



The Royal Kent C of E Primary School

Deputy Headteacher

Applicant Pack

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Welcome from the Headteacher

Dear prospective candidate,

Thank you for your interest in The Royal Kent Church of England Primary School and the position of Deputy Headteacher.

The Royal Kent School (RKS) is a one form entry voluntary controlled primary school based in Oxshott, with a capacity for 218 children in Reception to Year 6, and a Nursery allowing for 20 full time places.

As the newly appointed Headteacher, I firmly believe that RKS is in a superb position for a new Deputy Headteacher to build upon our current strengths and work towards continued improvement and future successes. This role presents a wonderful opportunity for a passionate and personable leader to make a significant impact on the lives of our pupils and contribute to the continued success and growth of our school community.

Here are some of our strengths, which our new Deputy Headteacher will benefit from and be able to build upon:

- The school holds a strong reputation in our local community for its commitment to providing high-quality education within a nurturing Christian environment, boosted by our close relationship with our parish church St Andrew's.
- We are generally oversubscribed, bucking local and national trends, plus we have a thriving Nursery.
- RKS pupils consistently demonstrate excellent behaviour, attendance and achieve high academic standards.
- We enjoy a healthy financial position, ensuring that resources are readily available to support both our curriculum and enrichment opportunities.
- We have an enthusiastic and skilled staff team, with a low staff turnover.
- Our parent body are highly involved in school life, meaning that their children are well supported in their learning, and there is an amazing amount of money raised in fundraising each year.
- In March 2024, we were delighted to receive a positive report from Ofsted, affirming that we continue to be a 'good' school.

We are seeking a Deputy Headteacher who possesses strong leadership qualities, a passion for educational excellence, and a deep commitment to nurturing the spiritual, moral, social, and cultural development of our children. If you are motivated by the prospect of being part of a school leadership team with a proud tradition of academic achievement and community involvement, I do hope that you will apply for this position.

Please read through the rest of the information in this candidate pack, and visit our school website to find out more about us. Visits to the school are welcomed - please contact our School Business Manager, Louise Wheatley, to arrange this (01372 842495, sbm@royal-kent.surrey.sch.uk).

Yours sincerely,

Vanessa Cooper
Headteacher

Letter from our Vicar



Dear Applicant,

St Andrew's Church and The Royal Kent School enjoy a very close and special partnership, which has been fostered at the centre of our village for well over a century. St Andrew's is just 150m from the school on Oakshade Road, so it is very easy for children to walk down to church for special services and workshops - at Harvest, Christmas and Easter - as well as to mark the beginning and end of their time at RKS with our 'Welcome' and 'Leavers' Bible presentation services. Each week throughout the year a team from the church also makes the short journey up the road to lead an 'Open the Book' Bible story assembly for the whole school. I am very often at the school myself - whether as part of this team, as one of the Church-appointed 'Foundation' Governors, for class R.E. lessons, or to drop off and pick up my own two children, who are in Year 1 and Year 4.

The School Vision is deeply rooted in the Christian faith, offering children a firm foundation upon which to build their lives. As a Church of England School, our school benefits from support, advice, training and professional development opportunities offered through the Diocese of Guildford's education team, as well as being part of a wider family of church schools across the diocese. For those new to working in Church Schools, there are particular programmes of support available.

As a former primary school teacher myself, I am deeply committed to fostering the life-giving relationship between the church and schools in our community - and very much look forward to working with the leadership of The Royal Kent School, as we journey together in the years to come.

With best wishes,

Patrick

Revd. Patrick Davies

Vicar, St Andrew's Church Oxshott



Our Vision and Values

Last year the Governing Body launched a brand new Vision and Mission for the school which is now being integrated into the daily life of the school community. This encourages our children to embody five core characteristics which will help them flourish academically, spiritually and emotionally, whilst building a strong foundation for a successful future.

Jesus said: *"Whoever listens to me, and puts my words into practice, is like a wise person who builds their house on the rock."* (Matthew 7: 24)

As a nurturing school community, we will discover the fullness of life by journeying together with:

Cognisance drives our devotion to academic excellence and the pursuit of wisdom, cultivating a love for learning by developing a greater awareness of the world around us and respecting the rights of others to hold different beliefs and opinions.



We emphasise **Commitment** to each other and our goals, instilling a sense of responsibility, perseverance, and service in each child both within our school and the wider community by having the strength of character to complete what we set out to accomplish.

With **Compassion** we foster an environment of care, empathy, and respect towards others, ensuring children value inclusion. We support one another, embrace diversity and foster empathy towards others, to become caring and thoughtful global citizens.



Creativity is celebrated by encouraging innovation and exploration in the way we approach all aspects of our lives now and in the future, using our unique talents and potential to discover a world of new possibilities.

Through **Courage** we encourage our children to be willing to keep trying new things, going beyond our comfort zone until we succeed and navigating uncertainties with resilience and integrity to negotiate the complexities of our modern world.



These five characteristics will equip our children to confidently weather life's storms, just like the wise person who built their house on the rock.



“Pupils are confident and independent at this aspirational school”

“Pupils are proud members of the school community and work hard to meet teachers’ high expectations.”

Ofsted 2024

Key Facts

RKS is a close and caring community which values each child as an individual. Teachers are committed to encouraging children to work to high academic, spiritual and social standards and have equally high expectations of good behaviour.

Type of school	Church of England Primary School, voluntary controlled.
Age range	4 - 11 years
Numbers on roll	217 (capacity 218)
% SEN	12.4%
% PPG	7.8%
% EAL	7.3%
Results	Our results for Early Years, Phonics Screening, KS1 and KS2 are overall well above the national average. Please see a link to our results.
Staff	32
Governors	10 plus 2 associate governors
Parent Teacher Association	We are fortunate to have the support of a very active PTA. Significant funds have been raised over the last few years and contribute so much to the life of our school. Their contribution of over £70,000 in the last two years includes a Y1 outdoor canopy, class set of iPads, class set of Chromebooks, Crinkle Crag climber, contribution to Wonder Woodland Outdoor Classroom and class furniture for three classrooms.
Educational Trust	The Royal Kent Educational Trust (RoKET), overseen by governors, securing funding to enhance the education and wider experiences of the pupils
School Website	www.royal-kent.surrey.sch.uk

Nursery	The Ladybird Nursery at Royal Kent School
Type	A Section 27 Governor Led Nursery
Numbers of places	20 full-time Nursery places
Number on roll	25



Why RKS?

The Royal Kent School offers:

- Children who are eager to learn and display enthusiasm and good behaviour.
- High levels of pupil engagement in school life outside the classroom, including pupil committees, House leadership and activities, sports fixtures against other local schools (including football, cricket, netball, swimming and athletics), a school choir with participation in church services and festivals, and opportunities for KS2 pupils to support our younger pupils through buddy, mental health champion and sports crew roles.
- A well-qualified, enthusiastic, loyal, caring staff, dedicated to delivering a high-quality education to our children, including specialist teachers for Music, French and PE.
- A strong, active partnership with St Andrew's Church, supporting the school's theologically rooted Christian Vision and Values.
- A well-equipped school both inside and out, including a playground incorporating climbing frames for different age groups, a MUGA and equipment for active play; our new 'Wonder Woodland' outdoor classroom and learning area; playing field; covered outdoor areas for Nursery, Reception and Year 1 pupils; a recently refurbished school hall; a well-stocked library, Computing suite and sensory room.
- A school at the heart of the local community, with close links to other schools, both within the Effingham Learning Partnership and beyond, and to local community groups.
- A supportive Governing Body which actively participates in setting and monitoring strategic goals agreed with the Headteacher, and which works closely with subject/phase leaders through 'Link Governor' roles, covering all subjects plus safeguarding, SEND and well-being.
- A supportive and engaged parent community, including an active PTA which organises regular events for the pupils, parents and local community, raising significant funds to support continued investment in the school environment.
- An inclusive and open-minded culture committed to continual improvement and ongoing investment.
- Strong financial performance, allowing continued investment in the school grounds, facilities and curriculum.



Deputy Headteacher Job Description

Post	Deputy Headteacher
Contract	3 days, permanent (0.6 FTE)
Responsible to	Headteacher
Salary	London Fringe Group 2 School: L5 – L11 £58,573 to £67,796 FTE , £35,143 - £40,677 pro-rata

The Deputy Headteacher will work closely with the Headteacher to provide strong professional leadership, ensuring excellent education for all pupils and a supportive, ambitious culture for staff. The role combines strategic and operational leadership, with a focus on high-quality teaching and learning, pastoral excellence, inclusion, and promoting the school's values.

Main Duties	<ul style="list-style-type: none"> • Partner with the Headteacher to provide clear leadership and direction across the school. • Promote a vision of excellence, inclusion, and aspiration that motivates staff and pupils. • Ensure the best outcomes for all pupils • Promote the Christian ethos and Values of the school • Lead school improvement initiatives, using evidence and data to drive progress. • Oversee curriculum design, assessment, and monitoring. • Take a lead role in safeguarding and pupil welfare. • Champion inclusion and SEND provision, ensuring equality of opportunity for all pupils. • Nurture a positive, safe, and aspirational school culture. • Monitor and support high-quality teaching and learning. • Model excellent classroom practice and pastoral care. • Contribute to staff performance management and professional development. • Support staff wellbeing and workload management, promoting a healthy work-life balance. • Work with governors and senior leaders on policy, compliance, and school self-evaluation. • Deputise for the Headteacher when required.
Specific Responsibilities	<ul style="list-style-type: none"> • Safeguarding Leadership Team (Deputy DSL): ensure statutory duties are met and safeguarding culture is strong. • Teaching & Learning Lead: improve classroom practice through coaching, mentoring, and modelling. • Subject Leadership: lead on specific subject areas as required by the school. • Assessment Lead: analyse progress data to inform planning, interventions, and reporting. • Inclusion & SEND: work with the SENDCo to monitor provision, ensuring pupils with additional needs make strong progress. • Behaviour & Pastoral Lead: foster a positive behaviour culture and oversee wellbeing initiatives. • CPD Coordinator: lead staff training and development, including ECT support and succession planning.

	<ul style="list-style-type: none"> • Operational Oversight: manage timetabling, staffing, duties, and events. • Parent & Community Engagement: build strong partnerships with parents and external agencies. • Educational Visits Coordinator (EVC): oversee planning, risk assessment, and participate in residential visits.
Support the Headteacher with	<ul style="list-style-type: none"> • Curriculum Leader: oversee design and delivery of a broad, balanced curriculum. • Line Manager: provide strategic direction and performance management for staff. • School Development Plan: contribute to writing, reviewing, and leading key priorities. • Financial Awareness: support efficient use of resources, value for money, and budget planning where delegated. • AI strategy: Lead on developing its safe, ethical and effective use to enhance teaching, learning and school leadership.

Note: The duties outlined in this job description may be modified, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This document does not form part of your contract of employment with the school.



Deputy Headteacher Person Specification

We are committed to creating an inclusive working environment. If you are excited about this role and can demonstrate many but not all of the areas below, we would encourage you to apply as you may just be the person we are looking for.

The listed criteria will be reviewed across the stages of our recruitment process, including application form, personal statement (within the application form), interview, references and certificates.

Education and Qualifications	Essential: <ul style="list-style-type: none"> • Honours degree or equivalent • Qualified Teacher Status (QTS) • Evidence of continuing professional development Desirable: <ul style="list-style-type: none"> • National Professional Qualification (e.g. NPQSL)
Professional Experience and Knowledge	Essential: <ul style="list-style-type: none"> • Honours degree or equivalent • Successful and substantial primary teaching experience • Proven middle leadership experience • Strong understanding of curriculum design and assessment • Successful track record of raising standards • Knowledge of safeguarding and child protection procedures • Experience of working with parents, governors, and external stakeholders • Experience of supporting SEND and inclusion across the school Desirable: <ul style="list-style-type: none"> • Experience in more than one school • Experience in at least two phases (EYFS, KS1, KS2) • Knowledge of small school contexts • Leadership of a strategic area of school development • Peer coaching experience • Previous senior leadership experience
Skills and Abilities	<ul style="list-style-type: none"> • Ability to lead, inspire, and motivate others • Excellent interpersonal and communication skills • Strategic thinker with strong problem-solving skills • Committed to teamwork and collaboration • Effective use of resources and financial awareness • Confident in use of technology for leadership and learning • Confident to drive change when necessary and lead improvement initiatives

Personal Attributes

- Passionate about improving outcomes for all children
- Resilient, determined, and solution-focused
- Approachable and empathetic
- Reflective and committed to professional growth
- High standards of professionalism and integrity
- Able to work with discretion, diplomacy, and confidentiality

Safeguarding Commitment

The Royal Kent School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced DBS check.



Recruitment Process

Start Date	January 2026 or earlier if available.
Closing Date	Monday 6 October 2025 at 9.00am.
Visits to School	A visit to the school is warmly welcomed and encouraged. This can be arranged by contacting the School Business Manager, Mrs Louise Wheatley on the details below.
Shortlisting Dates	Shortlisting will take place on Tuesday 7 October 2025. Applicants will be advised by Wednesday 8 October 2025 if they have been successful in being called for interview and further details sent.
Interview Dates	Tuesday 14 October 2025.
To Apply	<p>Please complete the application form and return it via email to Mrs Louise Wheatley, School Business Manager, details below.</p> <p>Please look carefully at the job description and person specification for this post. Your personal statement (no more than two pages of A4) must relate to the specification and be personalised to meet the priorities of our school. Please indicate why you wish to be our next Deputy Headteacher and the specific skills and attributes you will bring to the role.</p>
Contact Details	<p>Mrs Louise Wheatley, School Business Manager, The Royal Kent C of E Primary School, Oakshade Road, Oxshott, KT22 0LE.</p> <p>Email: sbm@royal-kent.surrey.sch.uk</p> <p>Telephone: 01372 842495 option 3</p>

Safer recruitment

The Royal Kent C of E Primary School, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check (DBS) as well as other pre-appointment checks outlined in Keeping Children Safe in Education (Sept 2024).



