the best possible education, opportunities and support. We want our children to remember their years at The Avenue Primary School as having been challenging, but also rewarding, fun and enjoyable.

Our school has a wide range of excellent facilities, including:

- Large, modern classrooms;
- A dining and main hall;
- A well-resourced library;
- Two playgrounds, as well as a large grass field and woodland area;
- An on-site Nursery;
- Complex Needs Resource Base.

We look forward to welcoming you to our school.

Rachel Eveleigh
Headteacher

For more information, please visit our website: www.avenue.wilts.sch.uk

Job Description

Job Title	Deputy Headteacher
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Reporting to	The Headteacher
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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
- Monitoring progress towards the achievement of the school's aims and objectives

If the headteacher is absent, the deputy headteacher will deputise and will be supported by the Trust's central team. They will teach a class including all the responsibilities of a class teacher up to 0.6fte.

Direction and Development of the school

Under the direction of the headteacher, the deputy headteacher will:

- Assist in shaping the vision and direction of the school, setting out high expectations and with a clear focus on pupil achievement.
- Play a significant role in setting aims and objectives for the school and in formulating the School Improvement Plan.
- Take responsibility for developing and monitoring policy and practice as set out in the SIP.
- Assist the Headteacher in school self-review and evaluation and in the effective planning and management of resources to secure improvements.

Teaching and learning

- Be an excellent role model inspiring and motivating staff.
- Promote a culture and ethos that enables all pupils to access the curriculum.
- Have ambitious expectations for pupils with SEN and disabilities.
- Establish and sustain high quality teaching across all subjects and phases, based on evidence.
- Ensure teaching and assessment is underpinned by subject expertise and pedagogical understanding.
- Ensure the implementation of the schools curriculum is delivered in each class and feeds into the monitoring schedule for the school.
- Enhance curriculum leadership, including subject leaders with relevant expertise and access to relevant networks and communities.

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Job Description Continued

Duties and Responsibilities cont.

Teaching and learning

- Use valid, reliable and proportionate approaches to assessing pupils knowledge and understanding of the curriculum and use this information to implement effective change within the schools curriculum.
- Ensure the use of evidence informed approaches to reading, so that all pupils are taught to read.
- Ensure that the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptations where appropriate.
- Work with the Headteacher to sustain high expectations and effective practice in teaching and learning throughout the school.
- Monitor and evaluate the quality of teaching and standards of pupils' achievements and use benchmarks and set targets for school improvement.
- Contribute to a positive ethos for learning.

Leading and managing staff

- Work with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including his / her own professional development.
- Be an exemplar of all school policies and practices.
- Support the Headteacher with the performance management of all staff.
- Assist with the delivery of an appropriate programme of professional development for all staff including quality coaching and mentoring in line with the school's improvement plan and performance management.

Deploying staff and resources

- Assist the Headteacher with the effective deployment of staff and resources i.e., timetables, TAs and teaching resources.
- Participate in the recruitment of staff and to be safer recruitment trained.

Accountability

- Support the Headteacher in accounting for the efficiency and effectiveness of the school to all relevant stakeholders.
- Promote and protect the health and safety and welfare of pupils and staff.
- Promote and safeguard the welfare of pupils within the school.

General

- Comply with individual responsibilities, in accordance with the role, for health and safety in the work place.
- Have due regard for equal opportunity policies.
- Be aware for the need for discretion when having access to confidential information.
- This job description contains only the main accountabilities relating to this post and does not describe in detail all duties required to carry them out.

Please note: This Job Description may be amended at any time in consultation with the postholder.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Degree or equivalent • Evidence of further professional development 	
Experience	<ul style="list-style-type: none"> • Successful teaching experience in the primary age range • Substantial knowledge and understanding of teaching and learning at Key stages 1 and 2 and EYFS • Recent experience of working as at least a middle leader in a school • Leadership of an area or phase including responsibility for raising standards across the whole school and contribution to self-evaluation and school improvement. 	<ul style="list-style-type: none"> • Experience of teaching in more than one key stage • Experience of data analysis
Knowledge	<ul style="list-style-type: none"> • A clear understanding of the essential qualities necessary for effective teaching and learning • The principles of effective assessment for learning • Confident in whole school evaluation • Up to date knowledge and understanding of the current national education agenda 	<ul style="list-style-type: none"> • Knowledge of current safeguarding and child protection procedures
Skills and abilities	<ul style="list-style-type: none"> • Demonstrate excellent practice • Inspire, challenge, motivate and empower others to carry the vision forward • Lead and manage people to work towards common goals • Ability to investigate, resolve problems and make decisions • Communicate effectively to a wide range of different audiences • Ability to ensure that the school atmosphere is welcoming and that parents are encouraged to take part in the life of the school and their children's education • Expecting and facilitating all children to reach their potential irrespective of social background <p style="text-align: right;">Continues...</p>	

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Person Specification Continued

Criteria	Essential	Desirable
Skills and abilities	<ul style="list-style-type: none"> • Ability to manage effectively pupil discipline and to have a commitment to a high level of pastoral care. • Effective administrative and organisational skills and time management and the ability to work under pressure and to tight deadlines 	
Personal attributes	<ul style="list-style-type: none"> • Creative, enthusiastic and proactive, keen to embrace new ideas and challenges • Energy and enthusiasm • Confidence and excellent inter-personal skills • Loyalty and confidentiality • Committed to continuing professional development for self and others 	

The Deputy Headteacher will be required to follow school policies and the staff code of conduct.

Please note that 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 Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Support for **Our Staff**

Whether your role is in a school or the central team, you will be part of a caring team that will provide you with the support and challenge needed to fulfil your role effectively.

Continued Professional Development (CPD)

- A comprehensive induction programme for all new staff (across all roles), that includes mentor and peer support
- Statutory training on safeguarding, health & safety and GDPR
- Access to over 2,500 world-leading courses, webinars and resources via the National College online training platform
- Support for Early Career Teachers (ECTs)
- Role specific training for Designated Safeguarding Leads (DSLs) and Special Educational Needs and Disability (SEND) roles
- School based training, including mentoring and coaching from senior leaders within school and across the wider Trust; Cross phase and school to school support
- Subject communities, across primary and secondary level, to share good practice across the Trust
- Opportunities to role shadow
- Apprenticeships available at various levels across the Trust for multiple roles, including Teaching, Teaching Assistants, Nursery and IT Technicians

Health and Wellbeing

- A strong culture of wellbeing across all schools and the central team
- Family friendly policies, including comprehensive flexible working policy, adoption leave policy, maternity and paternity (including shared parental leave) policies and staff wellbeing policy
- Access to [Care First](#), an employee assistance programme which provides confidential support on health and wellbeing, relationships, money issues, bereavement and loss, stress, anxiety and depression and much more

Pensions

- Teacher pension
- Local government pension
- Nest pension

Staff wellbeing is very important at Acorn Education Trust. We are consistently looking for new ways to improve our offering, and, regularly collect feedback at all levels to check in with our staff and ensure they feel supported in their role.

How to Apply

We highly encourage all interested applicants to arrange a tour of our school prior to applying.

To arrange a tour, or if you would like any additional information about this role, please contact the school office via email at admin@avenue.wilts.sch.uk or by phone on 01985 213383.

To Apply

Please visit our [Acorn careers page](#) to complete an application form.

Shortlisted candidates will be invited for a one-day interview.

The Avenue Primary School, 7 The Avenue, Warminster, Wiltshire, BA12 9AA

01985 213383

admin@avenue.wilts.sch.uk

The Avenue Primary School, as part of the Acorn Education Trust, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in obtaining this post you will be subject to a Disclosure from the Disclosure and Barring Service and health screening. We are an equal opportunities employer. As part of our safer recruitment processes, if you are shortlisted for the post, we will carry out a social media account search.



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**Thank you for
taking the time to
read our applicant
information pack.**



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