



Deputy Headteacher Candidate Pack

Contents

Welcome from the Headteacher	3
About Cleves Junior School	4-5
About You	6
Job Description	7-10
Person Specification	11
Application Process	12

Welcome from the Headteacher

Dear Applicant,

I am delighted that you are interested in the position of Deputy Headteacher at Cleves. The successful applicant will be joining at an exciting time to help take the school further forward following its award of “Outstanding” by Ofsted in 2022 and a challenge from the inspectors to become exceptional.

You can read more detail about the school’s characteristics, strategic priorities, the skills that we are looking for in a Deputy Headteacher, in the following pages and on our website **www.cleves.co.uk** - but here is a brief overview.

Cleves is an oversubscribed, friendly, six form entry junior school. We have excellent SATs results, enthusiastic and committed staff, well-behaved pupils, supportive parents, and fantastic facilities. Pupil and staff well-being are high on our agenda, and we are proud of our Well-Being Award. There has been much to celebrate in what has been achieved so far, but we are far from complacent, and it is intrinsic to our culture that we are always seeking to learn, to improve and to do even better.

We have a Memorandum of Understanding with our two infant feeder schools and agreed priorities, progress towards which is reviewed at termly meetings with the three chairs and headteachers. We also, from time to time, work in partnership with other schools, either to support or to learn, and we are always open to such opportunities.

We have a stable and loyal staff. The former Deputy Head has now taken up a new part-time role in the school to focus on his passion for sport and we are in the final stages of appointing a new Headteacher who will join us in September 2024 on my retirement. The leadership team is supported by two Assistant Headteachers, a full-time Business Manager and additional professional consultants as required.

We are looking for a new Deputy Headteacher who has drive and a passion for education and is energised by the goal of helping us to be at the leading edge of what a junior school can offer and achieve. We are open to change and innovation and are already thinking about opportunities and challenges such as AI, sustainability and EDI.

If helping to take us on the next stage of our development sounds like an opportunity that you would find rewarding, then I would warmly encourage you to visit us so that you can see our school in action. We very much look forward to meeting you.

Yours sincerely,

Chris Hodges
Headteacher



About Cleves Junior School

Our location:

We are based on the outskirts of Weybridge, very close to the Walton-on-Thames boundary. Walton-on-Thames railway station is walking distance away. Weybridge is a busy, generally affluent residential town southwest of London, on the river Thames, and within the M25. It has a good rail service into London and elsewhere and is within easy reach of Heathrow and Gatwick. Guildford and Kingston are a relatively short drive away.

Weybridge itself has numerous eateries and coffee shops and some of the usual high street names, as well as a park, doctors' surgeries and a library. There are various options for clubs that offer leisure activities and miles of easy and scenic walking along side the river Thames and elsewhere, for example in the Surrey Hills, which are only a short drive away.

Walton-on-Thames has a large Xcel leisure centre with a 25-metre pool, indoor climbing and more besides. Walton also has a cinema and a theatre, and Addlestone, Guildford and Kingston all have cinemas and – in the case of the last two – theatres.

Our vision:

Our vision is that all pupils leave Cleves inspired and equipped with the skills, knowledge and emotional wellbeing they need to take on the challenges of a changing and ever more competitive world.

Trustees' four strategic intents 2021 – 2024:

- We will strive for academic excellence by providing a broad and engaging curriculum that inspires our children. Personalised teaching, strong support and extensive extra-curricular activities will ensure that every child can achieve their potential.
- We will create a safe and secure environment for all of our children and staff, with a focus on mental health and wellbeing, where each person feels equally included, valued and able to participate.
- We shall target our support for children with special educational needs and all children who are disadvantaged or in some way vulnerable so that we not only “close the gap” educationally, but also give these children a head-start in all aspects of their education and wider development.
- We shall build on existing partnerships and identify further opportunities to develop new partnerships or working relationships with other local schools; either to support other schools or to learn from them.

About Cleves Junior School

Our values:

We teach our children to have:

- Respect
- High Aspirations
- Kindness
- Perseverance
- Inclusiveness

Our learning behaviours:

We encourage our children to be:

- Resilient
- Reflective
- Responsible
- Collaborative

Type of school	Stand-alone academy since 2010	
Age range	7-11	
Location	Weybridge (near the border with Walton on Thames)	
Reserves (2022)	£873,000	
Other resources	Large playing fields Large performance hall Large sports hall Some modern blocks, some more tired	
Number of children on roll	720	
Average class size	30	
Attendance 2022/23	96.23%	
No. of children with SEN 2023		
EHCPs	17	
SEND support	60	
No. of PP children 2023	56	
No. of children on FSM 2023	56	
No. of children with EAL 2023	93	
SATs results 2023	Met %	Exceeded %
Reading	94	65
Writing	92	21
Maths	96	56
SPAG	94	61
RWM combined	86	18

Watch our School Tour video ▶

This was filmed for use during Covid, hence the children's introductory statement
- we **DO** want you to visit us



About You

If you can ...

- Offer inspirational leadership skills
- Provide the drive and ability to help shape and deliver our future vision
- Empower us to become the learning hub at the centre of our community
- Guide us to the next level of achievement
- Make brave, evidence-based decisions
- Bring the whole community with you

We will offer...

- A competitive salary and package
- A dedicated team of talented, caring, and conscientious staff
- Supportive families who enjoy being part of school life
- A Board of Trustees who will encourage and challenge you to excel

Please read on...



Deputy Headteacher Job Description

Overall responsibility: Whole school responsibilities as directed by the Headteacher

Salary: £73,034 - £82,373 **Job type:** full time, permanent **Start date:** September 2024

Reporting to: Headteacher **Liaising with:** All trustees, parents/carers, LA representatives and external agencies, as required

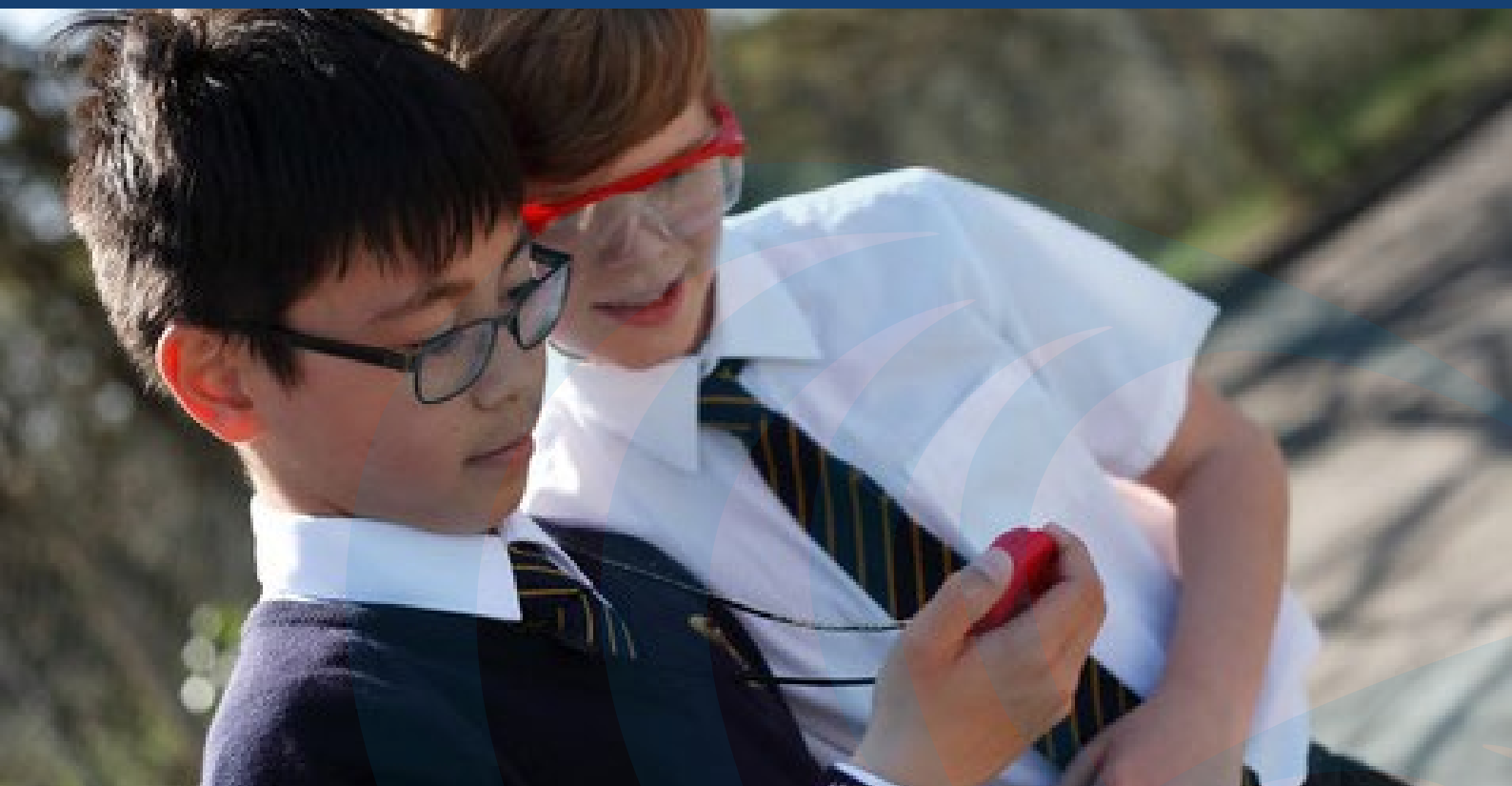
Job Purpose

- Support, deputise and assist the Headteacher by providing dynamic leadership and management in support of the School's vision and values in everyday work and practice.
- Develop and motivate staff, set high expectations, embed learning and teaching strategies and raise achievement.
- Contribute to rigorous and on-going school evaluation and take responsibility for leading specific areas/initiatives to secure further school-wide improvements.
- Specific responsibilities which be based on the skills and experience of the successful candidate.

Professional Duties and Responsibilities

Operational Responsibilities

- Undertake the full range of duties and responsibilities, as required by the Headteacher, set out in The School Teachers' Pay and Conditions of Service.
- Support with the day-to-day management of the School
- Model the leadership and management approach expected of all within the School with a commitment to the School, its pupils, staff, parents, carers and community, including other local schools.
- Develop a culture that enables all staff to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for the impact on pupil outcomes.
- Contribute to the shaping of the School's three-year strategic vision, the annual Improvement Plan and self evaluation process.
- Oversee and lead specific elements of the School improvement strategy as defined by the Headteacher.
- Lead in analysing performance data and setting school targets for consideration by the Governing Body.



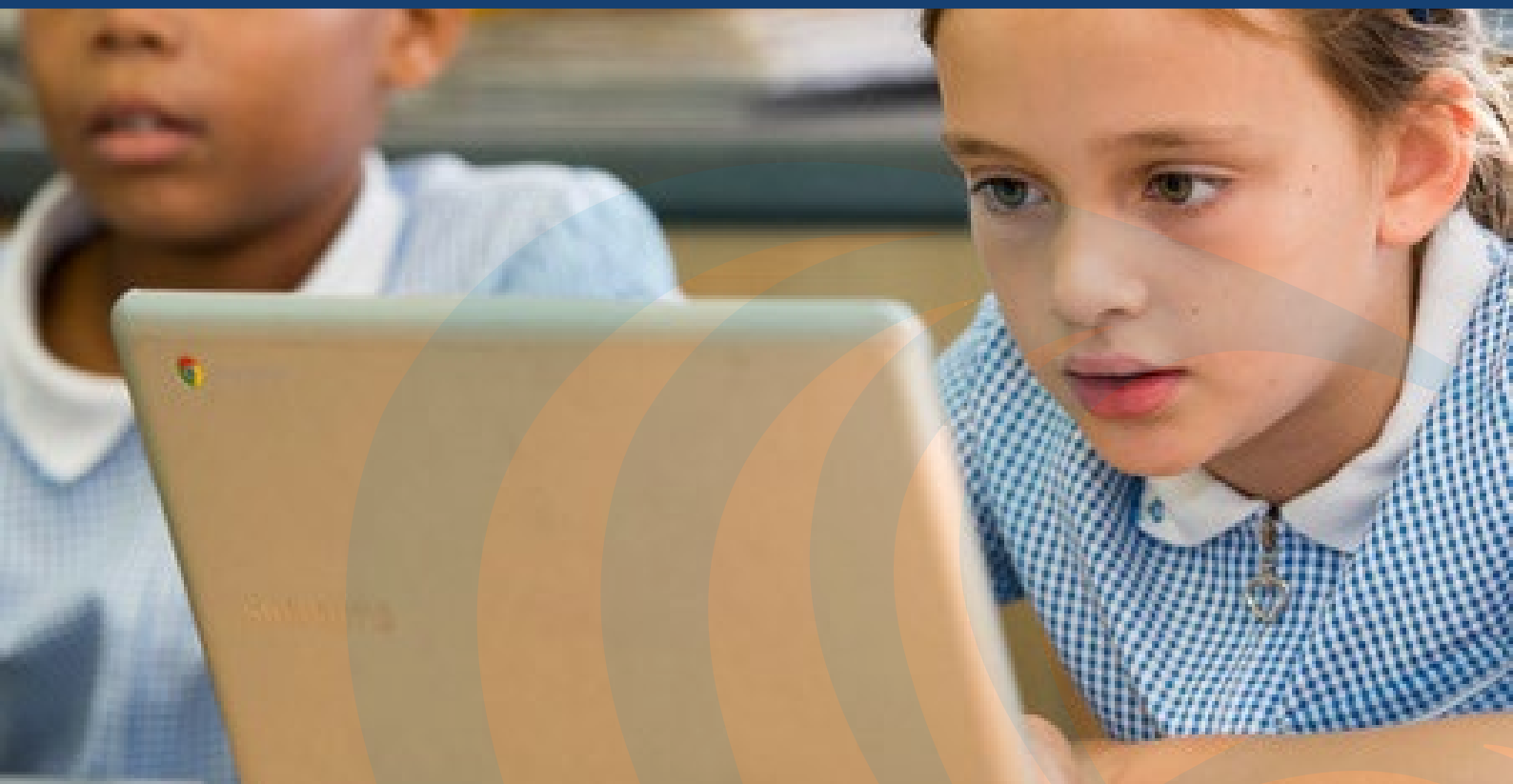
Deputy Headteacher Job Description

Operational Responsibilities Continued

- Effectively line manage leaders and teams as identified by the Headteacher, embed ambition, drive improvement, quality assure work and share accountability for their effectiveness.
- Lead specific initiatives and co-ordinate development programmes to ensure the School promotes and achieves the highest standards of learning and teaching.
- Support the Headteacher in leading the School through all external reviews and inspections.
- Communicate effectively with all stakeholders within the School and work very closely alongside the Headteacher, other senior leaders and school colleagues.
- Monitor, analyse and evaluate the effectiveness of the School's policies.
- Deputise for the Headteacher in his absence.

Teaching and Learning

- Plan working in accordance with the School's curriculum's schemes of work.
- Ability to teach all age groups.
- Have a teaching commitment. This teaching will be negotiated and agreed annually.
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally.
- Take account of all pupils' prior levels of attainment and use them to plan challenging lessons to ensure they reach their full potential.
- Monitor and identify underachieving pupils from the School's data.
- Ensure excellent teaching is maintained in the School, through training and development for staff and self.
- Identify emerging talents, coaching current and aspiring leaders.
- Hold all staff to account for their professional conduct and practice; addressing underachievement when required.
- Establish a purposeful working atmosphere during all learning activities following School policies.
- Actively support extra-curricular and enrichment activities to enhance pupils' experiences.
- Always encourage positive pupil behaviour.
- Understand and fulfil all the requirements of School policies and the expectations of the School.



Deputy Headteacher Job Description

Assessment, Recording and Reporting

- Keep appropriate records of pupils' work, in line with School Policy.
- Mark and return work, including homework, within an agreed and reasonable time.
- Use and apply the School's marking policy.
- Carry out assessment programmes, as agreed by the School or curriculum area.
- Attend parents' evenings as required and keep parents/carers informed about their child's performance and future targets.

Additional Responsibilities

- Promote the School ethos in which the highest achievements are expected from all members of the School community.
- Assist the Headteacher in the deployment of staff.
- Share the responsibility of safeguarding with the Designated Safeguarding Lead.
- Identify emerging talents, coaching current and aspiring leaders
- Always adhere to the professional standards of dress, courtesy and efficiency in line with the ethos of the School and Code of Conduct.
- Attend all staff meetings and any trustee meetings where appropriate.
- Attend and participate in open evenings.
- Uphold the School's values, its behaviour code and uniform regulations.
- Be responsible for ensuring subject knowledge is developed and participate in staff training and development.
- Work with the Board of Trustees as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Share with the Headteacher responsibility for child protection work.



Deputy Headteacher Job Description

Additional Responsibilities Continued

- Participate and be responsible for the development of partnership working with other schools.
- Regularly attend any relevant training and development activities both within and outside school and to attend relevant meetings.
- Support staff working with pupils who have challenging behaviour through behaviour meetings, the formulation and evaluation of behaviour plans and monitoring of the school behaviour policy and procedures.
- Ensure that appropriate support systems are in place for ECTs.
- Support the work of lunchtime staff and deliver training to this group of staff.

Key Organisational Objectives

To contribute to the School by:

- following health and safety requirements and initiatives, as directed
- ensuring compliance with data protection legislation
- always operating within the School's equalities policies, demonstrating commitment and contribution to improving standards and attainment
- contributing to the maintenance of a caring and stimulating environment for pupils.
- leading and facilitating multi-agency working in School.
- keeping up to date with the requirements of the DfE and Local Authority.
- attending meetings of the Board of Trustees and any relevant committees.
- sharing with the Headteacher the responsibility for supporting and promoting the well being of all staff.
- co-ordinating cover for absent staff in partnership with the school administrative officer.

Deputy Headteacher Person Specification

Selection Criteria		
Qualifications and Training		Assessment method
It is essential for the applicant to have:		
Qualified Teacher Status (QTS)	Sight of certificates	
proven commitment to professional development in leadership and management, e.g. NPQH	Sight of certificates	
Experience		Assessment method
It is essential for the applicant to have:		Written application Assessment days
Evidence of having held responsibility for safeguarding	•	•
Evidence of successful of teaching across KS2	•	•
Evidence of successful experience of leadership in a primary setting	•	•
Experience of sustaining and enhancing the delivery of high-quality teaching and learning	•	•
Evidence of commitment to researching best practice in KS2 education	•	•
Experience of being responsible for developing, monitoring and evaluating at least one aspect of whole-school performance	•	•
Experience of monitoring and analysing data to drive improvement	•	•
Experience of leading, managing, coaching and mentoring staff	•	•
It is desirable for the applicant to have:		
Experience of academies/multi academy trusts	•	•
Experience of working in partnership with other schools	•	•
We would also like the applicant to have the following:		
Skills		
Ability to lead with energy, enthusiasm and tenacity to provide an environment where others feel valued and motivated	•	•
Ability to work under pressure while maintaining a positive, professional attitude	•	•
Ability to organize and prioritise workload and work on own initiative	•	•
Excellent personal, oral and written presentation skills	•	•
Personal attributes and behaviours		
Adaptable and flexible to changing circumstances and new ideas	•	•
An understanding of the School's responsibility in preparing pupils for the next step in education and life	•	•
Creative, courageous and resilient	•	•
Able to respond positively to feedback	•	•
Able to hold challenging conversations appropriately	•	•
Able to sustain personal motivation and that of colleagues	•	•
Willing to take responsibility and ownership, including at headteacher level	•	•
A team player	•	•
Committed to the maintenance and development of a genuinely broad and balanced curriculum	•	•
Ability to fulfil wider professional responsibilities		
Willingness to make a significant contribution to the wider life and ethos of the School	•	•
Ability to develop effective professional relationships with colleagues, pupils, parents/carers and Board of Trustees	•	•

Application Process

If you would like to discover more about this exciting opportunity, need any further information, have an informal discussion or arrange a visit then please contact our retained consultant at Academicis, **Caroline Olsen: colsen@academicis.co.uk** or **01223 907979 / 07500 889504**

Please email your application to:

Caroline Olsen: colsen@academicis.co.uk

Closing date: 8th March 2024

Shortlisting date: 12th March 2024

Interviews: 20th and 21st March 2024

Safeguarding

Cleves is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children.

Equality, diversity and inclusion

Cleves is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.