



Waverley Abbey Church of England (VA) Junior School

DEPUTY HEADTEACHER

Recruitment pack

February 2016





Kate Redman, Headteacher

Waverley Abbey Church of England Voluntary Aided Junior School is seeking a Deputy Headteacher from 1st September 2016.

Do you have the ability to inspire and lead?

Do you enjoy the challenge of working with a team to develop a dynamic strategic plan for an outward looking school?

Do you have the capacity to build upon our current successes to ensure that our school goes from strength to strength?

Do you want to join a dynamic and talented staff body?

Dear Applicant

Thank you for your interest in the post of Deputy Headteacher at Waverley Abbey.

We are looking for a leader who can work in harmony with the Headteacher and work effectively with all stakeholder groups to enable our school to grow. The school staff are a dynamic and outward looking team committed to providing the best possible education to the pupils entrusted to us. We are looking for someone who will be part of the team leading the school to being outstanding.

The position is not classroom based but there will be a teaching commitment for the successful applicant. We are looking for someone who is an excellent practitioner and who has a proven track record of positive impact within a school. The role will involve working with the Headteacher and senior leadership team to develop the school development plan, take an active part in leading initiatives and taking responsibility for assessment across the school. The role will suit someone who is aspirational, who is ready to take on the challenges of working within the current educational climate, a person who has a positive energy and the emotional intelligence to work with an amazing staff.

We can offer a dedicated and hardworking staff body open to new ideas. We have enthusiastic pupils who are ready to learn and are keen to be challenged. Our parent body is committed and positively supportive of the school. We have a knowledgeable and engaged governing body who know the school well.

We are looking for someone who has aspirations for headship - we believe in investing in the future of our staff and look to work with you to fulfil your personal career aims.

If you would like to find out more about the school, please phone Nikki Carruthers, the School Business Manager to arrange a visit and to meet me.

I very much look forward to meeting you and showing you our great school.

With kind regards

Kate Redman

A handwritten signature in black ink that reads "Kate Redman". The script is fluid and cursive, with the first letters of "Kate" and "Redman" being capitalized and prominent.

Headteacher

Come and visit our school to meet the staff and children.

**To make an appointment contact Nikki Carruthers, School
Business Manager.**

Tel 01252 782321 or email:

n.carruthers@waverley-abbey.surrey.sch.uk

Waverley Abbey School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful candidates will be required to undertake an Enhanced Disclosure and Barring clearance.

Deputy Headteacher required for 1 September 2016

Salary: L8-L12 £46,969-£51,689

Closing Date: Friday 4 March 2016 (12 noon)

Interviews: Friday 11 March 2016

Waverley Abbey School is a successful Church of England (Aided) junior school with 480 pupils on roll. The school is set on the outskirts of the idyllic village of Tilford in Surrey. We are a four form entry school. The school boasts a large computing and information technology suite, its own heated swimming pool and a music and arts block. We have a well-stocked library with a dedicated librarian and a fully equipped cookery room. The 5 hectares of the school grounds contain a trim trail, gazebos and picnic areas for the children's use in addition to extensive playing fields.

Our pupils consistently attain above national averages when tested at the end of Year 6. By setting high standards of excellence our teaching staff ensure that every child leaves us a balanced, confident and self-disciplined individual. They gain a sound understanding of core curriculum subjects and an awareness and experience of a range of all-round interests.



We are a Church of England school and the fundamental values of tolerance and love for one another runs through all that we do. We welcome children of all faiths and beliefs at our school. For a large school there is a strong family feel at Waverley Abbey. The staff, children, governors and parents all work together as a team. Relationships between staff and pupils are based on mutual trust and respect and we forge strong and active partnerships with our parent body. This creates a positive atmosphere for everyone within the school community.

We actively encourage our children's sporting interests and offer a range of clubs. We are very proud to have achieved Sainsbury's Gold Mark Award for 2014-2015. This scheme rewards schools for their commitment to and development of competition, school sport and physical education and recognises that the provision for PE is of a high standard here at Waverley Abbey.

The school also offers a range of residential opportunities and class learning is often enhanced by an offsite visit or by welcoming a visitor to school. Children learn effectively through real experiences and we work hard to include this within our curriculum teaching.



We have a SENCo and Home School Link Worker to support the work of the teaching staff. We also have a dedicated PE Teacher to enhance the provision for the teaching of PE during timetabled lessons, extend our capacity for a broad range of extra-curricular sporting opportunities and develop the expertise of the teaching staff. French is taught to all year groups in discrete half hourly slots by a specialist French teacher, ensuring continuity and progression as the children move up through the school.

The school was inspected by Ofsted in June 2014 and graded 'good' in every category. We were delighted to be judged as **'outstanding' in all areas of our 2015 SIAMS** (Statutory Inspection of Anglican and Methodist Schools) inspection. *The Inspector wrote "Learners achieve well and evidence shows that their progress during the four years in the school is improving rapidly. This prepares them well for the next stage in their education. Learners and parents speak highly of the school and how it fosters personal development and values as well as academic excellence".*

Working at Waverley Abbey School

All members of our staff are committed to providing the very best education possible for the pupils. If you feel able to contribute to and work as part of a dedicated and professional team which delivers the highest standards and are willing to contribute positively to the Christian ethos of the school, we are interested in hearing from you.

Whatever your responsibilities, we will give our full commitment to your professional development to ensure you continue to improve and develop your skills.

The staff body is made up of a mix of younger and more experienced teachers who gel well together as a team. They are a very friendly and professional group of people who love working here.

The ethos of the school is to encourage staff to share ideas and support one another. Each year team comprises four class teachers and four learning support assistants, led by a Year Co-ordinator. The Year Co-ordinators are in turn supported by one of our Phase Leaders. Our Lower School Phase Leader oversees years 3 and 4 and the induction of our new intake while our Upper School Phase leader oversees years 5 and 6 and transition to secondary education.

Experienced teachers are encouraged to take on more responsibility as and when they feel it is right for them and where appropriate are supported by more senior staff with training in monitoring processes and curriculum design and development. Middle and senior leaders meet on a regular basis to drive the strategic vision for the school and to discuss issues relating to the day to day running of what is a very large learning community.

Weekly staff INSETs contribute to professional development and training for all staff. These sessions are driven by the areas for improvement identified in our School Development Plan to which all Subject Leaders contribute through their own Subject Development Plans.

All staff except newly qualified teachers have an area of responsibility and are given time out of the classroom to work on developments within their area.

Outside their classroom responsibilities staff are encouraged to share their own hobbies and interests through an extensive range of extra-curricular clubs which we run for the children, together with a number of residential opportunities. These are very popular with staff and pupils alike. Year Six can choose to ski and learn to sail; the Year Five experience is a mix of field work and adventure activities; Year Four have a 2 day introduction to an adventure based residential experience and Year Three have an in house adventure activities day followed by a sleep over in school.



This all makes for a very enriched learning environment for our pupils and an exciting and dynamic place to work for our teachers.

Future Plans

We are currently working on the re-development of our Year 6 classrooms and are in discussion with our architects on the detailed plans for an innovative design incorporating classroom pods, break out areas, a new school hall and indoor playground!

Waverley Abbey is committed to guiding all pupils so that they achieve their own unique potential; have a secure understanding of themselves and their capabilities; have the confidence and perseverance to follow the goals that they set themselves in the future as well as developing and following a clear set of values.

For further information on the school, our ethos and curriculum please visit our website www.waverley-abbey.surrey.sch.uk.

Job Description – Deputy Headteacher at Waverly Abbey

Non class based Deputy Head Teacher

The Deputy Headteacher's core purpose is to:

- ✓ To make a positive contribution to the leadership and management of the school and undertake the professional duties of Deputy Headteacher.
- ✓ To deputise for the Headteacher when required
- ✓ To work with the Leadership and Management of the school to establish high quality education by effectively leading teaching and learning.
- ✓ To promote a culture of excellence, equality and high expectations of all pupils and staff.
- ✓ To actively support and implement the vision, leadership and development of the school and ensure that it is managed and organised to meet aims and targets.
- ✓ To support and assist the Headteacher in evaluating the school's performance to identify the priorities for continuous improvement and raising standards.
- ✓ Ensure equality of opportunity for all, develop policies and practices, ensure that resources are efficiently and effectively managed to achieve the school's aims and objectives and for day-to-day management, organisation and administration of the school.
- ✓ Secure the commitment of the wider community to the school by assisting in the enhancement of effective partnerships with all stakeholders.
- ✓ To report to the governing body and other stakeholders when directed by the Headteacher or Local Authority or Diocese.

Support the Headteacher and School Leadership Team by:

- Being an excellent role model for other staff of the vision and values of the school in everyday work and practice
- Leading the school's approach in all assessment systems, ensuring that pupil progress can be accurately tracked.
- Analysing internal and external data and work with the leadership team and school to ensure that information is used to improve learning to ensure that all pupils make at least expected progress.
- Motivating and working with others to create a shared culture and positive climate.
- Assisting the Headteacher and School Leadership Team in the on-going and annual review of standards of leadership, teaching and learning in specific areas of responsibility and across all areas of school provision.
- Working with the Headteacher to develop a strategic view for the school with a focus on continuous improvement.
- Playing a key role in the creation and implementation of the school development plan, taking responsibility for appropriately delegated aspects of it.

- Managing staff accountability for agreed benchmarks/curriculum targets throughout the school.
- Developing and implementing policies and practices for the subject/ area(s) which reflect the school's commitment to high achievement and are consistent with national and local strategies and policies.
- Undertaking monitoring and evaluation of the school's policies and procedures.
- Ensuring the school's high expectations for attainment and progress are met.
- Monitoring the progress made in achieving subject/area plans and targets and evaluate the effects on teaching and learning.
- Monitoring colleagues' planning and feedback
- Supporting NQTs, SCITT trainees and any other staff who need to develop their practice so that all teaching in school is strong and effective.
- Attending training as identified.
- Providing governors with reports on data and any further analysis and attend governors' meetings as required.

1. Leading Learning and Teaching

- Work with the Headteacher and School Leadership Team to raise the quality of teaching and learning and pupils' achievement, setting high expectations and monitoring and evaluating effectiveness of learning outcomes.
- To work with the SENCO in line managing the Learning Support Assistants.
- To work collaboratively to establish a successful learning culture which enables pupils to become effective, enthusiastic, independent learners, committed to life-long learning.
- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- Ensure that learning is at the centre of strategic planning and resource management.
- To inspire colleagues to ensure a creative, responsive and effective approach to learning and teaching.
- Implement strategies which secure high standards of behaviour and attendance.
- Work collaboratively with colleagues to determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge under-performance at all levels and ensure effective correction action and follow-up.
- To take on a teaching commitment ensuring strong progress for pupils.

2. Developing Self and Working with Others

- Work alongside the Headteacher and School Leadership Team to build a professional learning community in line with the school's vision and aims.
- Support all staff in achieving high standards through performance management and effective continuing professional development.
- Work with the SENCO in leading Learning Support Assistants in their role to ensure best possible progress for pupils and maximum impact for the school.

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture
- Support Headteacher and School Leadership Team to develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- To celebrate the achievements of individuals and teams.
- Regularly review your own practice, set personal targets and take responsibility for own personal development and manage own workload to allow for an appropriate work/life balance.
- Reflect on personal contribution to school achievements and take account of feedback from others.
- To work with the Headteacher in developing partnerships with other schools and organisations.

3. Managing the Organisation

- Work with the Headteacher and School Leadership Team to provide effective organisation and management of the school and seek ways to improve organisational structures and functions based on rigorous self-evaluation; ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment.
- Support the Headteacher to recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school.
- Support the Headteacher to ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- Lead the school's behaviour management policy – working with staff, parents and pupils.
- Be part of the school's DSL team, ensuring that the school is fully compliant with all safeguarding and child protection responsibilities.

4. Securing Accountability

- Work alongside the Headteacher and School leadership Team to ensure the school's accountability to a wide range of stakeholders, particularly parents, carers, governors and the LA and Diocese; ensuring that pupils enjoy and benefit from a high quality education, for promoting collective responsibility within the whole school community

5. Resource management

- Work with the Headteacher to provide effective organisation and management of the school and seek ways to improve organisational structures and functions based on rigorous self- evaluation.

- Work with the Headteacher to ensure that the school's resources are organised and managed to provide an efficient, effective and safe learning environment.
- Work with the Head teacher to manage the school's budget in accordance with the school's Finance policy and school development plan
- Provide guidance on a choice of appropriate teaching and learning methods/strategies and undertake shared planning, team teaching etc.

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Deputy Headteacher – Person Specification

	<i>Essential</i>	<i>Desirable</i>
Qualifications and Professional development		
Qualified Teacher status	X	
Higher degree qualification 2:1 or above	X	
Be prepared to study for the NPQH for a first-time head teacher	X	
Up to date Child Protection training		X
Experience		
An experienced and highly competent classroom practitioner with a proven track record and a clear understanding of the elements of successful teaching and learning	X	
Substantial knowledge and understanding of learning and teaching at Key Stage Two and proven experience of successfully contributing to school improvements and raising standards	X	
Experience of leading change and proven ability to secure improvements in teaching and learning and pupil progress by modelling outstanding classroom practice	X	
Experience of planning, providing and evaluating in-service training to secure school improvement	X	
Experience in using data to assess, monitor and accelerate pupil progress	X	
Experience of leading staff appraisal		X
Experience of management/ leadership experience in a core curriculum area	X	

	<i>Essential</i>	<i>Desirable</i>
Key skills and competencies		
Able to use proven leadership skills to deputise in the absence of the Head of School	X	
Confident in whole school self-evaluation		X
Confident use of ICT communication skills	X	
Up to date knowledge & understanding of the current national education agenda	X	
Ability to inspire and work effectively with staff and ability to lead and motivate teams and celebrate success	X	
Proven ability to establish and implement administration systems to ensure smooth running of the school.	X	
Good working knowledge of the SEND code of practice		X
Strong working knowledge of work with pupil premium students		X
Commitment to continuing professional development of self and others	X	
Able to aid the Headteacher to initiate and manage change	X	
Able to seek advice and support when necessary	X	
Able to deal sensitively with people and resolve conflicts.	X	
Able to think creatively and imaginatively to solve problems and identify opportunities	X	

	<i>Essential</i>	<i>Desirable</i>
Ability to communicate clearly and take into account, where appropriate, the views of others	X	
Proven commitment to Equal Opportunity Policy and experience of prompting equality through the curriculum, teaching and assessment practice	X	
Ability to effectively communicate orally and in writing to a range of audiences.	X	
Proven commitment and practical experience of building strong links with stakeholders including parents, the community, governors and officers of the LA	X	
Ability to plan time and organise work effectively	X	
An ability & commitment to develop and maintain the Christian ethos of the school in partnership with the Headteacher	X	
Fully supportive of the aims & ethos of a Church V.A. school	X	

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Please include the following in your letter of application which should be no longer than 2 sides of A4:

A clear, succinct statement of your educational philosophy, practice and impact, demonstrating how this relates to the post of Deputy Headteacher at Waverley Abbey C of E (VA) Junior School.

Thank you for taking the time to read through our Deputy Headteacher recruitment pack; please feel free to contact us with any questions you may have.

Please contact Nikki Carruthers to organise a visit:

Tel 01252 782321 or email:

n.carruthers@waverley-abbey.surrey.sch.uk

We look forward to meeting you.