

**Sapientia Education Trust**

**CANDIDATE RECRUITMENT PACK**

**DEPUTY HEADTEACHER**

**WHITE HOUSE FARM PRIMARY SCHOOL**

**CLOSING DATE – Applications considered upon receipt.**

**INTERVIEW DATE – To be confirmed.**

**START DATE – Ideally January 2022**

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Dear Applicant,

We are delighted that you have shown interest in the Deputy Headship of White House Farm Primary School (WHFPS). The school opened under the DfE ‘free school’ programme in September 2019 with a reception cohort and will grow to educate 420 pupils, over time.

WHFPS is located in a fabulous £9m brand new, purpose-built building and serves new housing developments in Sprowston, just outside Norwich. The school has made a strong start. It is popular with parents, has developed strong community links and has detailed curriculum planning in place. It is our view that all of the ingredients are in place for team to achieve something very special for the White House Farm community.

We are looking for the best possible Primary educationalist; someone with a passion for what they do, a sound understanding of how children learn and how best to create opportunities for them to do so. Ideally, you will be equipped to lead on behaviour, willing to join the DSL team and contribute to the EYFS agenda.

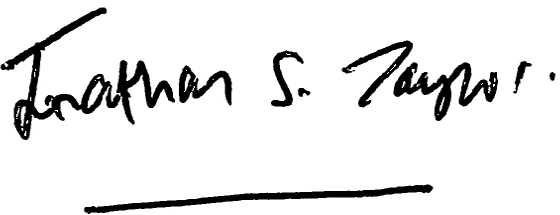
Our ideal applicant will be someone whose educational philosophy is derived from their own practice; someone who understands how to translate theory into practice and can demonstrate the impact of what they have done to date.

Our Trust is energetic and has already secured significant improvements across the schools that have joined us. We are a restless organisation, always looking to be better and seeking to improve upon our strategies and practices.

We currently have 10 Primary Schools and 6 Secondary Schools with the newest School Wymondham College Prep School, another brand-new Free School, that opened in September 2020. We have a well embedded culture of collaboration across schools in the Trust with strong networks across our Primary Phase. In addition, we have a raft of central services to support School and that includes a Director of Primary Standards, who secured an ‘outstanding’ Ofsted judgment under her Headship in a neighbouring School in October 2019 and the Director of Primary Development, supporting professional learning

Our vision is to provide a world class education, locally enabling pupils to flourish. The successful applicant will join a highly regarded local Trust, with a strong commitment to staff development and lead a school that has committed staff, supportive parents and first-class facilities.

If this excites you, please apply.

Best wishes, Jonathan Taylor CEO and Matt Copping Head Teacher

# **BACKGROUND INFORMATION**

WHFPS opened in September 2019, with an initial cohort of 25 pupils. The school was over-subscribed in September 2020, with 30 pupils joining in reception. In September 2021 the school became two-form entry, withy 55 reception aged pupils reflecting housing and demographic growth in the area.

The school was originally planned by Norfolk LA as a presumption school – although it ended up opening under the DfE ‘free school’ programme. The DfE re-brokered the school to Sapientia in January 2019, ahead of September 2019 opening. The building itself was planned and built on behalf of Norfolk LA by Kier.

WHFPS is fully staffed, with a hardworking and committed staff team plus a supportive local governing body. The curriculum is well planned, broad and balanced. Facilities are excellent and staff benefit from access to a wide range of networks and training opportunities.

Pupils are very well behaved and keen to learn.

It is our view that all the ingredients are in place for the school to excel. We are seeking a deputy head teacher who is determined to ensure he highest possible standards, developing a truly world-class school.

**OUR TRUST**

The Sapientia Education Trust (SET) was established in 2016 with the purpose of bringing like-minded schools together to work in partnership to deliver world-class standards of education to young people in Norfolk and Suffolk. The term ‘Sapientia’ comes from the motto of the founding school, Wymondham College and means wisdom.

We are committed to delivering high academic standards in our schools, combined with a view of education that is child-centered and holistic. Our schools have a strong commitment to personal development and extra-curricular activities are strongly promoted.

Our work is cross-phase and involves a strong commitment to staff development and on-going professional learning for all staff in our schools. We believe that collaboration and partnership work help raise standards and we work with a range of schools within and beyond the Trust.

SET provides a range of services to support our schools. This includes established HR, Finance, Health & Safety and Estate teams. In addition, we have a Central Education Team providing specialist support to help raise standards further.

**Our member schools:**

Attleborough Academy

Framingham Earl High School

Old Buckenham High School

Fakenham Academy

Stradbroke High School

Wymondham College

Burston Primary School

Seething & Mundham Primary School

Ghost Hill Infants & Nursery

Old Buckenham Primary and Nursery

Great Hockham Primary School

Surlingham Primary School

Rockland Primary School

Tivetshall Primary School

White House Farm Primary School

Wymondham College Prep School (opened September 2020)

### **JOB DESCRIPTION**

### **DEPUTY HEADTEACHER**

### **Job Purpose**

### The core purpose of the Deputy Headteacher is to support the Headteacher to deliver world-class education, locally.

### **Line Manager**

* Headteacher

### **General Responsibilities**

### Be an outstanding teacher and an inspirational leader;

### Have a proven track record of success, and raising pupil attainment across the Primary sector;

* Ensure high-quality teaching and learning is delivered to all pupils; ensuring strong outcomes, including in EYFS;
* Deliver staff training, CPD and INSET as part of the SET CPD programme;
* Develop meaningful partnerships within SET;
* Understand changes to the EYFS curriculum;
* Be committed to the SET ethos of high expectations and our commitment to extended learning;
* Have the resolve to make a real difference to the lives of learners;
* Be a committed team player;
* Be flexible and willing to accept other tasks as assigned;
* Support parents of children with early signs of social, emotional, health or behavioural issues;
* Work with school staff and external agencies to plan and deliver support to prevent behaviour and attendance problems from worsening and interfering with the child’s ability to engage with school and learning.
* To take on the role of ASL.

**Specific Responsibilities**

**Strategic Direction and Development:**

* To be accountable for improving outcomes for young people;
* To assist the Headteacher in providing strategic direction and leadership to WHFPS;
* To embed a positive, high achieving ethos; leading on behavior and attendance
* To secure long-term success by maximizing potential through the skills and resources held within WHFPS;
* To build leadership capacity at all levels through actively developing staff;
* To promote the highest possible standards of achievement and well-being for pupils;
* To develop positive relationships with key partners to ensure good collaborative working; include active engagement in the wider work of the Trust
* To ensure that WHFPS documentation, including policies and action plans, are produced in a timely manner;
* To have working knowledge of a wide range of available support services and interventions that can be used.
* To attend all LGB meetings;
* To secure the commitment of staff, pupils, parents and the wider community to the vision and direction of WHFPS;
* To ensure that safeguarding and protecting children is a core priority to the school’s work within a culture of vigilance.
* To assist the Headteacher in ensuring effective Quality Assurance work.

**Teaching and Learning:**

* To promote and secure outstanding teaching and learning
* Alongside the Headteacher, to monitor and evaluate the quality of teaching and standards of learning and achievement of pupils, including those with special educational needs, in order to set and meet challenging and realistic targets for improvement;
* To ensure the effective use of a range of behaviour strategies to ensure high levels of pupil engagement
* To ensure the maintenance of effective partnerships with parents and external agencies to support and improve pupils’ achievements and personal development;

**Safeguarding:**

* Act as the school’s Alternative designated safeguard lead.
* To help ensure that safeguarding practices secure the safety and welfare of all pupils;
* To help monitor safeguarding policies and procedures as appropriate;
* To provide advice and support to teachers liaising with the Trust safeguarding lead, the local authority and working with other agencies as necessary in order to ensure child protection concerns are dealt with promptly and effectively;
* To ensure that all staff and volunteers are able to raise concerns about poor or unsafe practice with regard to children.
* To work with parents of children with early signs of social, emotional, health or behavioural issues, and work with them, school staff and other support agencies to prevent problems worsening and interfering with the child’s ability to engage with school and learning.
* To work with parents to identify why their children are not achieving full attendance. Ascertain the probable causes of the absences and suggest and assist in the implementation of plans/action to resolve the situation, working closely with school staff, the child and the child’s family.
* To work collaboratively with professionals and other partner organisations to support the well-being of the child - CAF, FSP, Attendance meetings.

**Accountability:**

* Employees will be expected to comply with any reasonable request from the Headteacher or Senior Trust staff to undertake work of a similar level that is not specified in this job description.

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**PERSON SPECIFICATION**

**Qualifications**

* Qualified to degree level. **(E)**
* Qualified Teacher Status. **(E)**
* Evidence of appropriate professional development. **(E)**
* Willingness to continue professional development. **(E)**
* Willingness to undertake NPQH or equivalent. **(D)**
* Hold a full driving license. **(E)**
* Designated Safeguarding Lead training. **(D)**

**Experience**

* Experience of management of a core curriculum area and/or a Key Stage. **(E)**
* Clear evidence of leading a team to accelerate progress. **(E)**
* Existing senior leader within a primary setting. **(D)**
* Effective leadership, with clear evidence of impact. **(E)**
* Outstanding classroom teacher. **(E)**
* Strategic vision for raising standards in the Primary sector. **(E)**
* Ability to manage change. **(E)**
* Ability to develop effective relationships and teams. **(E)**
* Strong interpersonal skills. **(E)**
* Ability to prioritise, meet deadlines and work under pressure. **(E)**
* Experience of raising academic standards. **(E)**
* Experience of monitoring classroom performance. **(E)**
* Evidence of the impact of coaching/supporting individuals. **(E)**
* Experience of working with external agencies and other partner organisations to support the well-being of the child - CAF, FSP, Attendance meetings.

**Knowledge & Skills**

* A good understanding of effective behavior management and attendance strategies in a Primary context. **(E)**
* Ability to use comparative data, benchmarking and target setting data. **(E)**
* Ability to effectively evaluate and plan for improvement. **(E)**
* Knowledge of effective teaching, learning and assessment methods. **(E)**
* Understanding of effective leadership. **(E)**
* Demonstrate personal and professional integrity and an ability to model the values and vision of the school. **(E)**
* Excellent communication skills with a range of audiences. **(E)**
* Think strategically, build and communicate a coherent vision in a range of compelling ways. **(E)**
* Emotional resilience in working through challenges. **(E)**
* Knowledge and understanding of the new inspection framework. **(E)**

**Personal Attributes**

* Passionate about education and educational issues. **(E)**
* Constant drive for improvement. **(E)**
* Ability and energy to inspire the best in others. **(E)**
* Exceptional personal integrity and character. **(E)**
* Evidence of commitment to significant continuous professional development. **(E)**
* Personal impact and presence. **(E)**
* Displays sensitivity. **(E)**
* Sense of humour and approachability. **(E)**
* Both a team player and a leader. **(E)**
* Displays Emotional Resilience. **(E)**
* Ability to motivate colleagues and students. **(E)**

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**Terms and Conditions**

This post is offered on a full-time, permanent basis and is based at White House Farm Primary School.

**Remuneration**

Competitive - on the leadership spine, appropriate to the seniority of the role and the skills and experience of the post holder. It is envisaged the range will be in the region of L5 – L8

All payments are payable under the Teachers’ Pension Scheme.

The Trust provides a SODEXO benefits package to all staff.

**Pre-employment checks**

All applicants must be prepared to undergo several compliance checks to confirm their suitability to work with children and young people in line with “Keeping children safe in education”.

The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.



**Interview process**

**Application will be considered upon receipt.**

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| **Interview process** |
| * Candidates will be shortlisted * Psychometric tests will be sent for completion * References will be requested |
| Assessment interview day will include:   * Lesson observation and feedback * Values based interview * Written task * Meetings with staff, pupils and governors * Final panel, including presentation |

**HOW TO APPLY**

Complete an online application for via our website - <https://www.se-trust.org/>

**Pre application visit**

If you would like to visit the school or would like an informal discussion please contact Matt Copping, [m.copping@whf.set.education](mailto:m.copping@whf.set.education) 01603 578866 or Emma Davies, Director of Primary Standards at [Emma.Davies@se-trust.org](mailto:Emma.Davies@se-trust.org) or by calling 07929850257.



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