



# **Deputy Head of School Information Pack**

## **February 2021**



**Hampton Lakes Primary School, Waterhouse  
Way, Hampton Gardens, Peterborough, PE7 8SJ**

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## Additional Information

Hampton Lakes Prospectus

Message from Year 1

# Letter from Head of School

February 2021

Dear Applicant

Thank you for requesting details for the position of Deputy Head of School at Hampton Lakes Primary School.

We are looking to recruit an enthusiastic and committed Deputy Head of School to join the Hampton Lakes Team. This is a new role within the current school structure and will provide an exciting and unique opportunity for a person with senior leadership experience, wishing to develop their career in a new school.

Hampton Lakes Primary School opened its doors in September 2019, moving into a brand new purpose built building in October 2020. It is a very exciting time to join our growing school as we embark on our journey, which also includes the opening of our Nursery setting. You will work closely with me, as the Head of School and together we will be able to help shape the strategic direction of the school and ensure sharp focus on raising progress and attainment within a caring and aspirational environment. You will benefit from the support of an excellent team with talented, passionate and committed staff. All of us at Hampton Lakes are committed to providing our learners with the best opportunities to excel so that they achieve outstanding outcomes and meet and surpass their dreams and expectations.

This is an excellent and exciting opportunity. An outline job description for the post of Deputy Head of School is included in this pack: however, ultimately we are looking for a very strong candidate, who is the 'best fit' for us and who will then help us to take Hampton Lakes Primary School to the next level. Therefore, some of the specific responsibilities of the post can be discussed at interview, and will be negotiated with the successful candidate. Whether your background in school leadership is focused on the pastoral aspects of primary education, or a commitment to teaching and learning including curriculum development and an 'eye for detail' in data analysis, we want an excellent leader with a proven track record to join our team. We are looking for an innovator who has led change to improve children's outcomes, a colleague who is a great teacher who cares deeply about the prospects of the children in our care, and someone who is passionate about inclusive education. The successful candidate will be enthusiastic, committed and resilient, and will be a highly visible presence around school. In essence, we are looking for a leader who will help Hampton Lakes move from good to great.

Our recruitment pack gives details of the post, the recruitment process and also the history and development of Hampton College secondary and primary phases, Hampton Gardens School and the Hampton Academies Trust. I hope you will be inspired to apply for this exciting opportunity and look forward to receiving your completed application.

In the meantime, if you have any queries or would like to arrange a visit to the school, before the application deadline, please contact the HR Department on 01733 246824.

Yours sincerely

Zoe Trigg  
Head of School



# Vision and Values



## Vision and Values

Our vision as a Trust is to meet the needs of our students and equip them to fulfil their potential.

### We value people:

- Our schools will be welcoming places, at the heart of our community, valuing all people and their talents, beliefs and cultures equally;
- Students will feel safe and respected as individuals at school; they will feel happy to come to HAT schools to learn;
- All staff will feel valued, informed and involved in decision making;
- Parents and carers will feel well informed and involved in their child's education.
- We recognise families as sources of love and care for their members, and as the basis of a society in which people care for others.

### We value learning:

- HAT schools will provide for high quality teaching and learning, involving challenging and enjoyable activities; this will enable our students to think, and to produce high quality work;
- Our curriculum will cater for a wide range of ability and talent, and will provide students with a broad, general education of the highest quality. We will provide an outstanding choice of extra-curricular activities.

### We value positive behaviour:

- HAT schools will have a positive ethos, which emphasises respect, responsibility and participation;
- Students will be encouraged to grow spiritually, morally, socially and culturally;
- We will place a high emphasis on maintaining positive relationships with students based on honesty and fairness;
- We will expect all members of the HAT school community to act with courtesy, respect and good manners;
- We will emphasise the pleasure in learning, and we will do our best to make sure that fun is part of the experience for all at HAT schools.

### We value health:

- HAT schools will promote the importance of healthy living, and we will emphasise its impact on learning;
- In all areas of operation, HAT will stress the importance of healthy eating; students will be encouraged to drink water in most classes;
- All school sites are no-smoking areas at all times;
- We believe that the health and safety of students, staff and visitors are of paramount importance, and they will always be our first considerations;
- We will work with students, parents/carers and relevant external agencies to promote safe travel to and from school;
- In the interest of safety, students will receive clear messages about items that should not be brought onto HAT premises, or on school visits.

### We value leadership:

- HAT schools will be well governed, managed and led, having excellent relationships with other schools and agencies. Resources will be used effectively to support learning;
- Students will be offered opportunities to show responsibility, and to develop leadership skills.

### We value our community:

- HAT schools will emphasise the opportunities and responsibilities that life in a large community can bring;
- We will make our facilities available to members of our community for learning and for leisure;
- HAT schools will enhance community life;
- Students will be made aware of the positive roles they can play in our global community;
- Students will learn to respect religious and cultural diversity.

### We value our environment:

- We will provide an outstanding learning environment: stimulating, colourful and well cared for;
- Students will learn to respect their environment at a local, national and international level.

### We value the future:

- We will develop the next generation of citizens and leaders, willing and able to play active roles in their communities;
- We will lead out into the world young people who feel positive about themselves and demonstrate a passion for life, who respect the rights of other people and who are ready to make their mark.



## Information about Hampton Lakes and Hampton Academies Trust

### Hampton Academies Trust (HAT)

The Hampton Academies Trust was formed in September 2014 when Hampton College became a converter academy and formed a multi-academy trust. One of the drivers for conversion was to allow us to bid for other local opportunities. In September 2015 following a competitive bid process, we were named by Peterborough City Council and Cambridgeshire County Council as the preferred education provider for the new secondary school in the locality, Hampton Gardens School.

The name of the Trust reflects our local focus and we have no current plans to expand our operations beyond the Peterborough area. We are not a corporate MAT (and do not want to be) and neither are we part of a regional/national chain. Our vision is to retain our 'homegrown' status and manage our growth in a sustainable way. We believe that MAT working can be most successful when you concentrate on what you know best, in the community you are invested in.

Other Hampton Academies Trust Schools:

Hampton College  
Hampton College Primary Phase  
Hampton Gardens School  
Dogsthorpe Infant School

### Hampton Lakes Primary School



Hampton Lakes is a 4-11 Primary Free School, which opened in September 2019 to an initial intake of 26 children in Reception on the Hampton College Primary Phase site. From September 2020, the school's PAN was 60 and we will grow into a two form of entry primary school, with 420 children. There will be on-site nursery provision, with 26 places, which we anticipate will open during 2021. We were delighted to be able to move into our new purpose built building in October 2020. Our Reception children enjoyed their site visit to see how the building works were progressing and were very excited to move into their brand new school.

## Hampton Lakes Facilities

The state of the art school buildings and grounds include the following design features:

- A generous school hall suitable for whole school gatherings such as assemblies, performance work, PE, student dining and out of hours community use
- A library/ learning resource centre that actively promotes a love of reading
- Spacious outdoor areas and a vibrant green campus
- Classrooms organised into year bases
- An amazing practical work classroom suitable for cookery, art, science and technology
- Purpose built nursery accommodation



### Dogsthorpe Infant School (DIS)

Dogsthorpe Infant School joined HAT in December 2020 and is a happy and successful infant school. The school has three forms of entry and a total capacity for 270 children in EYFS, Year 1 and Year 2. Whilst DIS is located in a different part of Peterborough, we are already developing close working with HAT's other schools with EYFS and KS1. DIS has been recognised for its innovative use of digital approaches to learning and its child-centred ethos is well aligned with the aims and values of the trust.

### Hampton College

Hampton College was the first school in the Hampton Academies Trust and has been open for fifteen years. The College has enjoyed a high degree of success both in terms of public examination results and recognition from Ofsted (four full inspections all Outstanding or Good).

The College opened in September 2005 with a roll of just 180 students in Years 7 and 8. In September 2009 we welcomed our first cohort of Sixth Form students and from September 2010 our secondary school was complete with students in all Years from 7-13.

The current roll at Hampton College is 1598, including 415 in Primary Phase and approximately 177 in the Sixth Form.



## Hampton College Primary Phase

In order to meet the unprecedented demand for primary places on the Hampton development, the Local Authority asked Hampton College to open the Primary Phase a year early, in September 2012, on the site of Hampton Hargate Primary School. A brand primary school building opened in September 2013, next to the secondary phase's campus. In September 2018 the Primary Phase has reached its full capacity, serving the full primary age range, with 420 primary students on roll.

The model for the primary phase's growth, one year at a time, is exactly how Hampton Lakes will grow, although there remains some flexibility to accelerate this in the light of local demand. We believe we have been innovative in relation to teaching and learning and have been piloting ways of working which encourage primary and secondary teachers to work together. A number of colleagues already teach or support across phases and we anticipate this will increase further as the trust grows.

## Hampton Gardens School

Hampton Gardens is a 11-19 Free School, which opened in September 2017. Currently there are 211 students in Year 7, 207 students in Year 8, 205 in Year 9 and 175 in Year 10, with a small number of Sixth Form students (56). When full, the school will accommodate 1200 students in years 7-11 and 300 students in Sixth Form.

Hampton Gardens operates its Sixth Form jointly with Hampton College, which is located on a neighbouring site. Students are able to access courses and provision available in both schools. It is planned to expand the Sixth Form provision over the coming years with full capacity expected by approximately 2023/24.

## Visions and Values

Since opening the trust's first school, Hampton College, we have emphasised two key themes: 'People' and 'Learning'. We believe that positive working relationships are the key to effective learning, and we work hard to ensure that students and staff feel safe, valued and happy in their work.

## Ofsted

It is the trust's aspiration that all of its schools are, or are working towards being rated as Outstanding by Ofsted. Hampton College is currently Good (at all phases, last inspection May 2017), and we are clear that the expectation for Hampton Gardens is that it should be Outstanding from the outset. Dogsthorpe Infant School was judged to be Good in December 2019. Hampton Lakes Primary School will be well placed to develop Outstanding practice from its inception and the trust's expectations will be aspirational from the very beginning.

## Curriculum

Hampton Lakes Primary School has developed schemes of work across the EYFS and Key Stage 1 primary age range. Hampton College currently uses the Cornerstones Curriculum, a creative curriculum that will be the starting point for our KS2 provision.

## Community

Hampton Lakes, together with Hampton Gardens School, will make an important contribution to putting 'heart and soul' into the new Hampton East development, and bringing the community together. We are a venue for learning and leisure and are developing a range of activities and events to meet local need. We also work in partnership with Vivacity, who operate a public library and sports centre on our Hampton College campus.

## Key Senior Team Members of Staff

### Zoe Trigg – Head of School, Hampton Lakes Primary

Zoe is the founding Head of School for Hampton Lakes Primary, a role she thoroughly enjoys and considers herself privileged to have. She has a proven track record of senior leadership within Hampton, and was seconded from Hampton Vale Primary School to Hampton College as an Assistant Head to set up the Foundation Stage in 2012 when the College became an all- through school. She stayed at the College and has worked as Deputy Head of School to lead the school as it has grown, before securing a promotion to Head of School at Hampton Lakes. Zoe is very proud to be a member of the Hampton Academies Trust, working in partnership with professionals who truly commit to the all-round education of young people.

### Helen Lloyd – Early Years Lead

Helen joined Hampton Lakes in September 2020 following a successful career in primary education serving the city of Peterborough. She has a deep rooted understanding of Early education, and commits wholeheartedly to Early Years Practice. Her determination to create an exciting and stimulating environment for little people to thrive is evident the moment you enter the setting.

### Robert Graham – Key Stage 1 Lead

Robert also joined the Team in September 2020 and has demonstrated a strong professional desire to develop the good practice of Early Years into Year 1. He has taken the lead in developing Schemes of Work for the Key Stage that are sympathetic to the Early Learning Goals and the needs of young children with the projected foresight of the National curriculum and end of Key Stage requirements.

## Trust Staff

### Dr. Helen Price – Executive Headteacher, Hampton Academies Trust

Helen has been at HAT's first school, Hampton College, since it opened in 2005. She was the school's original Deputy Headteacher and took over as Headteacher in 2011. In 2014 when the school converted into a multi-academy trust, Helen became the Executive Headteacher. In January 2017 Helen relinquished the day to day running of Hampton College and moved across full time into her trust role.

### Caroline Behan – Director of Finance and Resources, Hampton Academies Trust

Caroline works closely with Helen at Trust level. She is a very experienced financial leader, and joined HAT from St John Fisher School in Peterborough. She is also highly experienced in the field of school new build project management and procurement. Thanks to her stewardship and robust financial governance, the trust is secure financially. Caroline is a key support to the Head of School in terms of financial planning and resource management.



# Admissions

As a Free School, the Hampton Academies Trust is the admissions authority for Hampton Lakes Primary School.

Applications will be processed through the Peterborough City Council coordinated admissions scheme.

Hampton Lakes is a new Primary Free School, which opened in September 2019 to serve the communities Hampton East and the existing Hampton development. The school will grow over time to include all primary year groups.

## Admission Number

The Free School had an admission number of 30 for entry into Reception in 2019. This rose to 60 in 2020 and for all subsequent years.

The Free School will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the local authority will offer places at the free school to all those who have applied.

## Admissions Over-subscription Criteria

When the free school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. Children living in catchment 1 with a sibling on roll at the time of admission.
3. Children living in catchment 2 with a sibling on roll at the time of admission.
4. Children living in catchment 1 (Hampton East).
5. Children living in catchment 2 (Hampton, west of A15).
6. Children of members of staff, who have filled a vacancy for which there is a demonstrable skills shortage.
7. Other children with a sibling on roll at the time of admission.
8. Other children.



# Job Description

Post title:	DEPUTY HEAD OF SCHOOL
Grade:	L9-L13
Main purpose:	The core purpose of the Deputy Head of School is to assist the Head of School with providing effective leadership and management for Hampton Lakes Primary School.
Responsible to:	Head of School

## Relationships With:

- Teachers
- Teaching Assistants
- Support Staff
- Senior Leadership Team
- Trust Staff including Executive Headteacher and Director of Finance & Resources (COO)
- Parents of pupils
- External Support Agencies
- Local Authority Advisors
- Trust SEND staff

## Main Responsibilities

### Strategic Development and Leadership

1. Work with the Head of School, Executive Headteacher, Governing Body and other relevant stakeholders to create a shared vision and strategic plan to develop the school in line with the School/Trust core aims and values.
2. Assist the Head of School in taking responsibility for all aspects of the overall Improvement Plan, using appropriate data to understand the strengths and weaknesses of the school.
3. Combine the outcomes of regular school self-review with external evaluations in order to develop the school.
4. Assist with analysing and planning for the future needs of the school as it develops.
5. Provide strategic leadership in a manner that inspires, challenges, motivates and empowers others to deliver the vision for the school.

### Curriculum

1. Contribute to the implementation and review of a broad Primary Curriculum, ensuring its breadth, balance, relevance and effectiveness for all pupils.

### Class Teacher Responsibilities

1. To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions document.
2. To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including the provision of cover for absent teachers.

### Teaching and Learning

1. Work with the Head of School to ensure the outstanding quality of teaching and learning and pupils' achievements within a successful learning culture.
2. Secure and sustain excellent standards of teaching and learning throughout the school.
3. Demonstrate the principles and practice of effective teaching and learning and contribute to active delivery in the classroom where necessary.
4. Monitor and evaluate the quality of teaching and learning.
5. Determine and implement any appropriate mechanisms to achieve continuous improvements in teaching and learning, thereby supporting improved pupil attainment and progress.



### Financial and Resource Management

1. Support the Head of School to manage school budgets.
2. Assist with deploying school resources effectively, to best support the success of the school.

### Staff Management

1. Develop effective relationships and communication, which underpin a professional learning community that enables everyone in the school to achieve.
2. Foster an open, fair, equitable culture and manage conflict.
3. Develop, empower and sustain individuals and teams.
4. Collaborate and network with others within and beyond the school.
5. Actively participate in the recruitment and selection and other staffing matters in relation to the school, as appropriate.
6. Give and receive effective feedback and act to improve personal performance.

### Managing Pupil Matters

1. Act as a designated Safeguarding Lead for the school.
2. Be the school's SENDCo.
3. Cultivate an environment which promotes equality, respect and diversity.
4. Engage parents, carers and families to help all children and young people succeed and thrive through being healthy; saying safe; enjoying and achieving; making a positive contribution and achieving economic well-being.
5. Ensure you and the staff listen, question and respond to what is being communicated by children, young people and those caring for them.
6. Demonstrate knowledge of the physical, intellectual, linguistic, social and emotional growth and development of babies, children and young people.
7. Develop and implement effective mechanisms to monitor and track pupil progress, continuously striving for improved pupil attainment and progress.
8. Work successfully on a multi-agency basis.

### Community

1. Foster a culture of collaborative working both within the school/trust and amongst the local community.
2. Build and maintain effective relationships with parents, carers, partners, stakeholders and the local community, seeking and reflecting on feedback.
3. Forge further links with other primary schools in the Hampton area, facilitating positive and mutually beneficial relationships.
4. Recognise the role of the school to enhance the well-being of all children and develop services to meet the needs to the community, e.g. before/after school clubs.

### Accountability

1. The Deputy Head of School will be accountable to the Head of School (Hampton Lakes Primary School).
2. Assist the Head of School with the preparation for Ofsted inspections.
3. Collate and analyse school improvement data for presentation to staff, governors and Ofsted.
4. Report to the Governing Body committee and attend Governing Body and Trustees' meetings, as appropriate.

### Other Responsibilities

1. Other areas of responsibility will be negotiated to meet the needs of the school and to reflect the experience and expertise of the post-holder.

## General Expectations

1. Contribute positively to the discussion and development of School policy in meetings;
2. Promote School policy in discussions with staff, pupils, parents, governors and the local community;
3. Share the responsibility for implementing School policy and the day to day organisation of the School;
4. Take a full and active part in School life;
5. Set an example of high professional standards;
6. Respond to incidents involving pupils;
7. Be flexible, and work outside / beyond their job descriptions, as the need arises.

## Person Specification

### The Post: Deputy Head Of School

	Essential	Desirable
<b>Qualifications</b>	<ol style="list-style-type: none"><li>1. Degree.</li><li>2. Qualified Teacher Status</li><li>3. Evidence of continuous professional development</li></ol>	<ol style="list-style-type: none"><li>1. Qualification in Educational leadership</li><li>2. Good Honours degree (2:1 or above)</li></ol>
<b>Experience</b>	<ol style="list-style-type: none"><li>1. Significant experience in primary school leadership or middle leadership</li><li>2. Experience of managing a core curriculum area</li><li>3. Experience of managing staff in a manner that empowers them and encourages continuous professional development</li><li>4. Experience of collaborative working and engagement with a school's wider community</li><li>5. Experience of effective liaison with a Governing Body</li><li>6. Significant experience of supporting pupils with SEND</li></ol>	<ol style="list-style-type: none"><li>1. Already working in a team leader, an assistant head or deputy head role</li><li>2. Experience of teaching across EYFS, KS1 and KS2</li><li>3. Experience as a Designated Safeguarding Lead</li><li>4. Substantial experience leading a core subject and developing a broad and balanced curriculum</li><li>5. Experience of undertaking the role of SENCo</li></ol>
<b>Knowledge and Understanding</b>	<ol style="list-style-type: none"><li>1. Knowledge and understanding of the principles and practice of effective teaching and learning styles</li><li>2. Evidence of knowledge and understanding of all primary school stages and familiarity with current Government legislation and guidance</li><li>3. Secure understanding of how to analyse school performance data and effectively use it to inform school improvement</li><li>4. Secure understanding of the statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEND, Safeguarding and Child Protection</li><li>5. Knowledge of the positive links necessary within school and with all its stakeholders and how to best cultivate these</li></ol>	



	Essential	Desirable
<b>Skills</b>	<ol style="list-style-type: none"> <li>1. Outstanding teaching skills</li> <li>2. Ability to generate and share vision</li> <li>3. Ability to strategically plan in order effectively secure appropriate school improvement priorities</li> <li>4. Ability to promote the school's aims positively and use effective strategies to monitor engagement, motivation and morale</li> <li>5. Ability to develop close relationships with parents, governors and the community</li> <li>6. Excellent communication skills (both orally and in writing) to a variety of audiences</li> <li>7. Ability to create a happy, challenging and effective learning environment</li> <li>8. Ability to devise and lead lively and interesting assemblies</li> <li>9. Strong organisational skills</li> <li>10. Excellent judgement and analytical and problem solving skills</li> </ol>	<ol style="list-style-type: none"> <li>1. Ability to offer extra-curricular activities, e.g. sport, music</li> </ol>
<b>Personal Characteristics</b>	<ol style="list-style-type: none"> <li>1. Enthusiastic and motivational leader</li> <li>2. Commitment to building and fostering an outstanding primary school in line with the aims and ethos of the school</li> <li>3. Approachable and enthusiastic</li> <li>4. Able to motivate self and others</li> <li>5. Calm under pressure and resilient</li> <li>6. Adaptable to change</li> <li>7. Innovative in approach</li> <li>8. Flexible</li> <li>9. Cheerful disposition and good sense of humour</li> </ol>	



### Deputy Head of School Job Summary

<b>Title:</b>	Deputy Head of School (Hampton Lakes Primary School)
<b>Salary Range:</b>	L9 - L13
<b>Employer:</b>	Hampton Academies Trust
<b>School Type:</b>	Academy (4-11)
<b>Location:</b>	Hampton East, Peterborough
<b>Contract Type:</b>	Full Time
<b>Contract Term:</b>	Permanent
<b>Start Date:</b>	1 September 2021
<b>Closing Date:</b>	Friday 26 February 2021



# General Notes

- 1. The aforementioned responsibilities are subject to the general duties and responsibilities contained in the statement of Teachers' Terms and Conditions of Employment and are additional to the general duties and responsibilities of a teacher;
- 2. These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of them should be so construed;
- 3. These accountabilities are not necessarily a comprehensive definition of the post. They will be reviewed at least once per year and may be subject to modification or amendment at any time after consultation with the holder of the post.

# Recruitment Process

Application packs are available from our website [www.hamptonacademiestrust.org.uk](http://www.hamptonacademiestrust.org.uk) or by contacting the HR Department on 01733 246824

Please complete an application form, and also enclose a letter of application outlining how your skills and experience meet the requirements of the person specification. Applications should be sent to:

HR Department  
Hampton Academies Trust  
Eagle Way  
Hampton Vale  
Peterborough, PE7 8BF

OR apply by e-mail to [jobs@hamptonacademiestrust.org.uk](mailto:jobs@hamptonacademiestrust.org.uk)

Applications to arrive no later than 9.00am on Friday 26 February 2021.

Candidates who are to be invited for interview notified before the end of Tuesday 2 March 2021.

Interviews will take place on 4 and 5 March 2021.







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Hampton Lakes Primary School  
Waterhouse Way, Hampton Gardens  
Peterborough, Cambridgeshire, PE7 8SJ

Tel: 01733 246826 | Email: [office@hamptonlakesprimary.org.uk](mailto:office@hamptonlakesprimary.org.uk)  
Website: [www.hamptonlakesprimary.org.uk](http://www.hamptonlakesprimary.org.uk)  
Facebook: HamptonLakesPrimary | Twitter: @LakesHampton | You Tube: Hampton Lakes Primary