



# **Deputy Headteacher Recruitment Pack**

## **Westbury-On-Trym CE Academy**

*Striving for Excellence, enriching our Faith and cherishing our Community*



## Deputy Headteacher

Due to the retirement of our current Deputy Headteacher, we are seeking an experienced and inspirational leader to continue supporting our journey of excellence including leading on curriculum, pedagogy and assessment.

### Could this be you?

We are a school family at Westbury-on-Trym, where each individual is proud to play their part. Our vibrant two form entry school, set in large grounds, is a place where everyone is valued, nurtured and respected so that they can flourish and live life to the full. It is a great place to grow and learn. Our journey continues.

### We offer:

- A happy, friendly, welcoming family with a strong, positive and caring Christian ethos and an active commitment to inclusion for all.
- Amazing children who are enthusiastic and have a thirst for learning.
- A highly professional and dedicated team, who are committed to our continual drive to improve.

### Are you:

- Passionate about teaching, learning, and enabling all children to achieve success?
- Fully committed to supporting the ethos and values of our Christian school?
- A senior leader with vision, drive and proven experience?
- Committed to fostering strong relationships with our children, staff, parents/carers and wider community within an inclusive environment?
- Enthusiastic about the continued improvement of our school?

**Contract:** Full time, permanent

**Salary:** L9 – L13 (starting salary depending on experience and qualifications)

**Start date:** Monday 1st September 2025



# Message from the Chair of Governors

Thank you for your interest in becoming Deputy Headteacher at Westbury-on-Trym CE Academy.

We are very proud of our wonderful school, and its passionate, dedicated and enthusiastic leadership, teaching and wider staff team. We look forward to recruiting an experienced and inspirational Deputy Headteacher to continue supporting our journey of excellence, including leading on curriculum, pedagogy and assessment.

Westbury-on-Trym CE Academy is well known locally for having a happy, friendly, welcoming family feel, where each member is proud to play their part. Our dedicated team work hard to build and maintain strong and inclusive relationships with our whole school family – be that children in our care, other staff, Governors, parents/ carers, our stakeholders and the wider community around us. As a school family, we have a continual drive to ensure our 'Westbury Ways' are put into practice, to seek improvement and ensure every individual is valued, nurtured and respected, so that they can flourish, live life to the full and develop a lifelong love of learning.

We're situated in a wonderful leafy suburb of Bristol and are lucky to be just a few minutes' walk away from our local parish church, itself in the heart of our endearing small village. This means steadfast links between the church and school ensure we are regularly involved in mutual activities, and that our friendly local vicar is very actively involved in our school life. We're committed to appointing a Deputy Headteacher who is fully dedicated to supporting the ethos and values of our Christian vision, while proudly supporting broader inclusivity and diversity within our wider school community and more globally.

As a Governing Body, we very much see ourselves as part of the wider Westbury school family and are equally dedicated to continuous improvement and development of the school in all areas. While this of course includes building on the outcomes of our positive Ofsted and SIAMs inspections, we're ambitious and innovative thinkers, always striving to consider the school holistically and to embrace new initiatives and practices that will help the whole school, and its wider community, to continue to flourish.

We would like the new Deputy Headteacher to be someone who can 'hit the ground running', with no doubt that they'll be supported in doing so, by an already fantastic senior leadership team.

Our Governing body are delighted that, despite a challenging landscape for all those in education, Westbury-on-Trym CE Academy continue to be a strong, resilient and sought after primary school. We hope this presents an exciting, yet stable backdrop for a new Deputy Headteacher to join us as we seek to move forwards in the ever-changing educational landscape.

We would be delighted if you are able to visit us in person, enabling you to get a real feel for this fantastic school. We believe you'll see how enthusiastic, committed and welcoming our school family really are, beyond a bunch of words on a page. Either way, we will be delighted to meet you, should you proceed to interview.

**Stephanie Pritchett**  
**Chair of Governors**



Westbury-on-Trym CE Academy (Westbury), is a two form entry single academy trust (SAT) Church of England Primary School situated in the north of the City of Bristol. We are a good school with a number of very strong and outstanding elements.

As a well-known fully inclusive school, our school family serves a rich and diverse community both in Westbury-on-Trym, Southmead, Henbury, Brentry and beyond. Over 20% of our pupils have English as an additional language and over 24 languages are spoken within the school.

**‘Striving for Excellence, enriching our Faith, cherishing our Community’** is our vision statement, known as our **‘Westbury Ways’**.



We are a school family whose Christian distinctive ethos and values are the foundation for everything. We want all children and adults to flourish. Our mission is for everyone to achieve their very best in all they do (academic life, school life and beyond into the community).

We are part of the NW24 partnership, currently consisting of 33 schools including church and community schools locally who work in close collaboration as a partnership.

Our fantastic team of staff set the highest of expectations for all groups of learners, regardless of their starting points. Our curriculum is carefully crafted to provide opportunities to flourish in all we do. This includes the arts, performance, sport, STEM and academic subjects.

Pupil relationships with staff are exemplary and a key strength of the school. Our children are very curious and they have a genuine love of learning. Every member of our school family is important to life at Westbury. Staff know pupils really well and how they can best help them in their learning and well-being. We highly value the development and well-being of our staff too and there are many opportunities for ongoing professional development.

We have highly supportive families and partnerships are really strong. This makes Westbury a great place to learn, grow, thrive, work and be!



Click on each icon to find out more about life at Westbury



# What our children would like from our new Deputy Headteacher

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**Click on the picture to hear from our amazing children**



*'Pupils are proud of their school. They speak openly about the kindness that their teacher and other adults show them and about how they feel valued. Pupils behave well and have lovely manners.'*

**OFSTED Feb 2020**

*'Living well together is particularly evident in relationships between parents/ carers, school and church. This mutual caring substantially benefits both the school and wider community.'*

**SIAMS Oct 2024**

## Job Title: Deputy Headteacher

## Accountable to: The Headteacher



## MAIN PURPOSE:

### The Deputy Headteacher will:

- Work in close partnership with the Headteacher, staff and governors to develop and manage the school effectively, providing clear vision, positive leadership and direction for the school, ensuring that it is managed and organised to meet its aims and targets.
- Support the Headteacher in providing professional leadership for the school that secures its success, ensuring high quality education, enabling pupils to reach their full potential and flourish.
- Work with the Headteacher to support and promote the Church of England identity of the school and ensure this is reflected in every aspect of the life of the school.
- Ensure the Christian distinctiveness and values of the school are clearly articulated, shared, understood and acted upon effectively by all, thereby creating a shared culture and positive climate that reflects the mission of the Church in education.
- Lead on Curriculum, Pedagogy, and Assessment, ensuring the highest possible standards of teaching, learning, and pupil outcomes.
- Be a leading member of the senior leadership team.
- Support and represent the Headteacher at meetings as and when required.
- Undertake the professional duties of the Headteacher and deputise for these as required, ensuring the smooth operation and day to day running of the school.
- Undertake such duties as are delegated by the Headteacher in terms of school management.
- Play a major role under the overall direction of the Headteacher in formulating and reviewing the implementation of our core values, school improvement plan, school self-evaluation and aims and objectives of the school by:
  - Establishing the policies through which they shall be achieved
  - Managing staff and resources to that end
  - Monitoring progress towards their achievement
  - Monitor and evaluate the impact of these

## MAIN TASKS

### 1. Leadership, Management and Organisation of the School

- 1.1 Share in the leadership of the school with the senior leadership team and to bring out the potential for leadership in others.
- 1.2 Challenge and support all others in developing professionally, both formally and informally as members of a professional learning community.
- 1.3 Ensure own continuing professional development with a long term view towards potential Headship.
- 1.4 Assist the Headteacher to deal promptly and effectively with any poor staff or team performance.
- 1.5 Assist the Headteacher to organise all cover within the school. This may involve:
  - Cover of colleagues on a daily basis e.g. sickness/subject leadership time.
  - Cover of colleagues during PPA times.
  - Long term cover arrangements e.g. long term sick cover, maternity leave.
- 1.6 To contribute to:
  - Maintaining and developing the Christian ethos, values and overall purposes of the school.
  - Formulating the aims and objectives of the school and policies for their implementation.
  - An improvement plan which will translate the school aims and policies into actions.

- Monitoring and evaluating the performance of the school and its achievements as a Church of England school (via SIAMS).
- Implementing the school's policies in relation to equal opportunities for all staff and pupils, demonstrating at all times a personal commitment to treating all colleagues and stakeholders in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, their age, gender, ethnicity, sexual orientation, disability, or religion).
- The efficient organisation, management and supervision of school routines including timetabling.

## 2. Leading Curriculum Development

- 2.1 Lead the design, organisation and continued implementation of a broad, balanced and ambitious curriculum aligned with national expectations and tailored to the school's context.
- 2.2 Oversee and work with subject leaders to ensure effective curriculum planning, delivery, and review.
- 2.3 Ensure the curriculum reflects the school's values and prepares pupils for life beyond primary education.
- 2.4 Promote innovation and the integration of cross-curricular and extra-curricular learning opportunities.
- 2.5 Monitor curriculum impact through data analysis, pupil outcomes and staff feedback.
- 2.6 Ensure that the learning and teaching provided by different Key Stages and year group teaching teams form a co-ordinated, coherent curriculum entitlement for all individuals.
- 2.7 To assist the Headteacher and RE leader in the delivery of the school's Religious Education and spiritual provision.
- 2.7 Keep up to date with educational developments and research linked to curriculum to drive school improvement.

## 3. Advancing Pedagogy

- 3.1 In collaboration with the Headteacher and other key members of staff, further develop high-quality teaching, learning and assessment across the school to enhance the progress of all pupils through:
  - Modelling exemplary teaching and mentor/coach staff to improve classroom practice so that teaching is at least good across the school.
  - Hold some class teaching responsibility for part of the school week.
  - Promoting research-informed teaching strategies that enhance pupil engagement and achievement.
  - Drawing on a strong understanding of the principles of effective pedagogy, prioritise the most impactful strategies and lead professional development sessions, in collaboration with other colleagues, fostering a culture of continuous learning.
- 3.2 Ensure all pupils, including vulnerable pupils or those with additional needs, access the highest-quality teaching.

## 4. Leading and Strengthening Assessment Practices

- 4.1 Further develop and oversee robust assessment systems to monitor and improve pupil progress.
- 4.2 Analyse data to monitor pupil progress and evaluate the performance of pupil groups, in order to plan an appropriate course of action for whole school improvement, working collaboratively with other key staff.
- 4.3 Ensure assessments are meaningful, consistent and used effectively to inform teaching and provision across the school.
- 4.4 Provide training and support to staff in using assessment data and systems to drive improvements.
- 4.5 Lead on statutory assessments and ensure compliance with national requirements.
- 4.6 Regularly report to governors and other stakeholders on pupil progress and attainment.
- 4.7 Guide and work alongside colleagues in assessment and moderation processes.
- 4.8 Keep up to date with educational developments and research linked to pedagogy and assessment, to drive school improvement.

## 5. Pupil care

### 5.1 Visibly contribute to:

- Ensuring that a high standard of care for all children is maintained.
- The development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance.
- The effective induction of pupils including attending and contributing to the annual parent induction meetings.
- The determination of appropriate pupil groupings.
- The promotion among pupils of the highest standards of conduct/discipline and a proper regard for others, the encouragement of exemplary behaviour and commitment to the common good.
- The implementation of the school's behaviour and anti-bullying policies on a day-to-day basis.
- Fostering self-discipline and resilience in pupils to nurture positive attitudes toward learning.
- The handling of individual disciplinary cases as per the school's policies and procedures (with the Headteacher).

5.2 Safeguard and promote the welfare and safety of all pupils by promoting a culture of safeguarding the school and act as Deputy Designated Safeguarding Lead/Designated Safeguarding Lead in line with the needs of the school.

5.3 Promote a culture of safeguarding throughout the school.

5.4 Liaise effectively with external agencies to provide additional support where needed.

## 6. Leadership of Staff

6.1 Participate in the selection and deployment of teaching and non-teaching staff of the school.

6.2 Contribute to good management practice by ensuring positive staff participation, effective communication and procedures including potential leadership of a phase within the school.

6.3 Monitor and provide for staff well-being and welfare.

6.4 Contribute to a systematic, rigorous and continuous cycle of self-evaluation and improvement across the school.

6.5 In accordance with the regulations, participate in arrangements made for the appraisal of the performance of staff in school. This will include line managing and appraising a group of staff as per the school's agreed policy and arrangements e.g. teaching assistants and lunchtime staff

6.6 Contribute to staff development policies appropriate to the school, including:

- Assisting the provision of professional advice and support and the identification of training and needs
- Supporting the induction of new and early career teachers and other staff
- Holding overall responsibility for students undergoing training/work experience (ITT)

6.7 Maintain good relationships with individuals, groups and staff unions and associations.

## 7. Leadership of Resources

7.1 Contribute to the formulation of the school's policies and procedures concerning resource management.

7.2 Allocate, control and account for the financial and material resources of the school which are delegated by the Headteacher.

7.3 Adhere to the school's financial policies and procedures.

7.4 Promote an attractive and enriching environment which stimulates learning, enhances the appearance of the school and expresses its Christian distinctiveness.

7.5 Contribute to arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety and management of risk.

7.6 Maintain effective working relationships with external agencies and services contracted to the school.



## 8. Leadership of Communication and Relationships

- 8.1 Provide information and advice so as to assist the governing body as required in the exercising of its functions including attending meetings and making reports.
- 8.2 Assist liaison and co-operation with Members of the Academy Trust, Governing Body and any consultancies, as maintained by the school, and all other support services.
- 8.3 Support in maintaining and developing effective communications and links with parents/carers, as the prime educators, and to provide positive responses to concerns and issues regarding their children's education.
- 8.4 Maintain positive relationships with pupils, parents/carers and other stakeholders.
- 8.5 Ensure that parents/carers and pupils are well informed about the curriculum.
- 8.6 Assist liaison with other educational settings and establishments, in order to promote the continuity of learning, progress, achievement and curriculum development for pupils.
- 8.7 Assist liaison with other professional bodies, agencies, services and stakeholders.
- 8.8 Demonstrate effective leadership, representation and liaison with other interested or involved bodies within the community including the parish, by building and fostering partnerships that enhance the school's reputation and resources.

## 9. Standards

- 9.1 Actively and visibly support the vision, aims and Christian ethos of the school promoting and ensuring high achievement for all.
- 9.2 Lead by example in professionalism, high expectations for all pupils, dress, punctuality, organisation and attendance.
- 9.3 Attend and participate in wider school events, always representing the Christian ethos and values of the school in the wider community.
- 9.4 Actively develop and nurture links with all stakeholders.
- 9.5 Attend team and staff meetings.
- 9.6 Maintain the highest standards of personal and professional conduct and act as a role model for staff and pupils.
- 9.7 Maintain strict confidentiality in all aspects of the role and adhere to data protection legislation.

*This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The above tasks may vary at the discretion of the headteacher without changing the character of the job or level of responsibility ensuring the needs of the school are met at any given time. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to deputy Headteachers. This job description will be reviewed as appropriate.*

*The Deputy Headteacher will have access to a range of professional development activities, support groups and appropriate training courses.*

*'Leaders, teachers and other staff have high expectations of pupils. Learning is a journey upon which pupils are taken. Teachers plan carefully for each pupil's needs'*

*OFSTED Feb 2020*

# Person Specification

Criteria	Essential	Desirable
<b>Qualifications, training and professional development</b>	<ul style="list-style-type: none"> <li>·Qualified teacher status</li> <li>·Good Honours degree or equivalent</li> <li>·Evidence of continuous professional development in preparation for a senior leadership role e.g. NPQSL</li> </ul>	
<b>Experience</b>	<p>Evidence of:</p> <ul style="list-style-type: none"> <li>·Recent and successful experience of senior leadership and management in the primary phase</li> <li>·Substantial, sustained, high-quality teaching</li> <li>·Monitoring, evaluating and improving the quality of education and curriculum delivery through effective use of a range of strategies that improve the performance of individuals/teams, e.g.               <ul style="list-style-type: none"> <li>• Data analysis</li> <li>• Target setting</li> <li>• Targeted feedback</li> <li>• Coaching and mentoring</li> </ul> </li> <li>·Involvement in school self-evaluation and development planning</li> <li>·Involvement in curriculum development within a school</li> <li>·Working successfully to develop and maintain positive partnerships with parents/carers and the wider community</li> <li>Raising standards in learning and teaching and improving outcomes</li> </ul>	<p>Experience of:</p> <ul style="list-style-type: none"> <li>•Deputy Headship or Assistant Headship</li> <li>•Teaching in more than one school</li> <li>•Teaching and leading across EYFS/KS1/KS2</li> <li>•Dealing with outside agencies</li> <li>•Building external partnerships and collaborating with colleagues and organisations to bring in new ideas and enhance outcomes for the school.</li> <li>•Supporting ITT and ECT provision</li> </ul>
<b>Faith Commitment</b>	<ul style="list-style-type: none"> <li>·Is willing to commit to supporting all faith activities in a Church school</li> <li>·Has a secure understanding of the distinctive ethos of a Church of England school</li> </ul>	<ul style="list-style-type: none"> <li>·Is a practising Christian</li> <li>·Experience of, or can demonstrate knowledge of, how to deliver and lead acts of worship in a Church school</li> </ul>
<b>Professional Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>·A determined and rigorous approach to ensuring the effective operational running of the school, implementing well-considered and effective solutions.</li> <li>·Commitment to, and proven experience of, effectively supporting the implementation of procedures for safeguarding and promoting welfare of pupils and staff.</li> <li>Ability to support the implementation of strategies to celebrate diversity and ensure inclusion and equity of provision, so that all flourish</li> <li>·Excellent communicator to a wide range of audiences (verbal and written)</li> <li>·Adept and highly proficient in utilising ICT and embraces advances in technology to support school improvement</li> <li>·Ability to oversee the development of subject leaders with a range of expertise and experience</li> </ul>	<ul style="list-style-type: none"> <li>·Experience of leadership within safeguarding, e.g. DSL/Deputy DSL</li> <li>·Understanding how to manage resources, particularly around the deployment of staff and the ability to work within financial policy procedures</li> <li>Experience of line management of staff, e.g. appraisals</li> </ul>

# Person Specification

<p><b>Professional Knowledge and Skills continued</b></p>	<ul style="list-style-type: none"> <li>· Proven ability to inspire, support, challenge and empower teams and individuals, promote excellence, and address underperformance effectively</li> <li>· Commitment to staying informed about educational developments and research in order to drive school improvement</li> <li>· Analyse data to monitor pupil progress and evaluate the performance of pupil groups, in order to plan appropriate strategies for whole school improvement</li> <li>· Experience and confidence in successfully dealing with challenging situations and finding positive resolutions</li> <li>· Delivering and organising high quality CPD for staff to improve outcomes/ provision</li> </ul>	
<p><b>Personal attitudes and attributes</b></p>	<ul style="list-style-type: none"> <li>· Self-motivated with a high level of organisational skills and the ability to prioritise workload effectively for themselves and others in order to meet deadlines</li> <li>· Adept at striking an effective balance between being both a decisive leader and a team player</li> <li>· Have a positive attitude to thinking creatively in order to anticipate and solve problems</li> <li>· Resilient</li> <li>· Adaptable to changing circumstances and ideas</li> <li>· Demonstrates utmost integrity</li> <li>· Have a strong moral purpose in nurturing less experienced staff, with a commitment and drive to developing potential in order to contribute to the broader educational landscape</li> <li>· Sense of humour</li> <li>· Reflective</li> <li>· Approachable and positive</li> <li>· Reliable</li> <li>· Ability to work effectively under pressure</li> </ul>	
<p><b>Other</b></p>	<p>Commitment to:</p> <ul style="list-style-type: none"> <li>· Further own professional development</li> <li>· Maintaining confidentiality at all times</li> </ul> <p>Commitment and ability to support the implementation of an ethos of the highest standards of pupil behaviour, standards and welfare</p>	<ul style="list-style-type: none"> <li>· Aspiring to Headship</li> </ul>

*‘Westbury Ways’ promote an effective Christian vision modelled by strong and inspiring leadership. This ensures pupils and adults are experiencing ‘life in all its fullness.’*

*SIAMS Oct 2024*

## Applications

We would welcome and encourage you to visit the school to meet our team and see our school family in action. Visits are available on 5th February at 4.00pm, 7th February at 2.00pm, 10th February at 4.00pm, 13th February at 2.00pm and 24th February at 11.00am. Please arrange directly with the school office on 01173772605 or via [info@westburyontrym.academy](mailto:info@westburyontrym.academy) if you would like to attend one of these.

## Closing date

12.30pm on 24th February 2025 via the application form on Eteach or by emailing [info@westburyontrym.academy](mailto:info@westburyontrym.academy).

## Shortlisting

If shortlisted, you will be contacted by telephone and followed up by email by 28th February 2025

## Interview/assessment dates:

Thursday 6th and Friday 7th March 2025  
Please ensure that you are available for both days.

## Equality

It is the school's practice to employ the best qualified personnel and to not discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a 6 month probationary period.

## Safer Recruitment

Westbury-on-Trym CE Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is therefore subject to satisfactory references, Disclosure and Barring Service (DBS) and an occupational health check. All short-listed applicants will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children and young people. We will also carry out online searches on all shortlisted applicants, in line with Keeping Children Safe in Education 2024. References will be requested for shortlisted candidates prior to interview. Applicants must be aware that it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children and young people. If you have lived or worked outside the UK, the school may carry out additional safeguarding checks.