

Appointment of Deputy Principal: Primary Lead



Chichester Free School
Nurture • Challenge • Inspire



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Role of the Deputy Principal: Primary Lead

The Governors and Principal are seeking an exceptional leader with the energy and vision to join the Headship and Senior Leadership Teams of CFS.

The Governors and Principal are looking for an outstanding educator with demonstrated leadership skills and experience in leading teams, evaluating performance and being part of a highly successful establishment. The Deputy Principal will be committed to our values and ideals, striving for excellence in both the taught curriculum and co-curricular life of the School. Excellent communication and interpersonal skills, together with an ability to develop effective relationships with all stakeholders are important elements of the role.

As a member of the Headship Team, the Deputy Principal will play a key role in the leadership and management of the whole all-through school, including being the day to day operational lead of the Primary Phase.

Alongside the Deputy Principal: Secondary Lead, the successful candidate will lead on Curriculum and Teaching & Learning, reviewing and developing the all-through school curriculum to ensure a balance of programmes, subjects and challenge best suited to contemporary learners. Together, they will oversee whole school teaching and learning initiatives, embracing latest pedagogy and cutting-edge approaches. The Deputy Principal will deputise for the Principal in her absence, and take an operational lead in the day to day leadership of Years R to 6. They will also oversee the Year 7 English and Maths Middle School model, and be a Deputy Designated Safeguarding Lead.

We are looking for a Primary specialist who will bring knowledge and expertise in latest 4-11 national developments. However, the successful candidate must also have a willingness to gain understanding, experience and appreciation of Secondary approaches to enable the School to develop a truly all-through approach. This is an exciting opportunity for an experienced Senior Leader who is looking for a unique opportunity in a thriving all-through school. The successful candidate will either be an experienced Assistant or Deputy Head, aspiring for Headship, or a Primary Headteacher seeking a different and unique challenge. We will support completion of the NPQH for the right candidate.

Terms of Employment

An attractive package will be the subject of discussion at the time of appointment. The pay range is scale L14 to L20. The post is superannuated through the Teachers' Pension Scheme.

A formal contract will be issued once the successful applicant has been appointed. It will be offered subject to a Disclosure and Barring Service (DBS) check and a satisfactory medical report.

Visits to the School

We hope to be able to welcome you for an informal visit to the School. However, if social distancing restrictions do not allow this, these times will instead be for an informal group discussion with the Principal via Microsoft Teams. The visits will be held on **Wednesday 3 March** at the following times: **09:00–10:30; 11:00–12:30; 13:30–15:00**

To arrange a visit or for further information and informal discussion about this post, please contact Lauren Wilson, PA to the Principal, via papincipal@chichesterfreeschool.org.uk

Application Process

Candidates should complete an application form, with accompanying personal statement of no more than two sides of A4, addressing the criteria presented in the job description and person specification. Applications should be sent to papincipal@chichesterfreeschool.org.uk by midday on **Monday 8 March 2021**.

The interview and assessment days will be in week beginning Monday 15 March 2021.

Introduction to the School



CFS is a state-funded, all-through school, established in response to real demand within the local area for a greater variety of schools. It is part of Sussex Education Trust, a charitable organisation with the key objective to establish, maintain, manage and develop a broad and balanced education. The Trust is absolutely committed to providing young people with the best possible chance to succeed.

CFS benefits from the same freedoms and flexibilities as academies. We are funded by the government, subject to the same Ofsted inspections as all state schools and are expected to maintain the same rigorous standards.

The School is open to pupils of all abilities, from age four upwards. We do not have a catchment area, thus ensuring that CFS is fair and inclusive and provides families with freedom of choice. We take part in the West Sussex County Council (WSCC) admissions process, and so parents apply for places for their child in the same way as any other local state school.

The Journey So Far

The School opened in 2013 with pupils in Years 1, 3, 7 and 8 and has grown steadily over time. We are now full, with two form entry in the Primary phase and four form entry in the Secondary phase. There are approximately 76 teaching staff and 73 support staff, and over 1000 pupils. Since 2018 we have enjoyed the benefits of being housed in award winning state of the art facilities on the site of the former Carmelite Convent, in the south of Chichester.

Since 2013 the School has achieved two strong Ofsted Inspections, being rated 'Good' in all areas on both occasions. This has been alongside ever improving Key Stage 2 results and three years of achieving an 'average' Progress 8 score at GCSE. At Key Stage 4 we have achieved notable and consistent success in both English and Maths in particular, building on strong foundations in our Primary phase. The Principal has been in post since September 2019 and is leading the School in its pursuit for excellence; we aim to be 'well above average' in progress measures whilst maintaining a creative, flexible and inclusive taught and co-curriculum.

The Primary Phase

This vacancy has arisen due to the current post holder securing a Headship position of a local Primary School. Mr Hanna has been with the school for four years, and in that time has taken the Primary phases from strength to strength.

The team have developed an exciting integrated curriculum, with strong foundations in English and Maths. Our collaborative approach to planning, and supportive staff team lead to strong outcomes and high aspirations for every child. The current focus for the Primary phase is expanding the opportunities in the wider curriculum, including the full development of our fantastic Forest School provision which was launched on site in 2019.

The successful candidate will be joining a forward thinking, highly effective and happy Primary team; they will have the opportunity to build on the current strengths and support the Principal in taking the School to even greater success.





Our Vision

At CFS we strive for excellence in all that we do. In both phases of the School, every child is truly known as an individual and our ambition is uncompromising. We aim for all pupils to achieve their full potential, and exceptional progress sits proudly as our most important measure of success. We are a school where the happiness and safety of our pupils and staff is just as important as academic achievement.

We believe in an all-through education.

We provide a seamless education from ages four to 16. We aim to inspire curiosity and engage learners in common approaches throughout Primary and Secondary. Sharing practice across both phases is common place, and this approach allows us to reduce the negative effects often associated with transition.

We believe in a varied curriculum.

Throughout the School we maintain rigorous standards of the core subjects, whilst also providing a varied, high quality and broad curriculum. As evidenced by our state of the art facilities, we are committed to STEM and creative subjects. Our creative, inclusive and flexible offer for all pupils is never compromised, despite the ever increasing emphasis on accountability results.

We believe in community and family.

Our House system permeates school life on a daily basis, providing all stakeholders with an engaging sense of community and healthy competition.

We believe that a good education is not just about qualifications.

We know that personal skills such as respect, good speaking and listening skills, common sense, a resilient and hardworking attitude, and ambition are key skills for young people. Our curriculum focuses on these qualities and ensures that every child is ready and equipped for their future. We also work hard to provide experiences that ensure pupils leave us as truly global citizens, with the outlook, empathy, respect and motivation to thrive.

We believe that the quality of our teachers is fundamental to the success of our school.

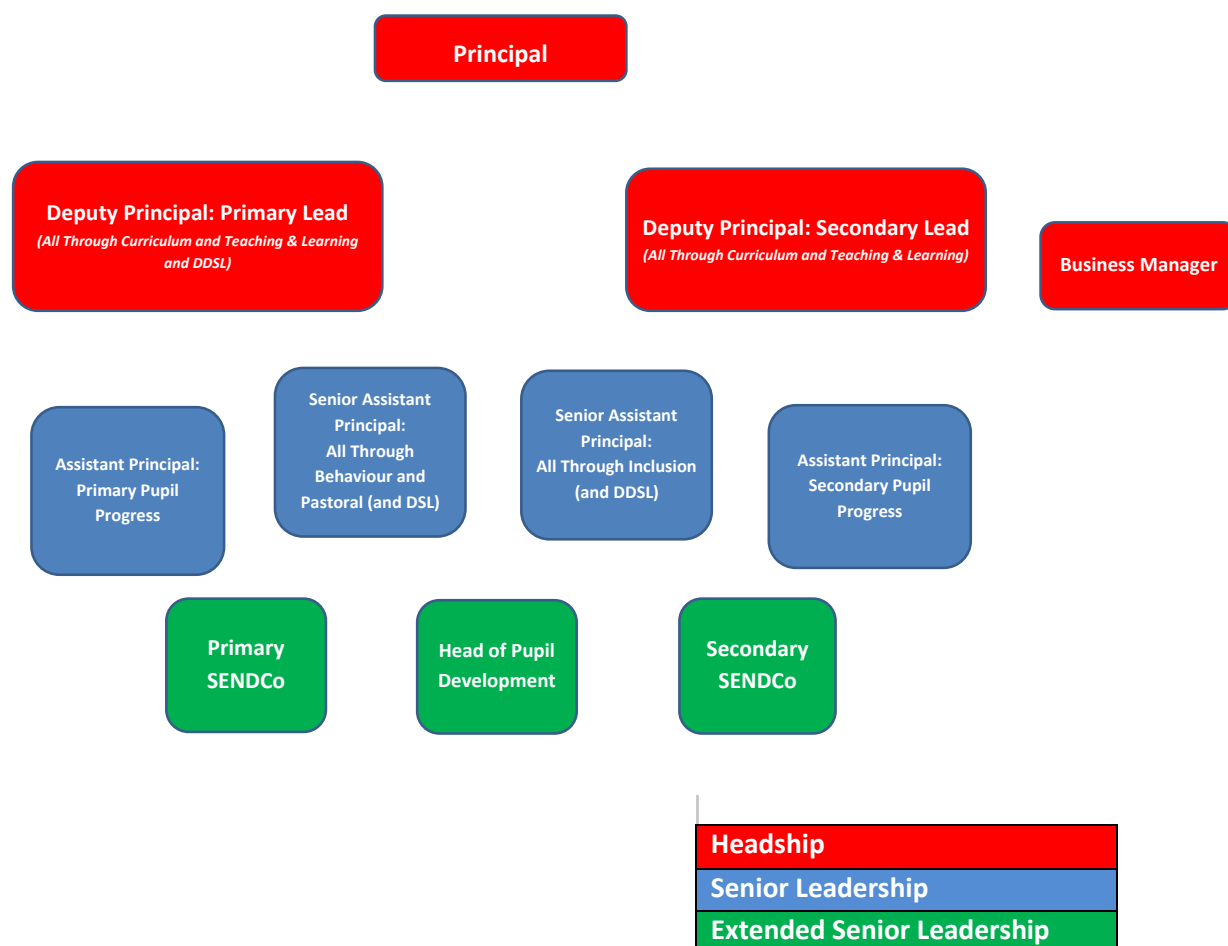
We recruit proven individuals who we regard as being absolutely the best people to teach. Through a robust process of performance management, our staff receive guidance and support to ensure they continue to do their very best. We hope all staff will feel honoured to be part of CFS.

The Senior Leadership Team

We have a strong Leadership Team, several of whom joined the School in the early days of CFS. The structure centres on our all-through approach, with specialists in both Primary and Secondary education working together to drive forward standards and rigour in all areas of the school.

Whilst our results have been consistently good, our curriculum broad and varied, and we have recently focused on achieving high standards of conduct and behaviour, our key focus now is on truly establishing an all-through curriculum and adopting cutting edge approaches to teaching and learning. This is a core aim of the work of both Deputy Principals. This is a very exciting time to be joining CFS.

Leadership Structure for September 2021



Role Description

The core purpose of the Deputy Principal: Primary Lead is to provide professional leadership and management for CFS, working with the Principal, Governing Body and others to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community. They will specifically lead on Teaching and Learning & the Curriculum, take a day to day operational lead in the Primary phase and will also deputise for the Principal. The Deputy Principal will challenge, motivate and inspire the whole school community, helping to uphold the vision and ethos of CFS. The key duties and responsibilities of the role are outlined below.

Strategic Leadership and Vision

- Operational lead of the Primary Phase.
- Review and develop the all-through school curriculum to ensure a balance of programmes, subjects and challenge best suited to contemporary learners. Provide knowledge and expertise in latest Primary national developments and requirements in this area.
- Support managers to achieve the School's quality of teaching at good or above.
- Oversee whole school teaching and learning initiatives, embracing latest pedagogy and cutting-edge approaches.

Management

- Be a proactive member of the School's Headship Team, playing an active role in the all-through approach.
- Act as Deputy Designated Safeguarding Lead.
- Line manage the Assistant Principal: Primary Pupil Progress, to ensure effective target setting and monitoring for all Primary pupils.
- Be responsible for a group of teachers and middle leaders and oversee their work in maintaining high standards of teaching and learning and achievement.
- Oversee the School's Middle School initiative from Years 5 to 7.

Leadership of Teaching and Learning

- Drive forward standards in teaching and learning across the School, including monitoring of the School snapshot procedures.
- Organise the Primary CPD programme and teacher support programme.
- Drive the use of technology as an aid to teaching and learning in the classroom.
- Use the analysis of internal and external data to inform teaching and learning approaches.
- Support the Principal in the analysis of external accountability results and ensuing plans of action.
- Be an outstanding teacher and role model. Whilst there will be no formal teaching load, regular support in the classroom, including offering appropriate interventions and coaching is expected.

Management of Staffing, Curriculum, and Timetable

- Ensure suitable consistency and challenge between phases of the School.
- Support the Principal in the development and refinement of the School curriculum model.
- Manage and organise relevant groups of pupils to ensure effective teaching and learning takes place and that their personal development needs are met.

Community Engagement

- Build strong, trusting relationships with parents, carers and members of the community.
- Be a compelling ambassador for CFS, effectively communicating the School's vision and ethos to a wide range of external audiences.

Person Specification

The School will seek to identify these attributes through the recruitment and selection process of application, certification, interviews, professional references and observation.

Skills Required

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| Excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner, to encourage and motivate. | Essential |
| Ability to work effectively as a member of a leadership team, to show initiative and imagination, to have vision and the ability to inspire others. | Essential |
| First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities. | Essential |
| Strong analytical and problem-solving skills, combined with a proactive and positive approach to change management. | Essential |
| Effective and energetic in instigating and implementing change. | Essential |
| Able to see through complex strategies from concept to conclusion. | Essential |
| Able to maintain a high work rate and to juggle a range of tasks and issues at the same time. | Essential |
| High level of classroom teaching skills. | Essential |
| Excellent written and spoken English. | Essential |
| Sufficient numeracy to interpret statistical data, and manage budgets. | Essential |

Knowledge Base

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| An awareness of recent important national educational developments. | Essential |
| A clear understanding of recent developments in teaching and learning. | Essential |
| Good working knowledge of common ICT applications, with a clear understanding of the potential for ICT in enabling more innovative and effective approaches to learning, teaching and school organisation. | Essential |
| Knowledge of Google for Education. | Desirable |

Qualifications/Attainment

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| A well qualified graduate with QTS or the equivalent gained through experience. | Essential |
| Postgraduate or educational leadership qualification such as NPQSL or NPQH. | Desirable |

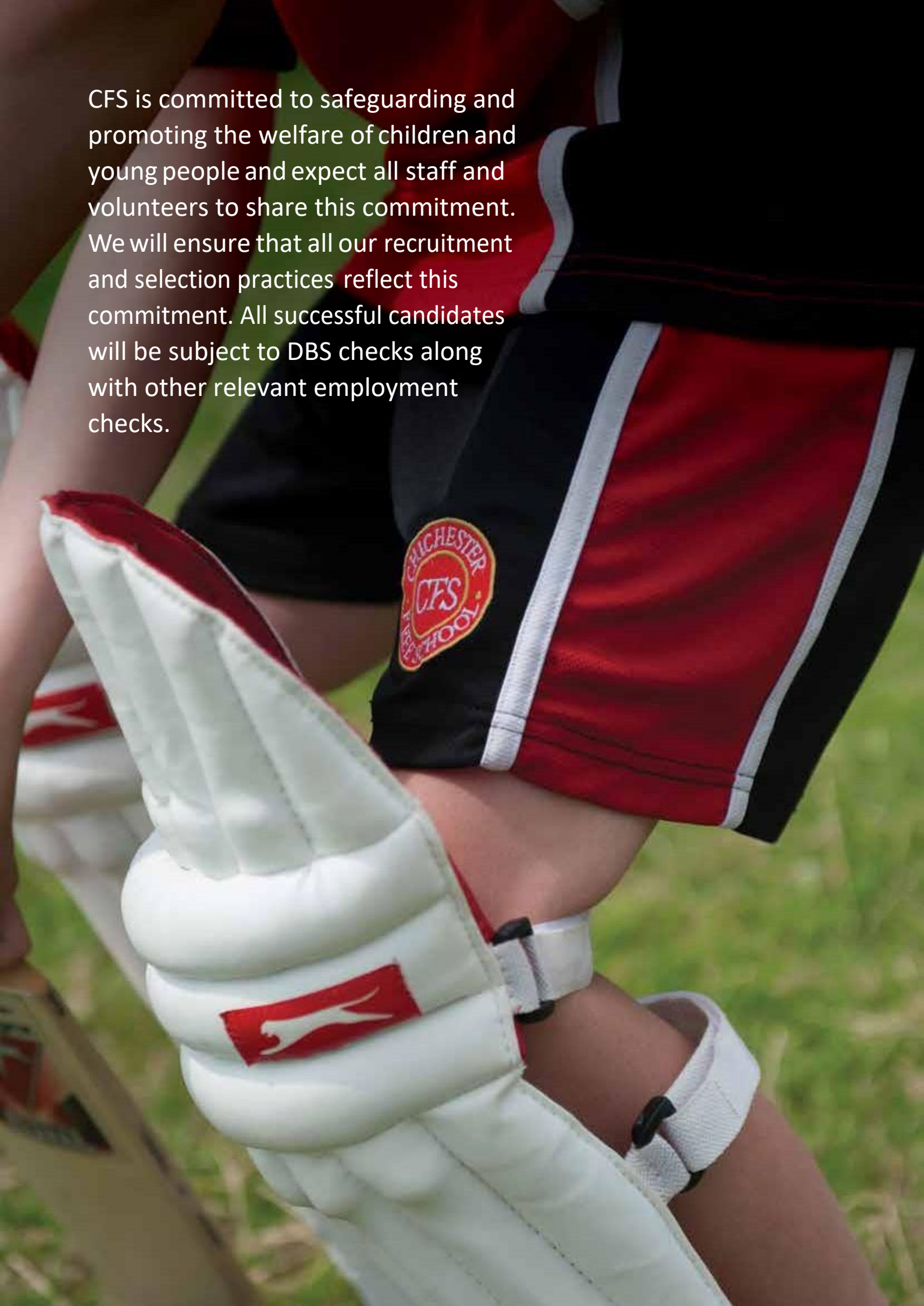
Experience

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| Successful teaching experience across the Primary age range, with a track record of consistently enabling pupils to achieve high standards. | Essential |
| Substantial and successful experience of senior leadership and management. | Essential |
| Some experience of strategic planning or of curriculum evaluation. | Desirable |
| Some experience of pastoral care and pupil management. | Desirable |

Attitude/approach

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| A sensitivity to the needs of young people. | Essential |
| Personal integrity, honesty, energy, stamina, enthusiasm, resilience and creativity. | Essential |
| A willingness to give generously of their time to support school events and activities. | Essential |
| Commitment to personal development and life long learning. | Essential |
| Ability to enthuse young people. | Essential |
| Enthusiasm for promotion of the School. | Essential |
| Tact and diplomacy. | Essential |
| Approachable and helpful attitude towards colleagues. | Essential |
| Ability to command respect from students. | Essential |
| Commitment to challenge underperformance and develop strategies and interventions to support colleagues and students. | Essential |
| Commitment to an all-through approach to learning. | Essential |

CFS is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to DBS checks along with other relevant employment checks.



Chichester Free School

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