

## *Deputy Headteacher Recruitment Pack*

Calthorpe Park School, Fleet, Hampshire



## *Welcome from Headteacher*

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Thank you for your interest in becoming Deputy Headteacher at Calthorpe Park School.

We are seeking to appoint two highly skilled colleagues to join our successful leadership team, at this exciting time in the expansion of Calthorpe Park School.

Calthorpe Park School is an 11-16 Local Authority school with a roll of 1350. The School is currently oversubscribed in Key Stage 3 and we are expecting our student numbers to grow year on year for the next four years.

Calthorpe Park School is a “good” (Ofsted 2017) school situated in modern, purpose-built facilities. The School has some older buildings, a build 5 years old and a purpose built new art, Maths and ICT block, which offers a fantastic learning environment.

We are seeking dynamic, energetic and experienced leaders who have the highest expectations of staff and students and the drive to help make our School exceptional in everything we do. The exact responsibilities of the post will be agreed with the successful candidate; we are looking to appoint individuals with the experience, determination and commitment to improve standards across the School. Experience of raising achievement for disadvantaged students would be an advantage. As education is experiencing a great deal of change currently, you will have a detailed and current knowledge of curriculum development and assessment practices that address the requirements of new specifications and courses. You will also have a relentless determination and belief that all students can and will perform to the highest level.

We are determined to educate and achieve ‘The Best in Everyone’ you will be a solution focused, inspirational leader who quickly gains the trust of all staff. You will be a good communicator and foster, personable and professional relationships, listening and acting on views and ideas. You will be relentlessly positive, highly visible and have the confidence to challenge underperformance wherever and whenever it is seen.



If you feel you would like to apply, please submit a completed application form and a two-side A4 letter of application which addresses the items in the person specification.

I hope you find the information you need in the accompanying pack and am sure you will find other useful information from visiting our website. You are also warmly invited to contact the school or attend our tours, to see Calthorpe Park School 'in action' and meet our fabulous students and staff. I look forward very much to welcoming you to our school.

With kind regards

**Kevan John**  
**Headteacher**



# What do you love about Calthorpe Park School?



*"The ethos at Calthorpe Park School makes it such a great place to work. It's not all about exam results; educating the whole child matters, and students' successes and achievements are celebrated. We have an incredibly supportive staff body too; we all want the best for our students and supports each other in helping to deliver that, whatever our department."*

*Staff member 2020*

*"I like the ethos of the school, that the child matters more than the grade."*

*Staff member 2020*



*"Calthorpe Park School is a truly cohesive community. It is great to work in such a calm and positive environment."*

*Staff member 2020*

*"Calthorpe Park School is a great place to work because of the amazing group of colleagues - always willing to help each other out." Staff member 2020*

*"I feel like CPS is my home, where I belong. It's where I learnt my craft, which I continue to strive to develop every day. I've made the most amazing friends working here, in a place where I've felt supported, well-guided and appreciated'.*

*Staff member 2020*

*"As a parent of 2 year 8 girls I want to personally thank the school and the teachers for all they have and are doing to provide work and keep the students going- you are doing a brilliant job in very unusual circumstances." Parent 2020*

*"Remote schooling is never going to be as effective as face to face teaching. However, I do think CPS has been outstanding in ensuring our children get through this crisis with as little harm to their education as possible." Parent 2020*

*"As you know my son had a difficult start to his secondary school life. This all changed half way through year 8 when I made the decision to send him to your remarkable school." Parent 2020*

*"I like the busy atmosphere and laughing with my teachers." Student voice 2020*

*"I like being part of a big school, even though it doesn't feel like it." Student voice 2020*

*"CPS is a great school, I realise that even more now that I've passed my GCSE's and left to go to college." Ex Student 2020*

# Calthorpe Park School

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## *History of the School*

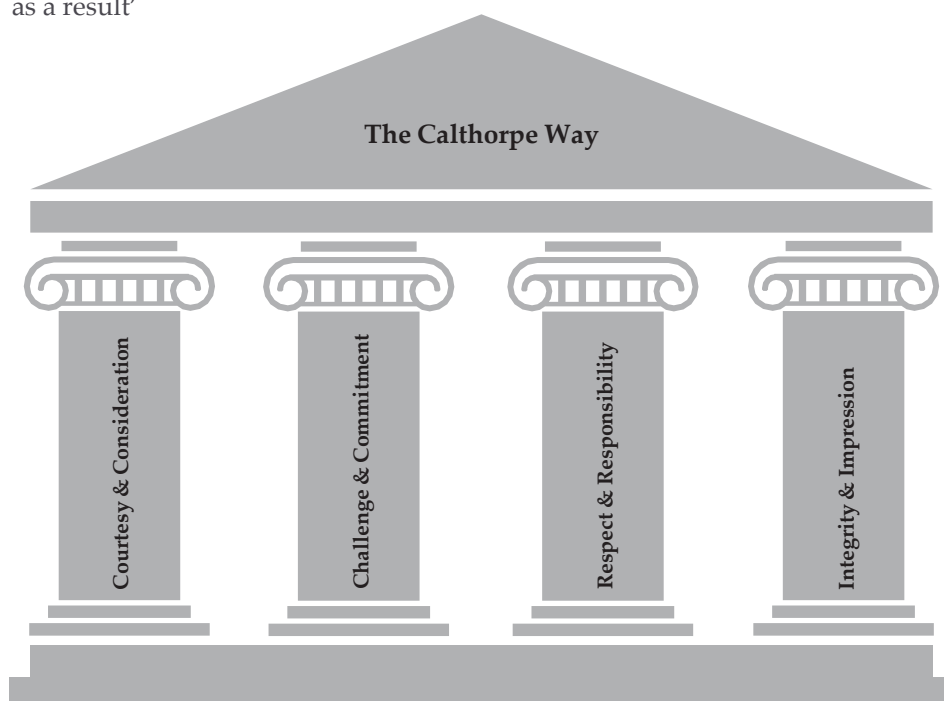
Calthorpe Park School opened on the 3rd September 1969 as North Fleet Bilateral School with Mr J Ormerod as Headteacher. The Governing Body changed its name to Calthorpe Park School a few months later. 153 students and 11 staff were the first occupants before all year groups were complete 5 years later.

## *The Calthorpe Way*

Calthorpe Park School is a highly successful, inclusive place to learn and grow. Our school community is scheduled to expand year on year, supported by substantial local authority investment. This puts us at a very exciting stage in our development. Fundamental to our ethos is that we support all students to have the opportunity to succeed and experience success, in a culture of care and respect, support and challenge. We aspire to provide a learning experience that educates the whole child for the whole of their life through heart, mind, body and spirit.

Every visitor who comes into school comments on the calm, courteous and positive feel of the school during lesson time. The culture of the school is predicated on the Calthorpe Way. This ethos is encapsulated in the four pillars of Courtesy and Consideration; Integrity and Impression; Challenge and Commitment; and Respect and Responsibility.

This was recognised by Ofsted in the last inspection report with one of the great many highly positive comments observing 'a very calm, purposeful and orderly school with the 'business of learning at its heart, and the pupils thrive as a result'



## Achievements

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In a recent inspection of safeguarding practice, the team commented on the sense of care that is embedded in the culture of the school. All members of the community care for and about each other, supported by systems and policies that are proactive, forward-looking and built around the simple concept of wellbeing.

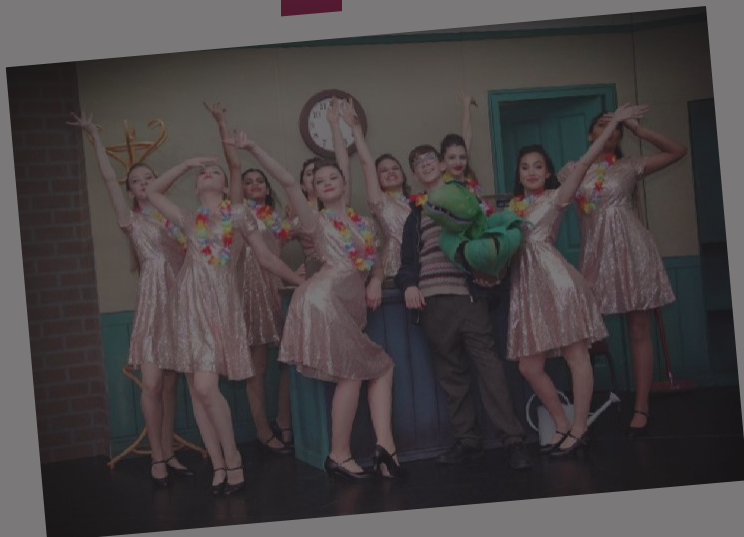
The school cherishes enthusiasm, passion, compassion, creativity and individuality alongside dependability, consistency, professionalism and friendliness.

Calthorpe Park School achieves consistently high academic standards but we also want to play a part in shaping the adults that our students will become. Education is a lifelong process of development to which our school makes an essential contribution through its wide and varied curriculum. The curriculum we offer is broad, coherent, relevant, inclusive and differentiated to enable each student to achieve his/her potential. The curriculum is supported with a variety of enrichment activities and celebration of the arts.

“The academic teaching is outstanding but for Felicity the highlight of her time at Calthorpe Park School was participating in the school shows. I cannot tell you how much she came alive during these times” Quote from a parent for Ofsted 2017.

Calthorpe Park School is a Silver award Rights Respecting school and is currently working towards our gold award. We fiercely believe in inclusive education and are proud of the provision we have in place to ensure each student is valued and can actively engage in the curriculum and broader life of the school.

The wellbeing of the whole school community is paramount. There is a strong network of dedicated professionals in place to assist and promote wellbeing of both staff and students.



# House System

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Every student joining Calthorpe Park School becomes a member of one of the four houses. The houses are named after historical figures who embody a philosophy of the school, a set of values that we hold to be important and central to our aspirations. They have been chosen because these people's lives, achievements and dispositions are considered both individually and collectively to mark a way that our school considers worthy.

## **Leonardo Da Vinci**

(1452-1519)

Known for his work in science, engineering, architecture and anatomy.

## **Jack Kilby**

(1923-2005)

Known for his work in the fields of physics and electrical engineering.

## **Marie Curie**

(1867-1934)

Known for her work in the field of radioactivity.

## **Mary Somerville**

(1780-1872)

Known for her work in the fields of science and mathematics

Each of the houses has a Head of House who is supported by members of our pastoral team. These include tutors, the attendance officer, medical staff and school counsellors. The house system operates using a vertical tutor system, whereby students from all year groups (7-11) are grouped together to form each tutor group. The house system acts as a link between the different age groups in the school allowing the students to gain a better understanding of those around them. This is further enhanced because each student stays in the same tutor group with the same tutor from their arrival at school to the point at which they leave.

Please note that due to the C-19 restrictions, the House system is operating in a different way. This may change depending on the situation and with social easing.

## School Community

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The school community extends beyond the immediate school. For example, every year the school hosts a 'Model United Nations' event, supported by local businesses and charities. It is attended by about ten schools and colleges from around Hampshire and recently celebrated its 20th anniversary.

The CPSA (Calthorpe Park School Association) is made up of parents and staff, who support the school in countless ways. With the funds raised this year they have provided the school with new netball kits, computer remote controls for all staff to use in the classrooms and £1000 towards the completion of the 'gold wellbeing award'.



# *Celebrating the Arts and Student Achievement*

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The curriculum at Calthorpe Park School is concerned with the whole person. It's central purpose is the intellectual, social, spiritual, moral and creative development of the students.

To support this ethos the arts are absolutely valued, as they reinforce the rest of the curriculum. This is demonstrated by maintaining the arts as a discrete part of the curriculum, with a wide variety of GCSEs available, along with a wide and varied array of enrichment activities for all students to experience.

Art, photography, graphic design and music are all popular option choices in Year 8. The music department offer both traditional and diverse musical choirs and instrumental groups for students and staff to participate.

The drama department stage an annual whole school production. In recent years they have staged *Beauty and the Beast*, *Billy Elliot* and *Mary Poppins*. Most recently *Little Shop of Horrors* was staged.

A cast of over 90 took part, accompanied by a band comprised of 17 students and staff, positioned on a large central platform. Over 1200 people enjoyed the performance over 5 evenings, each evening culminating in a standing ovation!

## *Awards Ceremony*

To encourage the students to be proud of their achievements and those of their school, we hold an annual awards ceremony, where our students are recognised. Alongside the nominations for academic subject, there are also categories titled 'personal grit', 'focused learner', 'talent & prowess' and the 'Governors Award'.

One category is the 'Who Knew' awards, which always causes a few surprised faces. These are awarded to those Students who compete at a national level. Past awards have been given for ballroom dancing, fencing, cycling, cheerleading and exceptional service to the community.

Parents of the award winners are invited to a separate ceremony. This evening event is always extremely well attended by students and parents.



# Senior Student Leadership Team

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The SSLT comprises of five groups of head students, each with a varying role -

**Heads of Charities** - whose ambition it is to change people's lives for the better through various fundraising events.

**Heads of Communications** - One of their principal roles is to make the school aware of various events and projects going on within school.

**Heads of Prefects** - This role is responsible for running Prefect meetings, recruiting prefects to help at events. They are also tasked with further improving the quality of prefect work.

**Heads of REaL 3** - Real 3 stands for Rights, Respects and Responsibility in education and learning. They promote awareness of the fact that every child has rights, running a weekly group and organising various events to support this.

**Heads of Student Voice** - Their role is to listen to the thoughts of the student body and integrate their ideas into the community. They run 'speakouts' every week which is the platform students use to communicate their thoughts and concerns regarding their learning environment.

To become a member of SSLT the students have to go through a rigorous application process including an interview with SLT and the Headteacher.

## *Additional information about the growth of Calthorpe Park School*

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Calthorpe Park School has grown steadily for the past decade and will continue to do so until at least 2025. The pupil admission number moved to 254 (9 form entry) in 2015. In 2018 this was raised again to 284 (10 form entry) and will rise again in 2021 to 345 (12 form entry).

In 2016 Hampshire County Council completed a £15 million project that created a new block at the front of the school that contained 14 classrooms, a library plus a new reception area and offices. The project also included changes to the Café area, the creation of additional Science labs, Tech areas, Art/Photography studios and Music room. These indoor spaces were complimented by additional external spaces including a three court Multi Use Games Area and a full size floodlit synthetic turf pitch.

A joint project between Hampshire County Council and Hart District Council in 2018/19 saw a new Sports Hall with changing rooms built on the school site.

To accommodate the planned increase in numbers from 2021, HCC commenced an additional £9.5 million development project to create a new teaching block that will contain two ICT spaces, 13 classrooms, an Art/Ceramics studio and a café area. It will also include significant landscaping around the area. Finally, there will be refurbishment within an existing block to create two additional Scienceslabs. This is now due to be completed for Autumn 2021.



Future student numbers are considered regularly by Hampshire, especially as demand for places will be driven by the considerable number of new houses being built in the area. The building development and increasing PAN has been predicated on the number of students already in the school system at KS1 and KS2. There are significant building plans in the area that include Hares Hill, which adjoins the school's playing fields (400 houses) and Hartland Village to the West of the town which is scheduled to be in excess of 1200 houses. Both of these are in the school's catchment area. We are also aware of significant continuing planning applications within the wider vicinity of the school.

The growth in student numbers will offer our staff many opportunities for career progression.

# *Calthorpe Park School*

## *Deputy Headteacher Recruitment Person Specification*

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### *Attainment and Experience*

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1. Qualified Teacher
2. Good Honours Degree
3. Appropriate Professional updating
4. Appropriate experience of the age range
5. Ability to support leadership of a large and complex organisation.

### *Shaping the Future*

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1. Think strategically, by building, communicating and implementing a shared vision of excellence, equity and high standards for every student Experience of supporting a school through significant change and growth.
2. Communicate and model vision and values both within and beyond the school.
3. Set and achieve ambitious, challenging goals and targets
4. Understand and practise educational inclusion so that all have the opportunity to be the best they can be

### *Leading Teaching and Learning*

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1. Implement strategies for raising achievement and achieving excellence for students, in particular disadvantaged students
2. Use appropriate models and principles of effective learning and assessment for learning
3. Ensure high standards of behaviour and attendance
4. Be strategic in ensuring inclusion, diversity and access
5. Use performance data effectively to ascertain areas for improvement
6. Implement strategies for developing effective teachers to ensure the entitlement of all students to effective teaching and learning

### *Developing Self and Working with Others*

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1. Develop positive interpersonal relationships.
2. Promote individual and team development and sustain a learning community that impacts on school improvement
3. Share leadership and accountability for goals and standards
4. Manage change, conflict and empower individuals and teams
5. Collaborate and network effectively with others within and beyond the school
6. Give and receive effective feedback and act to improve personal performance

### *Securing Accountability*

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1. Use a range of evidence, including performance data and external evaluations to improve aspects of school life, including the robust challenging of poor performance
2. Apply principles and practice of quality assurance systems, including school review, self-evaluation and performance management.
3. Lead the team effectively and efficiently towards the academic, spiritual, moral, social, emotional and cultural development of all students
4. Hold other relevant staff members to account for student learning outcomes.

## *Managing the Organisation*

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1. Apply principles and strategies of school improvement
2. Plan and manage projects for implementing change
3. Apply good practice in performance management
4. Manage equitably staff and resources
5. Think creatively to anticipate and solve problems
6. Manage the school efficiently and effectively on a day-to-day basis
7. Delegate management tasks and monitor their successful implementation
8. Maintain a high profile and presence throughout the school

## *Safeguarding*

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1. Motivation to work with children and young people
2. Ability to form and maintain appropriate relationships and personal boundaries with children and young people
3. Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline



# *Job Description for Deputy Headteacher, Calthorpe Park School, Fleet.*

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Salary Scale: **Grade L39-L47 - £67,365 -£74,295**

## *1. Purpose of the Role*

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- The purpose of the Deputy Headteacher's role is to support the professional leadership and management for Calthorpe Park School. Supporting the promotion of a secure foundation from which to achieve success in all areas of the school's work.
- To support the communication of the school's vision and ambitions to all key stakeholders.
- To lead by example and model best practice professional conduct and be a role model.
- To support the delivery of a productive, disciplined learning environment for the management, organisation and administration of the school.

## *2. Key aspects of the role include:*

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- To support the Headteacher in the modelling of outstanding positive leadership, to be an outstanding leader that inspires others to have the highest expectations
- To be a strategic leader and thinker, with an appetite to innovate, able to successfully manage and implement change and then be accountable for these changes.
- To have the highest expectations of all students and a continual belief that they will achieve outstanding outcomes, communicating this belief to all stakeholders
- To care deeply for students, their families and all staff aiming to support their well-being at all times
- To fully support our values and those of Calthorpe Park School
- To be a line manager who is approachable and who develops others by supporting and challenging them to be the best they can be
- To take the initiative, be a critical thinker and be accountable for your decisions and your areas of responsibility and for those you line manage
- To contribute to daily senior duties
- To monitor and evaluate the relevance and effectiveness of aspects of Calthorpe Park School processes and their impact on improving achievement and attainment of all groups of students and to develop strategy accordingly.
- To deputise for the Headteacher, in the absence of the Headteacher, when requested to do so.

### *3. Teaching:*

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- To support leadership and management of teaching and learning throughout the school to achieve Outstanding Teaching.
- Embrace new teaching approaches that support the school's ambitions.

### *4. Health, Safety and discipline:*

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- Ensure the safety and well-being of Students and Staff.
- Ensure good order and behaviour amongst Students and Staff.
- Support the principles of the 'The Calthorpe Way'.

### *5. Professional Development:*

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- Promote the participation of staff in relevant continuing professional development.
- Participate in the appraisal and review of direct reports
- Ensure they have their own professional and personal development programme in place and that it is executed.

### *Equality*

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As an employer we are committed to equal opportunities and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic origin, nationality, sexual orientation, marital status, religion, trade union activity, age and/or medical condition. Your personal details will be treated in accordance with our Applicant Privacy Notice, available on our web site.

### *Note*

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The job holder will adopt flexible working methods to meet the changing needs of the school. The job holder may be required to carry out other duties and responsibilities in keeping with the nature of this post as directed by and agreed with the Headteacher.

Whilst every effort has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail.

# *Application Process and Information*

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## *School Visit*

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We warmly invite you to visit us.

Visits will be available on the morning of Wednesday 5 May 2021

Please call Mrs Wendy Haynes - PA to Headteacher on 01252 618186 to arrange a visit.

## *To Discuss the Role*

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If you would like to discuss the role, please also contact Mrs Wendy Haynes by email on [w.haynes@cps.hants.sch.uk](mailto:w.haynes@cps.hants.sch.uk) or by phone (01252 618186) to arrange a time to discuss this with the Headteacher.

## *The Process*

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Please complete the application form via [tes.com](https://www.tes.com), E-teach, [www.cps.hants.sch.uk](http://www.cps.hants.sch.uk), or HCC website.

**Closing Date for your Application is Monday 17 May at 9.00am.**

**Interviews will be held 24 and 25 May 2021.**

Address: Hitches Lane, Fleet, Hampshire, GU51 5JA

Telephone: 01252 613483

Web: [www.cps.hants.sch.uk](http://www.cps.hants.sch.uk)

