



Application Pack

Deputy Principal



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Letter from the Chief Executive of the Thomas Deacon Education Trust

Thank you for expressing your interest in the Thomas Deacon Education Trust. All TDET schools strive to give our children the very best education possible and we insist upon the highest academic standards. Yet we recognise that having the highest academic standards needs to go hand-in-hand with having a clear responsibility for student well-being coupled with strong engagement with families and the communities that our schools serve. Our values of Trust, Diversity, Excellence and Transformation underpin all that we do.

We are passionate about raising educational standards in the Peterborough area and we are proud of the improvements our schools are making but we also take our wider responsibilities seriously: we share best practice and work together with schools in our region to ensure that we play our part on the local, national and international stage.

I hope you find this pack not only informative about the role you are applying for but also inspiring. We hope it gives you a real sense of who we are and what we stand for.

Yours sincerely,

Mrs Julie Taylor

Chief Executive

Thomas Deacon Education Trust



Letter from the Principal of Warboys Primary Academy

Dear Applicant,

Thank you very much for your interest in the post of Deputy Principal at Warboys Primary Academy. This is a very exciting opportunity to become part of a dedicated and forward-thinking team. Our purpose is to ensure that every child receives an outstanding education and we are prepared to be courageous in our actions to make this a reality. Our values are deeply embedded and drive all aspects of the work we do together. We are looking for someone who shares our passion for learning and a strong commitment to our values.

As Deputy Principal, you will play a pivotal role on our Senior Leadership Team with the full support of myself and a team of phase leaders. You will have the opportunity to work with highly professional and talented staff and as such will be expected to demonstrate high professional standards. Relationships are important to us, and we are proud of the warmth that exists within our school. Our Deputy will need to build positive relationships across the school community and strive to ensure that every member of our community feels valued, listened to and engaged. The ability to communicate well in a wide range of contexts will be crucial to your success and that of the academy.

Warboys is at an exciting point in its development. We are introducing the McKie Mastery approach to teaching and learning to raise standards in Literacy and Maths from EYFS up to Year 6. We need an outstanding classroom practitioner who can take a lead on teaching and learning using this approach. The staff would like a strong model who they can aspire to be like and who can support them to develop as practitioners.

We make personal and professional development a high priority at WPA so you will take a lead role on this for yourself and others. We strive to be the best that we can in all aspects of our work, so need a leader who will challenge, question, remain open-minded and be innovative. Bringing with that, a wealth of education expertise and experience. We encourage an open and honest dialogue which enables people to learn and grow together. You will be well supported in your own development and there will be opportunities for you to develop your network across the academies within the Trust.

Warboys is a fabulous place for someone who is looking for a real sense of belonging; would like the opportunity to grow as an individual and wants to make a difference. It is a fully inclusive community where everyone makes an important contribution to the life of the academy and opportunities abound. It is an exciting place to work where people care for each other and hold high aspirations.

Our Deputy needs to have a good sense of humour, remain calm in a crisis and lead in their community with confidence and love. If you think this sounds like you then we would love to meet you and hear about how you could contribute to our wonderful academy.

Yours sincerely,

Mrs Rebecca Ford

Principal

Warboys Primary Academy

About Thomas Deacon Education Trust (TDET)

The Thomas Deacon Education Trust (TDET) is a multi-academy Trust that unites and empowers like-minded schools to achieve the very best for their students and communities.

We are unashamedly proud of our links to the city of Peterborough and its surrounding areas.

We share the city's ambitious vision for growth and believe that our schools and the education of young people need to be at the heart of these plans.

As a Trust, we work across all key phases of education to provide every child in our community with the best life chances and high aspirations.

Our academies work closely together, taking part in real and meaningful collaborations between teachers, students and local business leaders. We value our local communities and actively encourage our schools and staff to share best practice to benefit all children within each local area.

All members of our Trust – our academies, members of staff, students and communities - are united in purpose through a common set of values and expectations:



Trust – We are honest and supportive



Diversity – We embrace individual differences



Excellence – We want the very best and never give up on doing what is right



Transformation – We work together to make a positive impact

Through experience, we know that there is no such thing as a one-size-fits-all approach to education. Our academies are individual members of the Trust community and are connected by a common set of values but are free to innovate and adapt to the needs of its pupils and the local community.

We firmly believe that the Trust as a whole is more than the sum of its parts. Therefore, all of our academies are equally valued and contribute to the development and direction of the Trust as we grow together.



About Warboys Primary Academy

Warboys Primary Academy offers children every opportunity to shine and be the best version of themselves. We provide a warm and nurturing experience which encourages children to challenge themselves and reach high standards both personally and academically. Our children engage positively with the exciting and varied learning opportunities on offer.

We are “Moving forward together to develop confident, independent learners” through our shared values of warmth, pride and aspiration. We believe that it is the right of every child to receive an outstanding education which nurtures their personal development; sets high expectations and raises aspirations.

Warmth

We build relationships rooted in kindness and trust. We are kind, caring and compassionate, believing that all people have the right to be treated with respect. We work in an open and honest way, placing trust in ourselves and each other.

Pride

We take pride in all we do. We set high standards in every aspect of our work, environment and personal conduct. We expect the best of ourselves and each other.

Aspiration

We aim high, seek new opportunities and strive to improve. We set ourselves challenging goals and have the will to succeed. We celebrate personal achievement.

Warboys Village

Warboys Primary Academy is located in the bustling village of Warboys, in North West Cambridgeshire. Warboys is a large and charismatic village with an ever increasing population. It sits on the edge of the Fens between St Ives and Ramsey and is only 26 miles from Cambridge.

The rather odd name of ‘Warboys’ is partly Anglo-Saxon and partly Norman-French and means “Look-Out Wood”. Warboys also has the rather dubious distinction of being the last recorded place from which three witches were ultimately hanged in 1593 after being found guilty of witchcraft.

Warboys is fortunate enough to enjoy some of the best transport in the local area with easy access to the capital from the Huntingdon and Cambridge train stations – journey would take approximately 55 mins. There is a guided bus route to Cambridge from Huntingdon via St Ives for those wishing to use public transport.



About Peterborough

Peterborough is one of the fastest growing cities in the UK. The city is delivering a billion-pound regeneration programme, and boasts unrivalled transport links and exciting plans for growth.

However, Peterborough isn't all about work, it's a great place to live and bring up a family too.

It boasts one of the highest ratios of green space per person in the UK with beautiful landscapes, country parks and working farmland – and offers an excellent quality of life. In fact, you can enjoy the hustle and bustle of the city centre, and reach the stunning Ferry Meadows in just five minutes.

Peterborough has a vibrant leisure and culture scene with activities for all the family throughout the year. Theatre, arts, dining out, heritage and music, we've got it covered in Peterborough.

On top of this, Peterborough is also one of the most affordable places to live with excellent house prices and one of the lowest council tax levels in the country.

Peterborough's history stretches back to the Bronze Age. Romans, Anglo-Saxons and Normans all left their marks. Predicted to be the fastest growing English city by 2025 Peterborough continues to attract people from far and wide, creating a diverse and outward looking community.

The heart of the city has undergone a £12 million transformation and Cathedral Square is now a buzzing piazza where you can eat, meet or shop. The regeneration has attracted new additions to the city centre such as Argo Lounge, Bill's Restaurant, Turtle Bay, Middleton's Bar and Grill, When Polly Met Fergie and Nando's all contributing to the vibrant evening social scene.

Just steps away from the bustling square is the splendour of the city's Cathedral, one of the finest Norman examples in the country. The Cathedral has strong links to our Trust as it is the burial place of Queen Katherine of Aragon and there is a memorial to Thomas Deacon. The Cathedral also has a full programme of musical and cultural events as well as quiet spaces for reflection.

The next stage in the city's billion-pound regeneration scheme continues with plans in place for expansion and refurbishment of the Queensgate Centre and a £100 million redevelopment of the North Westgate area which will include new housing, shops, restaurants and a cinema set around a new public square.

Nearby you can visit the home of the 'rural poet' John Clare and the Elizabethan grandeur of Burghley House.



Job Description

Job Title	Deputy Principal
Academy	Warboys Primary Academy
Reports to	Principal
Line Management of	Phase Leaders
Working Hours & Pattern	100% - Full time
Salary/Grade	L06-L10

Overview

The Deputy Principal will be responsible for working with and supporting the Principal to provide professional leadership of Warboys Primary Academy. They will take a major role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives

The Deputy Principal will accept delegated responsibility for aspects of key areas and a timetabled teaching commitment with provision for release time to fulfil leadership responsibilities, complying with the teachers' standards and modelling best practice for others. If the Principal is absent, the Deputy Principal will deputise. The Deputy Principal will also be expected to fulfil the professional responsibilities of a Principal, as set out in the School Teachers' Pay and Conditions Document (STPCD).

Main Duties and Responsibilities

Leadership

- Support the Principal in the day-to-day management of the school, taking responsibility for key aspects.
- Communicate the school's vision compellingly and support the Principal's strategic leadership.
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils.
- Lead on whole-school strategies and policy areas.
- Build positive relationships with members of the school community.
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally.
- Work with political and financial astuteness, translating policy into the school's context.
- Seek training and continuing professional development to meet own needs.

Managing Staff and Pupils

Under the direction of the Principal :

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes.
- Ensure excellent teaching in the school, including through training and development for staff.
- Establish a culture of 'open classrooms' as a basis for sharing best practice.
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge.
- Identify emerging talents, coaching current and aspiring leaders.
- Hold all staff to account for their professional conduct and practice.
- Take a lead role on the continuous development of teachers and support staff as agreed with the Principal.

Job Description continued

Main Duties and Responsibilities continued

Modelling Best Practice for Teachers

- Demonstrate excellent performance against parts one and two of the teacher's standards: teaching and personal and professional conduct.
- Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others.

Systems and Processes

Under the direction of the Principal :

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behavior.
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Work with the academy committee as appropriate.
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources.
- Support distribution of leadership throughout the school.

The Self-Improving School System

Under the direction of the Principal :

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education

Other

- Attend daily and weekly meetings in accordance with school policy and lead on such meetings as required.
- To safeguard and promote the welfare of pupils including being a Designated Safeguarding Lead
- To take whole school assemblies and to support other staff with assemblies.
- Prepare and present reports, as required to parents, outside agencies, senior leaders within the Trust and Academy committee members
- To perform such other duties as the Headteacher may reasonably require

General Responsibilities

- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Be aware of the Academy's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- To be aware of the Academy's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

Job Description continued

Main Duties and Responsibilities continued

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Benefits

- Excellent salary package.
- Fantastic training/CPD opportunities in a friendly supportive environment.
- Opportunity for progression across Thomas Deacon Education Trust.
- Teachers' pension scheme.
- An engaging, creative and welcoming environment to learners who take pride in their school.
- An inclusive and collaborative approach.
- A talented, highly motivated, committed and professional team of colleagues , both within the school and across the trust.
- An actively supportive Academy Committee and Trust leadership.

Note: Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements.

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.

Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications		
Qualified Teacher Status (QTS).	E	A
Educated to Degree Level.	E	A
Evidence of recent professional development relative to the post.	D	A/I
Enhanced safeguarding/child protection training.	D	A
Knowledge and Understanding		
Knowledge and understanding of TDET and WPA policies and processes.	E	I
Excellent understanding of assessment and how to use it to maximise pupil progress.	E	I
Understanding of the relationship between managing performance, professional development and school improvement.	E	I
Skills and Abilities		
Ability to effectively lead a team of people.	E	A
An outstanding classroom practitioner with a track record of good and outstanding teaching.	E	A/I
Ability to think strategically and identify priorities.	E	I
Be able to build positive and effective relationships with a range of stakeholders (children, parents, colleagues, SLT, Trust).	E	A/I
Proficient in the use of ICT.	E	A/T
Be flexible to the needs of the Academy and prioritise accordingly.	E	I
Able to communicate a strong clear vision for high quality primary education which maximises the potential of the school.	E	I
Able to articulate ways of building, communicating and implementing a shared vision.	E	I
Experience		
An excellent track record of recent, relevant professional development.	E	A/I
Demonstrable accountability for the performance of a cohort of young people.	E	A/I
Clear demonstration of the ability to coach/model best learning experiences to other teachers and staff.	E	A/I
Experience of leading an aspect of curriculum development with significant impact on pupil outcomes.	E	A/I
Experience of working on strategic priorities.	E	A
Experience of reporting attainment and progress to a range of audiences.	D	I

Person Specification Continued...

Personal Commitment		
Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

Assessment methods

A – Application I – Interview T – Task/Activity L – Lesson Observation R – References

How to Apply

Applications must be made using the following link: <https://tdeteducation.careers.eteach.com/>

Please select fast apply to begin the application process. Application forms should be completed in full. CVs will not be accepted.

You will be required to submit a supporting letter as part of your application. In no more than 800 words your supporting letter should demonstrate how your experience and knowledge make you the ideal candidate to Warboys Primary Academy and Thomas Deacon Education Trust.

The closing date for applications is **04 May 2021 at 9am**. Please note previous applicants need not apply.

Visits

Informal visits are actively encouraged prior to applying for the post. These will risk assessed and within the current COVID-19 guidelines. Please email office@wpa.education to arrange a time to visit.

Informal discussions are actively encouraged. Please contact the HR Team by e-mail at hrteam@tdet.education

Schedule

Closing date:	04 May 2021
Interview date:	13 or 14 May 2021 (exact date to be confirmed)

