

WALLISCOTE PRIMARY SCHOOL

DEPUTY HEADTEACHER



CANDIDATE INFORMATION PACK

Inspiring excellence: aim high, work hard, be kind

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ELAN INTRODUCTION

On behalf of the Extend Learning Academies Network (ELAN), we thank you for your interest in the role of Deputy Headteacher at Walliscote Primary School.

ELAN became a multi-academy trust in 2017 and operates within North Somerset. At ELAN, everything we do is underpinned by our values. We embrace individuality within our staff and pupils. We do the right thing and put children's safety and wellbeing first and we do it together through our supportive and inclusive teams.

Our overall mission is to provide an EXTRAORDINARY education that empowers our children and staff to achieve their best and always be proud of who they are and what they do. We are committed to providing the best opportunities for all of our children, regardless of where they come from and we are committed to creating a diverse and inclusive environment where everyone is valued and respected.

We welcome applications from individuals of all backgrounds, cultures, and experiences. Our shared goal is to ensure that every pupil and staff member feels included and supported, encouraging a community where everyone can thrive together.

We are looking for a deputy headteacher with integrity, who embraces a culture of openness and who shares our values.

Your commitment, expertise and determination to succeed as a team will drive Walliscote Primary School on the next chapter of a story that dates back to 1897.

We look forward to receiving your application and encourage you to visit Walliscote to see the school in action and what it can offer you.




Rosemary Carr
Chair of Trustees




Adam Matthews
Chief Executive Officer



Caroline Reynolds
Chair of Governors


**EXTEND LEARNING
ACADEMIES NETWORK**

ELAN - A multi-academy trust providing an extraordinary education
IT IS NOT WHAT WE DO BUT HOW WE DO IT: WE DO THE RIGHT THING - TOGETHER

**PRIMARY
SCHOOLS**
in south-west England

9

4 preschools




specialist
resource
hubs

6

3,000

We are dedicated to providing an EXTRAORDINARY education that empowers our children to achieve their best and always be proud of who they are and what they do


CHILDREN



Leaders
Teachers
Support staff
Site
Administration

Business operations
HR
Finance
Estates
Communications

**550
EMPLOYEES**




TRUST

1

We embrace individuality
We do the right thing
We work together

SHARED

VALUES



www.extendlearning.org - 01934 313390

WHO WE ARE

Walliscote Primary School is a community primary school located in Weston-super-Mare, North Somerset, England. The school is a founding academy of ELAN - Extend Learning Academies Network.

A mixed school for 4-11 year olds, Walliscote is in the centre of a seaside town, a few minutes walk from a huge beach, local parks, library, the museum and the theatre. This facilitates the opportunity for children to enjoy wider learning experiences.

Walliscote serves a diverse community, educating children from over 20 different countries. These diverse backgrounds bring a wider, richer perspective to the classroom. Children in our school have positive attitudes to communicate, interact, and foster acceptance and tolerance with individuals from varied cultures to create a moral community.



**AIM HIGH
WORK HARD
BE KIND**

NINE SCHOOLS, ONE TRUST

Each ELAN school is unique, and bespoke to the community it serves. This is reflected through structures, staffing and approach. However, our shared values, pledge to pupils, curriculum and pedagogical principles underpin everything we do.

An ELAN deputy headteacher is placed in a position to influence change and lead the extraordinary. As a member of trust networks you will inform and shape trust strategy, practice and innovation.

ELAN standardises common systems and tasks to maximise the impact of our central team and services, freeing schools to focus on their core purpose. We are outward facing, collaborating with the wider educational community, and beyond, to inform and develop our approach.

ELAN SCHOOLS ACCESS A FULL RANGE OF COORDINATED EDUCATIONAL SERVICES THAT INCLUDE:

- high-quality evidence-based professional development for all staff
- involvement in networks, working parties, projects and briefings
- education welfare support and training
- centralised finance systems and advice
- centralised HR advice, systems, support and training
- business management and strategy
- central contracts management and procurement
- centralised estates and compliance management

THE JOB

DEPUTY HEADTEACHER

Leadership Pay Scale 8-12 (£59,167 - £65,286 per annum pro rata) plus excellent benefits and pension package.

Weston-super-Mare, North Somerset

We are looking for an approachable, communicative deputy headteacher who embodies our school values in that they aim high, work hard and are kind. You will have high expectations of all and the leadership skills to motivate, inspire, collaborate with, and facilitate your whole team to achieve the extraordinary.

You will be committed to working with, and in, the wider school community, ensuring its needs are met and diversity reflected and celebrated within the school. Our expectation is that the deputy headteacher of our school will strive for the best, continually develop educational provision and create a positive inclusive culture and environment that prioritises emotional wellbeing and fosters success for all.

ELAN is a local, primary specialist multi-academy trust, that is committed to providing the support and services that allow school leaders to focus on people and education. As a member of the trust you will be supported by, and collaborate with, talented education professionals within the central team and trust wide networks who will work with you in developing and delivering all aspects of educational provision. In addition, comprehensive finance, HR, payroll, health and safety, estates, business and operational support is provided to the school by experienced professionals within the central services team.

We will support you to be you. As a trust we continuously look beyond current and traditional educational practice and support our people to pursue the evidence and adopt the new. We encourage our leaders to stand up, step out, challenge and do things differently in order to embrace the extraordinary.

JOB DESCRIPTION

THIS IS NOT AN EXHAUSTIVE LIST AND SOME CHANGES TO BOTH THE JOB DESCRIPTION AND DUTIES MAY OCCUR.

Salary grade: Leadership Range

Reporting to: Headteacher

Functional relationships include: headteacher, senior leadership team, local governing body, school staff, parents, headteachers and deputy headteachers of other trust schools, central services team, external agencies and volunteers.

Purpose of role

The deputy headteacher will assist the headteacher to build a strong strategic direction for the school.

Key responsibilities and accountabilities

- In partnership with the headteacher, manage school resources
- Ensure high standards in pupils' spiritual, moral, cultural, social and physical development to prepare them for their future
- Lead by example to motivate and work with others
- Assist the headteacher in implementing and maintaining the school's development plan, including school improvement, business and finance
- In partnership with the headteacher, lead by example when implementing and managing change
- Promote a culture of inclusion within the school community where all views are valued and taken into account
- Continue to develop an organisation in which all the staff recognise that they are accountable for the success of the school.
- Evaluate and review of the effectiveness of the school's policies, priorities and targets and take action as necessary
- Ensure the ethos, vision, values and principles of ELAN are reflected in those of the school
- Work across ELAN to improve and develop the outcomes of all pupils
- Play an active role in supporting other schools across ELAN, including those that are sponsored and require intensive support
- Take a lead in developing the school behaviour policy

Teaching and learning

The Deputy Headteacher will:

- sustain effective teaching and learning throughout the school.
- work with the headteacher to raise standards through the staff appraisal process and regular coaching/feedback
- use benchmarking and evidence-based best practice to set targets for service delivery and improvement
- create and maintain an environment which promotes and secures excellent teaching, effective learning and high standards of achievement, behaviour and a passion for learning

- work with the headteacher to determine, organise and implement the curriculum, curriculum development, and its assessment, routinely monitoring and evaluating in order to identify and share good practice and act on areas for improvement
- monitor and evaluate the quality of teaching and standards of learning and achievement of all pupils across the school, including those with special needs, in order to set and meet challenging, realistic targets for achievement
- develop and maintain effective links with the local community to extend the curriculum and enhance teaching and learning
- maintain and develop the school's effective partnership with parents/carers and the wider community to support and improve pupils' achievement and personal development.
- deliver training and support for staff as necessary
- work in partnership with the headteacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
- take a lead role in pedagogical development across the school
- analyse data at school and trust level to develop strategic school improvement

Leadership

The Deputy Headteacher will:

- maximise the contribution of staff to improving the quality of education provided and standards achieved and ensure effective working relationships are in place throughout the school
- plan, allocate, support and evaluate the work of teams and individuals ensuring clear delegation of tasks and responsibility
- implement and sustain effective systems for management of staff performance, including appraisal
- motivate and enable all staff to develop expertise in their respective roles through high-quality continuous professional development
- identify and nurture talent to enable effective leadership development and succession planning
- sustain motivation of self and other staff
- lead by example, demonstrate and ensure the continuous commitment by all staff to help keep the children and young people in the care of the school safe

Resource management

The Deputy Headteacher will:

- work with the Headteacher, Governing Body and Senior Leadership Team to recruit staff of the highest quality, complying at all times with safer recruitment practice
- work with the Senior Leadership Team to deploy all staff effectively in order to ensure the highest quality of education is provided
- organise and support the induction of staff new to the school and those being trained within the school
- work with the headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management
- take responsibility and accountability for identified areas of leadership

Accountability

The Deputy Headteacher will:

- ensure the school operates as an organisation in which all staff recognise that they are accountable for its success and are clear as to how they contribute to this
- support the staff and governing body in fulfilling their responsibilities with regard to the school's performance and standards
- be responsible for staff appraisals
- ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate
- support the headteacher in presenting an accurate account of the school's performance in a form appropriate for ELAN, the Local Governing Body, pupils, parents/carers, the local community and OFSTED
- promote and protect the health and safety and welfare of pupils and staff
- take responsibility for promoting and safeguarding the welfare of children and young people within the school
- ensure accurate and up-to-date records are compiled, maintained and audited to satisfy legal and operational requirements including those relating to safeguarding
- be a proactive and effective member of the senior leadership team
- undertake any professional duties, reasonably delegated by the headteacher

Other duties and responsibilities

The Deputy Headteacher will work within the framework of national legislation and in accordance with the provisions of the school teachers' pay and conditions document.

In addition the post is subject to compliance with:

- school policies and guidelines on the curriculum
- school and ELAN policies and procedures
- DfE Teachers' standards
- the Conditions of Service for School Teachers in England and Wales and with any locally agreed conditions of employment
- Keeping children safe in education (KCSIE): for schools and colleges

Key skills

Reflecting

- Reflect on personal and professional development.
- Use feedback from all levels of the trust to help improve all areas of your own performance
- Be aware of your own skills of self-management as regards to time and prioritising workload

Additional duties and information

- Contribute to the ethos and aims of ELAN.
- ELAN is committed to safeguarding and promoting the welfare of children and young people. All staff working within ELAN are expected to share a commitment to doing this

- You will be expected to follow and promote the procedures in the safeguarding and child protection policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern, the trust's safeguarding and child protection procedures will be followed alongside implementation of the ELAN disciplinary procedures.
- Be aware of and understand the ELAN equality and equal opportunities, whistleblowing, ICT, online safety, GDPR and safeguarding and child protection policies ensuring at all times that the duties of the post are carried out in accordance with policy.
- Read and have a thorough understanding of ELAN's staff code of conduct.
- Undertake any duty or responsibility relevant to the trust's needs as required and are commensurate with the grade.

Working relationships and contacts

Develop and maintain working relationships with other professionals both internal and external.

Skills/qualifications

Please refer to the person specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates' forms part of the conditional offer and pre-employment checks and will be held on your personnel file.

Confidentiality

During the course of your employment, you will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.

Data protection

During the course of your employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984 and properly applied to pupil, staff and school business/information. You are required to undertake annual GDPR training.

Further information

Probation: This post is subject to a six-month probation period.

Scale point: National annual pay awards often referred to as 'cost of living' awards are effective as of 1 September, each year. All decisions about pay progression are based on individual performance, an annual increment is not an automatic entitlement as detailed in the ELAN pay policy.

Pension: Teachers Pension Scheme. You are entitled to the benefits provided under the Teachers' Superannuation Acts or under other relevant statutory provision as may be appropriate to the case.

PERSON SPECIFICATION

Qualifications and professional experience

Essential	Desirable	Measured By
Educated to degree level	National Professional Qualification (NPQ) or similar	Application form
Qualified teacher status (QTS)		Application form
Evidence of continuing professional development relating to school leadership and management and curriculum/teaching and learning and improvement	Experience of planning and managing professional development	Application form

Experience

Essential	Desirable	Measured By
Successful substantive experience as a school leader	Experience as a headteacher or deputy headteacher	Application form/interview
Successful experience in team leadership	A range of leadership, management and teaching experience in more than one school	Application form/interview
Teaching experience in at least two of the three key stages		Application form/interview
Experience of the successful leadership of change	Experience of Ofsted inspection in a leadership capacity	Application form/interview
Experience of improving teaching, curriculum and assessment - the quality of education		Application form/interview
Experience of promoting safeguarding procedures in a school		Application form/interview

	Experience of leading within an academy within a multi-academy trust	Application form/interview
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Knowledge

Essential	Desirable	Measured By
Wide current knowledge and understanding of education and school systems locally and nationally		Application form/interview
Detailed knowledge of the structure and content of the current primary and early years' curriculum		Application form/interview
	Knowledge and understanding of administration and budget management processes	Application form/interview
	Understanding of the Headteachers' Standards	Application form/interview
	Understanding and knowledge of the current Ofsted Inspection Framework	Application form/interview

Skills and Attributes

Essential	Desirable	Measured By
Ability to communicate effectively both verbally and in writing		Application form/interview
Ability to accept personal accountability and hold others to account		Interview
Ability to lead by example drawing on their own and others expertise, skills and knowledge		Interview

Essential	Desirable	Measured By
Ability to lead, manage and organise an effective curriculum		Interview
Ability to monitor and evaluate school self-evaluation processes including the use of external and internal data in order to accurately prioritise strategic leadership objectives		Interview
Ability to initiate and lead change by inspiring and influencing others		Application form/interview
Evidence of being able to build and sustain effective relationships with staff, governors, parents and the wider community		Interview
Ability to develop, maintain and use an effective network of contacts across all agencies and communities with whom the school interacts		Interview
Ability to delegate tasks and responsibilities as appropriate and empower others to carry vision forward		Interview
Ability to demonstrate enthusiasm for, and commitment to the role		Interview
Reliability, integrity and a passion for education		Interview
Stamina and resilience		Interview
Ability to remain positive and enthusiastic when working under pressure		Interview

BENEFITS OF WORKING AT ELAN

All ELAN staff drive improvement. Our people want to make a real difference to the lives of the children they work for and are committed to their own professional development.

Some of the benefits an ELAN employee is entitled to are:

EMPLOYEE ASSISTANCE PROGRAMME

We provide a comprehensive wellness programme and medical services which are available to all staff free of charge. These include; counselling, physiotherapy, cancer and nurse support, 24 hour GP helpline, medical operations helpline, weight management, stress awareness, health screening days and menopause support.

ENHANCED PAID CARER DAYS

ELAN offer five paid carer days per academic year (pro rata). Allowing staff to provide paid emergency care for a dependant such as a child or parent.

ENHANCED SICK PAY

We provide generous occupational sick pay to all staff which increases in line with length of service up to a maximum entitlement of one year.

YOUR EYE HEALTH

We provide a contribution towards the cost of an eye test and the provision of glasses for those display screen equipment users who qualify.

CYCLE TO WORK SCHEME

We offer a cycle to work scheme, allowing staff to purchase a bike and cycling equipment under a hire purchase agreement. Repayments are deducted from gross pay, meaning tax and NI contributions are not paid on repayments.

OCCUPATIONAL HEALTH

We offer enhanced occupational pay for maternity, paternity and adoption leave and statutory pay for shared parental leave to all staff with more than one year's continuous service.

APPLICATION PROCESS

TO APPLY

Please complete the online application form via the careers site.

Please ensure you fill in all information to the best of your ability and indicate if we can approach your referees without your permission.

In the potential event of emails being sent to your 'junk' folder, please check back regularly.

Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks and will be held on your personnel file.

Visits to the schools are encouraged:

Please call HR on 01934 313397 to arrange a visit to the school or email hr@extendlearning.org

School website: walliscote.n-somerset.sch.uk

ELAN website: extendlearning.org

To apply, please go to walliscote.naht-recruiter.com/ or eteach.com/careers/extendlearning/

For further information or to discuss your application, please contact the ELAN office on 01934 313390 and ask to speak to Adam Matthews (CEO) and/or Heidi Neal-Millar (Head of HR).

TIMELINE

Closing date:

Midday Wednesday 21 May 2025

Shortlisting:

Wednesday 21 May 2025

Invite to interview:

Wednesday 21 2025

Recruitment date:

Friday 23 May 2025

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"I am relatively new to ELAN and Walliscote Primary School (less than a year) and have been made to feel extremely welcome by all at the school and within the trust. There is support as well as challenge."

WALLISCOTE PRIMARY SCHOOL



www.walliscote.n-somerset.sch.uk



office@walliscote.extendlearning.org



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