



## Deputy Headteacher Information Pack



# Welcome from the Chair of Governors

Dear Applicant,

Thank you for the interest you have shown in our Deputy Headteacher vacancy. If you would like to visit our school to learn more, our governors would be pleased to welcome you. Visits to the school are welcome. Please contact our Business Manager Mrs Sardis Barkat on 01908 270377 (option 3) or email [office@coldharbour.milton-keynes.sch.uk](mailto:office@coldharbour.milton-keynes.sch.uk) to arrange

Cold Harbour C of E School is an inclusive school situated in West Bletchley, Milton Keynes and prides itself on being a place where children enjoy coming to school. It's a place where they are nurtured, challenged, inspired and encouraged to do the best that they can. Our children flourish emotionally, socially and academically within the school family and are supported by a highly committed teaching team.

Our last Ofsted inspection (December 2017) identified a number of strengths at Cold Harbour. As a result of the intensive improvement led by our new Headteacher these include:

- The new assessment system provides staff with the tools to make accurate judgements about pupils' progress;
- In 2017, the proportion of pupils who attained the expected standard in reading, writing and maths improved (from 20% in 2016 to 53% in 2017);
- Children in Reception classes get off to a good start to their education with the early years provision judged as good;
- Leaders are working hard to make improvements in their areas of responsibility.

Our greatest challenges in the short term are to secure an Ofsted judgement of 'Good', drive up achievement by the end of Key Stage 2, and improve outcomes for vulnerable and disadvantaged learners. All staff are very focussed and working hard on these priorities.

Our current deputy headteacher leaves us after 6 years to widen her experiences at a school outside of Milton Keynes and we are now seeking an innovative and inspirational leader who will maintain our Christian ethos and move our school onto the next level of success.

As our new Deputy Headteacher, you would work closely alongside our Headteacher and Senior Leaders to swiftly establish a unity of purpose, create stability and inspire respect, trust and commitment. In particular we are seeking an exceptional, highly visible leader who manages change well, leads by example, and who will complement our current senior leadership team.

In the information pack you will find the person specification for the post and will see that we seek a Deputy Headteacher who is:

- An exceptional, creative and highly motivated teacher role model, providing high quality, effective and enjoyable learning experiences, and has high aspirations for our children and staff;
- Familiar with the strengths of and challenges for a school serving a diverse community, and enthusiastic to work in this type of setting;
- Passionate about children and their learning, with understanding and experience across the primary age range;
- Committed to working in partnership with pupils, parents, governors, other stakeholders and the wider community;
- Able to inspire, support and motivate others, with strong proven leadership skills and the ability to manage change positively and effectively.

As one of our senior leaders you would work alongside our Governing Board to support their high level strategic vision and leadership of the school. The Governing Board understands the continuing need for school improvement and is knowledgeable in both their skills and understanding of the schools strength and areas of development.

As part of your application, governors would like you to include a supporting statement that outlines the particular skills and experience you would bring to the role of Deputy Headteacher at Cold Harbour C of E School. The total statement should be no more than 1000 words and should be drafted with reference to the enclosed person specification.

Please return completed application forms to: [HTRecruitment@milton-keynes.gov.uk](mailto:HTRecruitment@milton-keynes.gov.uk) or to Amy Morris, Leadership and Governance, Professional Development Centre, Galley Hill, Milton Keynes MK11 1PA by **Midday on 21 May 2018**.

Interviews will be held on **Friday 25 May 2018**.

Thank you again for your interest in Cold Harbour C of E Primary School.

Mrs Sharon Power  
Chair of Governors

# Person specification

Criteria	Essential/ Desirable	How assessed
<b>Qualifications / Experience</b>		
1. Qualified teacher status	E	AF/I
2. Successful experience (for at least two years) as part of the senior leadership team in a primary school	E	AF/I/SS
3. Experience across all primary school key stages	E	AF/I/SS
4. Evidence of further professional leadership qualifications	D	AF/I
5. Experience of working in a school with families in challenging circumstances	D	AF/I/SS
<b>Professional knowledge, experience and skills</b>		
<b>Vision and core purpose</b>		
6. Good ambassador for the school with clear values and moral purpose, who is able to articulate and model the vision of the school	E	SS/I
7. A successful leader with a proven track record of successfully leading change to raise standards of achievement	E	SS/I
8. Ability to develop and maintain a positive ethos, with emphasis upon high achievement for all	E	SS/I
<b>Improving learning and achievement</b>		SS/I
9. Ability to secure and maintain excellent teaching which results in strong pupil progress in learning	E	SS/I
10. An effective teacher who is able to model best practice and is knowledgeable about innovative curriculum approaches to improve teaching and learning	E	SS/I
11. Ensure ambitious standards are set for all pupils that overcome disadvantage and advance equality	E	SS/I
12. Have high expectations of pupil's behaviour; be able to empathise with pupils and be firm, fair and consistent	E	SS/I

**How assessed:** AF - Application form SS - Supporting statement I - Interview

**Criteria rating:** E - Essential to be considered for appointment

D - Desirable or beneficial for the successful applicant

Criteria	Essential/ Desirable	How assessed
<b>Leadership and management</b>		SS/I
13. Ability to challenge, influence, motivate and support individuals and teams to attain high goals	E	SS/I
14. Understanding of safeguarding requirements and commitment to meeting them fully	E	SS/I
15. Ability to analyse, interpret and use data effectively to enable the setting of accurate, challenging targets	E	SS/I
16. Demonstrate high levels of energy, resilience and an ability to manage workload in order to cope with conflicting pressures and priorities	E	SS/I
<b>Wider engagement and contribution</b>		SS/I
17. Ability to build and maintain effective positive relationships with pupils, staff, parents/carers, partners, governors and the community that enhance the education of all pupils	E	SS/I
18. Ability to uphold and develop the Christian ethos of the school alongside all members of the school community	E	SS/I
19. Ability to collaborate and network with other schools /settings and external agencies (including the Local Authority and the Diocese) to improve outcomes	E	SS/I

# Deputy Headteacher Job Description

The School Teachers' Pay and Conditions Document details the role and duties of all teachers and the additional professional responsibilities of a deputy headteacher. Below is the extract of the document.

## **Deputy Headteacher responsibilities**

In addition to carrying out the professional duties of a teacher the deputy headteacher must, under the overall direction of the headteacher, play a major role in:

- formulating the aims and objectives of the school;
- establishing the policies through which they are to be achieved;
- managing staff and resources to that end;
- monitoring progress towards their achievement.

In addition, the deputy headteacher must undertake any professional duties of the headteacher reasonably delegated by the headteacher.

In the absence of the headteacher from the school the deputy headteacher must undertake the headteacher's professional duties to the extent required by the headteacher or the governing board.

## **Professional responsibilities of all teachers**

Teachers may be required to undertake the following duties:

### **Teaching**

Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.

Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.

Participate in arrangements for preparing pupils for external examinations.

### **Whole school organisation, strategy and development**

Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.

Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.

Supervise and, so far as practicable, teach any pupils where the person timetabled to take the class is not available to do so.

**Health, safety and discipline**

Promote the safety and well-being of pupils.

Maintain good order and discipline among pupils.

**Management of staff and resources**

Direct and supervise support staff assigned to them and, where appropriate, other teachers.

Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.

Deploy resources delegated to them.

**Professional development**

Participate in arrangements for the appraisal and review of own performance and, where appropriate, that of other teachers and support staff.

Participate in arrangements for own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

**Communication**

Communicate with pupils, parents and carers.

**Working with colleagues and other relevant professionals**

Collaborate and work with colleagues and other relevant professionals within and beyond the school.

Be respectful and kind to everyone in school.

Someone who the children and staff could go and talk to if they have a problem.

Listen to what the children say if there is a problem.

Make sure they're strict but fair.

The Deputy should be someone who likes going around the school checking people are doing the right thing.

A Deputy should like doing Worship each week.

The Deputy should be able to do jobs to help the Headteacher.



## **COLD HARBOUR C OF E PRIMARY SCHOOL SHARED VISION**

**Through our Cold Harbour school motto of 'Growing, Learning, Achieving together' we aim to provide an inclusive, challenging and learning-centred environment, based around our core Christian values and placed at the heart of our community. This is characterised through high expectations, building trust and celebrating success.**

**Ensuring that everyone is a learner and every experience is a learning opportunity.**





**Forest School**



**Year 5 and Year 6 Milton Keynes Strictly dancing competition team.**



**Year 5 Caldecotte Xperience**



**Year 5 and Year 6 fun!**

Dear Parents and Carers,

9<sup>th</sup> March 2018

### **Values**

This month we shall continue to focus on the value of Honesty. At Cold Harbour we believe that to earn trust and respect from each other, we must be honest and open to others and ourselves.

### **A Prayer for honesty**

God, please help me to be someone who always tells the truth. Help me to be honest every day. Amen



### **Staffing**

It is with great sadness that Miss Ruth Burgess will be leaving us to take a position closer to home, Miss Hannah Kara will be leaving in July to take a post in a new school and Miss Cate Clark (Lunchtime Supervisor) will be leaving us also. We would like to thank them for their hard work and wish them every success in the future. We have welcomed Mrs Susan Kimani to Puffin class, Mrs Sarah Oakley and Mrs Julie Crane as Lunchtime Supervisors and Mrs Ann Wotherspoon, Mrs Noori Begum and Miss Nicola Lawlor as Night Owl Staff.

### **Governor Elections**

Thank you for the nominations received. Further information will be provided following the Full Governing Body meeting at the end of this month.

### **World Book Day**



Although the day was shorter than expected, the children loved dressing up for World Book Day and we are very pleased with the outcome of the book fair that took place after school. Miss Brago has reported that we have exceeded our target and would like to thank everybody who contributed, and the staff who have helped.

### School Nurse Clinic

The school nurse team run termly clinics within school and will be available to meet with families to discuss health issues that are impacting on the child's education and general well-being. The clinic is a confidential health clinic.

Topics covered will include bed-wetting, soiling, behavioural issues, poor attendance, sleep disturbances and dietary issues.

The next clinic will be on **Friday 16<sup>th</sup> March** during the morning, for which appointments have been made.

### Easter Service



We would like to invite you to join **Key Stage 2** children (years 3 – 6) Easter Service which will be held at St. Mary's church, Bletchley on **Friday 16<sup>th</sup> March at 11.00am**. Please ensure that all children have a packed lunch on this day, and if you have ordered a hot meal day please log into your ParentPay account to see if you can cancel this.

Also if you would like to walk to the church with the children, please could you let us know by dojo.

The Early Years and Key Stage 1 (Foundation – Year 2) Easter service will be held in the school hall on **Thursday 15<sup>th</sup> March at 9.15am**.

We very much look forward to seeing you at the Easter services at school or at the Church.

### Easter Production

Tropical Birds (years 3 & 4) will present their Easter production 'The Gospel Show' on Tuesday 20<sup>th</sup> March at 9.30am and Thursday 22<sup>nd</sup> March at 1.30pm. A letter has been sent home with further details, please return your reply slip as soon as possible so we can issue you your tickets for the performance.

### May Day

On **Tuesday 1<sup>st</sup> May at 2.00pm** you are invited to join us in our May Day celebrations of maypole dancing and country dancing. This will take place on the school playground. The FOCH will provide refreshments following the event.



## Swimming



Swimming is a strand of the National Curriculum in Key Stage 2. All year 3 pupils will now access this area of their curriculum in the Summer Term following the Easter break starting on **Monday starting on 23<sup>rd</sup> April**. A letter has already been sent home, please complete the consent form and return it to school as soon as possible.

## Caldecotte Xperience

Following the unavoidable postponement of the year 4 Caldecotte Xperience residential visit, we have now been advised that the new date will be **Monday 30<sup>th</sup> April to Tuesday 1<sup>st</sup> May**. Hopefully the weather will be kinder and we will be able to participate in more activities than originally planned.

Yours sincerely

*Christine Ryan*

Mrs Christine Ryan  
Headteacher.

### Dates for your Diary

Wednesday 14 <sup>th</sup> March	Rugby Fest at Milton Keynes Rugby Club
Thursday 15 <sup>th</sup> March	Easter Cracked – Year 6 Whaddon Way
Thursday 15 <sup>th</sup> March	<b>9.15am</b> Easter Service for EYFS & KS1 (Reception to Year 2)
Friday 16 <sup>th</sup> March	<b>11.00am</b> Easter Service for KS2 (Years 3-6) St Mary's Church
Friday 16 <sup>th</sup> March	School Nurse Clinic (by appointment only)
Wednesday 21 <sup>st</sup> March	Netball Tournament for Years 3 & 4
Friday 23 <sup>rd</sup> March	EYFS Fairytale Picnic
Friday 23 <sup>rd</sup> March	<b>3.15pm Break up for Easter</b>
Monday 9 <sup>th</sup> April	<b>School re-opens</b>
Monday 23 <sup>rd</sup> April	Swimming lessons start for Year 3 (Letter has been sent)
Monday 30 <sup>th</sup> April – Tuesday 1 <sup>st</sup> May	Caldecotte Trip - Year 4
Tuesday 1 <sup>st</sup> May	<b>2.00pm</b> May Day Celebrations

# How to apply

To apply you will need to submit a completed application form and a supporting statement, setting out the relevant experience, skills and competencies that demonstrate how you will meet the criteria in the person specification.

If you need any further information or wish to have an informal discussion, please in the first instance contact Judith Cumino at [HTRecruitment@Milton-Keynes.gov.uk](mailto:HTRecruitment@Milton-Keynes.gov.uk).

Visits to the school are welcome. Please contact our Business Manager Mrs Sardis Barkat on 01908 270377 (option 3) or email [office@coldharbour.milton-keynes.sch.uk](mailto:office@coldharbour.milton-keynes.sch.uk) to arrange.

Applications can be emailed to [HTRecruitment@Milton-Keynes.gov.uk](mailto:HTRecruitment@Milton-Keynes.gov.uk) or posted/hand delivered to:

Judith Cumino  
Leadership and Governance  
Milton Keynes Council  
Milton Keynes Professional Development Centre  
Galley Hill  
Milton Keynes  
MK11 1PA

**Closing date for applications: Midday on Monday 21 May**

**Selection day: Friday 25 May**

We look forward to hearing from you

