

Deputy Headteacher Applicant Pack



Castlefields Primary School
Castlefields
Bridgnorth
Shropshire
WV16 5DQ



Welcome from Chair of Governors

Dear Applicant,

Thank you for expressing an interest in the position of Deputy Headteacher at Castlefields Primary School.

Due to the promotion of our current Deputy Headteacher to Headship, the Governors wish to appoint a Deputy Headteacher with a proven track record of excellent classroom practice who is also able to inspire and lead others as a senior leader. We hope this information pack will answer your questions and inspire you to apply for this exciting role.

Castlefields is a fantastic primary school in Bridgnorth, Shropshire. Our school has a welcoming, family feel, and we offer a supportive environment where every child is encouraged to be the very best they can. Our staff are friendly and hardworking, always striving to achieve the best outcome for our children.

Our Governors are seeking to appoint a Deputy Headteacher who will share our values and ambition for the school. If you are a dedicated class teacher who always puts children at the heart, and an inspirational leader who would like to help us on our journey to become an outstanding school, then we would love to hear from you.

We would strongly encourage candidates to visit our school prior to applying.
Yours sincerely,

Alison Fletcher
Chair of Governors



Enjoy, Dream, Discover

Castlefields Primary School is a single form entry Primary School in Bridgnorth, Shropshire. Castlefields is a member of TrustEd Schools' Partnership. Based in Shropshire TrustEd Schools' Partnership is a multi-academy trust consisting of two secondary schools and four primary schools and is committed to raising pupils' aspirations so that all young people reach their fullest potential and achieve the success they want for themselves.

Castlefields Primary School has excellent facilities, including a hall with a good range of P.E. equipment. Outdoors we have two playgrounds, one of which is marked as a full-size netball court and a climbing/activity playground. We have large playing fields and a large woodland school area. Our Early Years classes have a secure fenced area dedicated to outdoor learning.

At Castlefields we aim to develop each child emotionally, physically, intellectually, spiritually and socially, so that they are able to fulfil their true potential and are prepared for the next stage in their education.

We strive to provide a happy and supportive environment which values and nurtures every child. Our school mission is "Enjoy, Dream, Discover".

Our curriculum has been carefully designed around our local environment. It is challenging, exciting and accessible to all the children in our school. Castlefields is well known for its sporting achievements as well as giving our children an excellent start in their education.

Our staff are a stable, caring and hard-working team. We have a lovely, friendly family feel, and welcome parents and the local community into our school.



What we can offer the successful candidate

- A staff that is committed to achieving the best for the children in our school
- Highly motivated children who love to learn
- A friendly and welcoming environment with supportive parents
- A creative, well-structured curriculum
- Opportunities to network with other Academy school colleagues
- A supportive Governing Body
- A commitment to high quality on-going professional development and support

As a Deputy Headteacher employed by a Trust, the post holder will be part of a senior group of Trust employees who will work together in some aspects of their role.

This group is led by the CEO who coordinates and directs some joint areas of work across the schools. This is a team of like-minded professionals who are open and supportive of each other's work, including at times working in each other's schools (e.g. providing training).



Job Description

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Headteacher will carry out, there may be other duties that the Governing Body/ Board of Trustees feel are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

Job title:	Deputy Head Teacher
Contract type:	Full Time, Permanent
Reporting to:	Head Teacher
Responsible for:	Leadership of school in Head's absence; specific whole school delegated areas; teaching a class

Main purpose

The Deputy Headteacher, under the support and direction of the Headteacher, will:

- Lead teaching and learning in either KS1 or KS2
- Lead a significant subject area (e.g. mathematics or English)
- Lead whole school strategic areas (specified according to interest and experience)
- Have a timetabled teaching commitment, complying with the teachers' standards and modelling best practice for others
- Contribute to maintaining a safe and purposeful environment for all, including through the role of Deputy Designated Safeguarding Lead (DSL)
- Undertake duties delegated from the Headteacher

The Deputy Headteacher, under the direction of the Headteacher, will take a role in:

- Formulating the aims and objectives of the school
- Bringing about school improvement, especially in targeted areas
- Performance management and school self-review
- Monitoring progress of aspects of education
- Implementing policies
- Managing staff and resources

In the role of Deputy DSL they:

- Will support safeguarding and child protection across the school. They may take part in strategy discussions and inter-agency meetings, and contribute to the assessment of children
- May advise and support other members of staff on child welfare and child protection matters, and liaise with relevant agencies such as the local authority and police
- May be delegated some safeguarding activities, although the DSL will retain lead responsibility for the work of deputies and will ensure it is completed to the highest standard

Duties and responsibilities

Leadership

Under the direction of the Headteacher, the Deputy Headteacher, will:

- Undertake day to day leadership of the school in the absence of the Head Teacher, calling on the support of Trust senior staff where needed, fulfilling the professional responsibilities of a Headteacher as set out in the School Teachers' Pay and Conditions Document (STPCD)
- Communicate the school's vision compellingly and support the Headteacher's strategic leadership, vision and ethos
- Lead by example, focusing on providing excellent education for all pupils
- Lead on particular whole-school strategies and policy areas
- Build positive relationships with members of the school community
- Keep up to date with developments in education
- Seek training and continuing professional development to meet own needs

Managing staff

Under the direction of the Headteacher and in line with the School Improvement plan, the Deputy Headteacher will:

- Support and monitor staff to ensure the school runs smoothly and effectively
- Organise, monitor and evaluate the range of intervention strategies employed throughout the school ensuring that resources are targeted correctly towards those children requiring additional support
- Commit to their own professional development, proactively identifying development opportunities
- Undertake the role of class teacher, acting as a role model for others through the setting of high personal standards of classroom practice in order to develop a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement, behaviour and discipline
- Demonstrate excellent performance against parts one and two of the teacher's standards: teaching and personal and professional conduct
- Coordinate and contribute to 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 Headteacher and in line with the School Improvement plan, the Deputy Headteacher will:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Help to ensure a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Work with the governing board as appropriate

Assessment

Under the direction of the Headteacher and in line with the School Improvement plan, the Deputy Headteacher will:

- Track and analyse pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, with special educational needs, or who speak English as an additional language
- Plan and implement interventions for those pupils who are not progressing

Pastoral

Under the direction of the Headteacher and in line with the School Improvement plan, the Deputy Headteacher will:

- Robustly respond to any behaviour, pastoral or welfare issues as they arise including designated safeguarding lead duties and fixed term exclusions
- Promote and evaluate the effectiveness of the school's behaviour policy and strategies
- Review whole-school data on attendance, behaviour, exclusions and wellbeing to inform future improvement strategies



Person Specification - Deputy Headteacher

Essential	Desirable
Professional Qualifications and Training	
<ul style="list-style-type: none"> Degree Qualified Teacher Status (QTS) Evidence of Professional Development in preparation for Deputy Leadership role 	<ul style="list-style-type: none"> Working to or willing to undertake to NPQSL Leadership qualifications or evidence of higher-level academic study
Experience	
<ul style="list-style-type: none"> Successful teaching in either Foundation, Key Stage One or Key Stage Two Experience of leading whole school initiatives Successful embedding of assessment to improve teaching and learning Involvement in school self-evaluation and development planning Experience of leading an area with positive impact Ability to listen and act upon advice, willing to learn Ability to mentor and coach staff to improve the quality of teaching and learning and to hold staff to account for performance and contributions they make to the school community Strong knowledge and application of safeguarding procedures 	<ul style="list-style-type: none"> A flexible leadership style Experience of teaching across Key Stages A knowledge of and commitment to the Early Years Foundation Stage Experience in Core Subject Leadership Experience of working with SEN and disadvantaged children Experience as a designated safeguarding leader Successfully led the performance management of others
Knowledge, skills and abilities	
<ul style="list-style-type: none"> Strong knowledge of the Primary Curriculum Ability to use data to set appropriately challenging targets, identify weakness and ensure progress High expectations of pupil performance and behaviour and capacity to achieve this Understanding of high-quality teaching, and the ability to model and coach this in others Highly effective communication and interpersonal skills and people management Ability to communicate, and inspire in all, the ethos and aims of the school and the Trust Ability to prioritise, analyse and meet deadlines 	<ul style="list-style-type: none"> Experience of working with governors Knowledge of the Early Years Framework Knowledge of Special Educational Needs Some understanding of school finances Strong data analysis skills
Personal Qualities	
<ul style="list-style-type: none"> Self-motivated and self-reliant Committed to getting the best outcomes for all pupils Excellent communication skills Capacity to prioritise and remain calm under pressure Commitment to confidentiality, safeguarding and equality 	<ul style="list-style-type: none"> Sense of humour Open to change Committed to working in a family of schools (a MAT)



How to apply

Interested applicants are strongly encouraged to visit the school. Please contact our Headteacher, Rebecca Lee via email head@castlefields.org.uk or by phoning 01746 764072. Visits will be in accordance with our Covid-19 Risk Assessment.

When completing the application form candidates should refer to the job description and person specification. Completed applications should be returned to the school either by email admin@castlefields.org.uk or by post

Castlefields Primary School
Castlefields
Bridgnorth
Shropshire
WV16 5DQ

The closing date for applications is 1.00pm on Wednesday 14th April 2021.

Interviews will be held on Friday 23rd April 2021.

Thank you for your interest in this post. We very much look forward to hearing from you and, hopefully, to meeting you in person.