

September 2021

Deputy Head Teacher



**WEXHAM COURT
PRIMARY
SCHOOL**

WEXHAM COURT PRIMARY SCHOOL

Welcome to
Wexham Court Primary School



Church Lane
Wexham
Slough
Berkshire SL3 6LU

Telephone: 01753 524989/524533

Headteacher: Miss N Mehat BA QTS. N.P.Q.H.

Chairman of Governors: Mr J Reekie

Status: LA maintained Co-Educational School
Age Range 3+ to 11 years

Number on roll: 702



Welcome from the Head Teacher

Dear Applicant,

Thank you for your interest in the position of Deputy Head Teacher at Wexham Court Primary School. Wexham Court is a forward thinking and innovative school, trying to embrace 21st century learning styles. As a school community, we are very open minded and ready to embrace new and exciting challenges together.



The role of Deputy Head is an important, at times difficult, but often rewarding role. It is crucial that the school and leadership team meet the expectations you have and vice versa. Therefore, I would like to start by inviting you to visit our school, so that you can see it in action. Please take a look at our website: www.wexhamprimary.com where we have saved a video for you, under the 'Working for Us' tab. If you have time, check out our Twitter page to truly gauge what we get up to @WexhamPS.

The children at Wexham are delightful and I feel privileged to be a part of their learning journey and immensely enjoy their company. The staff and pupils have a mutual respect and work well as a team. The behaviour is excellent, pupils demonstrate a love of learning and really care for their teachers. We passionately believe in our vision which is to **'prepare every child to be a successful individual in an ever-evolving world'** and it permeates throughout everything we do. Our curriculum helps children master the following areas so that they achieve this vision:

Resilience

Communication

Creativity

Curiosity

Community

Over the last few years we have relished the opportunity to develop and select our own curriculum. We have a strong reading culture, which is supported by a purposeful and sequential Talk for Writing curriculum. All staff have a strong understanding of the early reading process and the pedagogy that supports the science of learning and recall.

Our Enquiry project-based curriculum is unique to our school and reflects our values and builds upon the interests and passions of the teachers and pupils. Our Wellbeing curriculum comprises of PSHE, RE and both mental and physical health. It encourages pupils to self-reflect and clarify their views as a person. Maths in the school is excellent due to our Maths Mastery approach. We work with several partners to enhance our teaching and carry out joint projects and trials, enabling staff to participate in high quality CPD and work with other settings.

As Deputy Head, you would work with subject leads and heads of year, to ensure that teaching and learning across the school continues to meet the needs of our pupils and remains exciting, relevant and challenging. In addition, you would work with myself and the Governing Body to support the already strong senior team in fulling the vision, school priorities and day to day running of the school.

Professional development is highly valued; therefore, we are keen to recruit a practitioner who has ambitions to become a better leader or aspires to be a head teacher. This school is a truly unique and wonderful place to work. I would strongly recommend a visit so that you too can meet our lovely pupils and staff and see the school in action.

I look forward to hearing from you soon.

Kind Regards,

Miss Navroop Mehat
Head Teacher

Letter written by teachers for you

Dear Applicant,

We are delighted that you have shown an interest in Wexham Court. We want to let you know some of the key things about working at Wexham. Firstly, what you see is what you get. The children are truly amazing, and all leaders are approachable and go out of their way to help. We take a consistent approach to behaviour across the school and emphasise positive encouragement and reflection on bad choices. As a result, children are very well-behaved and truly enjoy coming to school each day.

The parents are supportive and form an important part of our school's wider community. They often thank us for our hard work and even bring food in during parent's evenings. They understand that we work hard and allow us the space to do our job.

As we all know, teaching is a highly-valued but sometimes stressful job. Our senior leadership team are aware of this and have made teacher wellbeing a high priority in the school. We welcome a Deputy who supports this approach, but can challenge poor performance so that we remain strong as a school. Our new Wellbeing and Mental Health Team are bringing an ever-more positive and supportive working environment to all of our staff.

There is also a strong culture of continued professional development at Wexham. Our teaching ranges between good and outstanding and we regularly create opportunities to learn from one another. All staff training is informed by cutting-edge research, which means that staff are given regular opportunities to develop their practice. Through learning and sharing practice together, our staff team have become a strong community of ambitious professionals.

Wexham has pioneered a unique approach to teaching the Foundation subjects that has been recognised by other schools in the area. We call this our 'Enquiry' curriculum. Taught through a series of investigations into 'Big Questions', our Enquiry curriculum aims to develop children's resilience, communication and creativity alongside their subject knowledge. Enquiry puts problem-solving and collaboration at the heart of learning. We believe this is vital if we are to properly equip our children for an ever-evolving future.

Wexham provides a warm community with many other benefits. The school pay for all hot drinks and provide lots of treats such as an Easter breakfast, and FUN DAY Friday treats and events. Our school also has excellent resources such as IPADS, new interactive smart boards, science and art supplies and a school radio. The school has health care benefits such as counselling and physiotherapy. If you are keen, you can even join the staff netball team.

The most important thing to know is that we are a really strong team and need a Deputy Head that is enthusiastic, ambitious and forward thinking. Come in and have a chat with any one of us and we will be more than happy to answer your questions.

Finally, come and see the school first hand – it is like no other.

Staff Wellbeing Team



phillipmartin.info

Welcome from the Pupils

Welcome to Wonderful Wexham Court!

We are delighted to give you the opportunity to work here. We are a school that has core values that are at the heart of everything we do.

The staff here are encouraging, inspiring, good listeners and fun. Are you a teacher who;

- Can plan fun and enjoyable activities?
- Can help accelerate our learners' progress?
- Can create fun and engaging displays?
- Listen when we need your help?
- Has a good sense of humour?
- Gives us good and helpful feedback?
- Has a love for reading?

In return we promise to give you:

- Well behaved and engaged learners
- A positive atmosphere to work in
- Amazing teacher friends
- Lots of laughs
- A big, clean classroom
- Lots of tea and coffee!



We love coming to Wexham Court Primary School. There is always so much going on. We are an Active Movement school, which keeps us fit and healthy. We have a modern curriculum, which includes Enquiry. This helps us to explore topics in a fun way. Community work is important to us, as we love to support local charities.

We attend lots of clubs. What club will you run?

Come and meet us so we can share our school, we know you will love it too!

Elieza (Head Girl) and Arjun (Head Boy).



WEXHAM COURT PRIMARY SCHOOL

History of the School

Wexham Court Primary School has served as a place of education for the children of families that have come to settle in Slough since the 1950s. Pupils, parents and the community, value the school as a centre that promotes cross-cultural learning, develops life skills and promotes an energetic and creative approach to learning.



The school is situated in extensive grounds on the site of a farm estate that dates to the 13th Century. The school's name is based on the manor house, home farm and church that were all part of a moated complex, known as Wexham Court Estate. The Parish Church of St Mary's Wexham, built in the 12th century, remains largely unchanged on land near the School.



Today, Wexham Court Primary School still retains its grass areas for sports and play, a wooded nature trail that grows on the site of the medieval moat, oak trees that were planted in the 18th Century and a refurbished barn from the early 19th century. These historic features provide a valuable natural learning environment for the pupils and make it a school that is unique in the area.

The site has a poly tunnel and various raised beds, in which all pupils grow their own produce. This is later served in the canteen or entered into the 'Stoke Poges Horticultural Show', which we have won six years running.

Wexham has many awards; such as the Sustrans Cycling Cog, Investors in People Gold, RWI Phonics Badge of Excellence, Bristol Standards, Healthy Schools to mention a few and we are an Active Movement School. We believe competition is healthy and use our house system to organise events throughout the year.

The school badge reflects its history, with images of an acorn, wheat-sheaf and moat.



Job Description – Deputy Head Teacher

DESCRIPTION: Wexham Court Primary School

POST TITLE: Deputy Head Teacher

RESPONSIBLE TO: Head Teacher

1. MAIN PURPOSE OF THE JOB

- 1.1 Carry out those responsibilities defined by statute with specific reference to conditions of Employment of Deputy Head Teachers in the DfE publication 'School Teachers Pay and Conditions,' including the educational standards, internal organisation, management and control of Wexham Court Primary School
- 1.2 Assist the Head Teacher in the effective leadership and management of the school and in all aspects of school improvement, including taking full responsibility for the school in the absence of the Head Teacher in keeping with relevant policies and practices
- 1.3 Assist the Head Teacher in all aspects of the day-to-day administration and organisation of the school, as agreed with the Head Teacher, including taking responsibility for agreed areas, such as timetables, duty rotas and the school website review
- 1.4 Assist the Head Teacher in shaping a vision and direction for the school, setting out very high expectations with a clear focus on student achievement and progress
- 1.5 Build and develop appropriate relationships with students, parents, staff, Governors, Head Teachers and other stakeholders to develop and enhance the achievements and good reputation of the school
- 1.6 To strategically lead on the development and implementation of the use of meaningful data to ensure informed interventions for both attainment and progress for all learners
- 1.7 Take full responsibility for leading and managing one or more major aspects of the school's curriculum provision, as agreed with the Head Teacher and Governing Body
- 1.8 Provide guidance and support to middle leaders and other staff in order to improve the quality of teaching and learning
- 1.9 Provide guidance and support to the Inclusion Manager/SENDCo in order to improve the quality of teaching and learning, monitor data, provision mapping and interventions
- 1.10 Ensure that the health and safety of all students and staff is promoted and maintained to a high standard at all times, in accordance with the school's relevant policies and procedures

2. CORE JOB FUNCTIONS: PERSONAL RESPONSIBILITY

- 2.1 To implement school policies including those relating to Race Equality, Equal Opportunities and Health and Safety
- 2.2 To attend training and meetings as necessary and cascade any relevant information to relevant staff and stakeholders as appropriate
- 2.3 To advise the Head Teacher on development issues and planning relating to the education of pupils within all key stages in a timely fashion
- 2.4 To play a full and active part in activities related to teaching and learning for all students and staff
- 2.5 Be an excellent role model for all members of staff and for pupils in all aspects of school life. To be an exemplar of all school policies and practices. To actively promote the aims of the school. To offer guidance and support to colleagues

3. CORE JOB FUNCTIONS: TEACHING & LEARNING

- 3.1 To take a lead role in developing and supporting teaching and learning across the school
- 3.2 To lead on a subject or area as required
- 3.3 To ensure that personal teaching is consistently delivered to a high standard through effective planning and regular evaluation, and through using a range of teaching strategies which match a range of pupils preferred learning styles to achieve student success
- 3.4 Inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil discipline
- 3.5 Actively promote equality of opportunity by assisting the Head Teacher in ensuring the school's curriculum provides the best possible education for all its pupils, considering ethnicity, gender, special educational needs, English as an additional language, disability and emotional needs that may affect learning
- 3.6 To undertake a significant role in maintaining a high standard of pupils' behaviour and discipline, within the framework of the school policy and supporting other staff as necessary
- 3.7 To liaise effectively with parents and carers to ensure good relationships between school and home in order to improve teaching, learning and behaviour
- 3.8 To teach a class or group as required by the Head Teacher

4. KEY ACCOUNTABILITIES: LEADERSHIP & MANAGEMENT RESPONSIBILITIES

- 4.1 To be responsible for the strategic leadership of the development and implementation of a co-ordinated timetable which reflects the needs and aspirations of all learners. To be responsible for monitoring and reviewing the timetable on an ongoing basis in line with national developments and guidance to ensure the timetable remains effective
- 4.2 To be responsible for overseeing and monitoring the effectiveness of the cover arrangements across the school
- 4.3 To create, implement and monitor duty rotas for break, lunch and before and after school
- 4.4 Make clear quantifiable data available to a range of audiences to support self-evaluation, using external and internal data in relation to areas of accountability
- 4.5 Ensure all members of SLT are aware of broad conclusions resulting from analysis of progress attainment and intervention data
- 4.6 Lead on quality assurance for Teaching and Learning
- 4.7 Play a significant role in setting aims and objectives for the school and in formulating the School Improvement Plan along with the Head Teacher, Governors and other senior staff. To take responsibility for developing and monitoring policy and practice as laid down in the School Improvement Plan, and in agreement with the Head Teacher
- 4.8 Manage documentation in respect of self-evaluation
- 4.9 Develop, implement and sustain effective systems of quality assurance for all key areas of accountability. Assist the Head Teacher in school self-review and evaluation and in the effective planning and management of school resources to secure improvements
- 4.10 In conjunction with the Head Teacher, Finance Department and Governors be responsible for establishing budget priorities and ensuring funds are used effectively to provide best value within agreed expenditure limits
- 4.11 To ensure the quality and health and safety of the school buildings remain suitable and safe in line with appropriate legislation and guidance
- 4.12 In conjunction with the Head Teacher ensure the effective delivery of good quality people management practices to achieve high standards and harmonious and positive relationships
- 4.13 In conjunction with the Head Teacher to be responsible for dealing with matters relating to disciplinary issues in accordance with employment law and relevant statutory guidelines such as those provided by the DfE and General Teaching Council for England

- 4.14 Take a significant role in the implementation of all aspects of the school's performance appraisal practices in accordance with statutory requirements to secure school improvement and individual professional development
- 4.15 Work in accordance with LA and DfE strategies and policies and liaise with LA staff and other external agencies as appropriate
- 4.16 Work closely with the Head Teacher and the Governing Body
- 4.17 The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade as directed by the Head Teacher, commensurate with the grade of the post

5. GENERIC ACCOUNTABILITIES

- 5.1 Participate in recruitment and selection, as agreed with the Head Teacher
- 5.2 Attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required
- 5.3 Attend occasional meetings during evening hours, at weekends or in school holidays, as required
- 5.4 Take whole school assemblies and support other staff with assemblies
- 5.5 Prepare and present reports, as required to Governors, LA officers, parents, or outside agencies

PERSON SPECIFICATION				
Competency		Attributes – Customer Focus, Development, Relationships, Personal Effectiveness, Expertise, Communication Skills (if appropriate), Managerial (if appropriate), Health & Safety, Equalities Finance	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
Experience	1.1	Experience and expertise in relation to the Primary School Curriculum	Essential	A
	1.2	Experience of working with primary age ranges	Essential	A
	1.3	Substantial successful leadership & management experience in a senior post that has led to raising standards in teaching & learning and whole school progress, and includes experience of managing performance	Essential	AI
	1.4	National policies and developments in primary education, current educational issues, and the statutory and Ofsted frameworks within which a school operates to meet all pupils needs	Essential	AI
	1.5	What constitutes excellent classroom practice and a clear understanding of how to improve the quality of effective teaching and learning within the Ofsted framework	Essential	I
	1.6	Experience of current tracking and assessment procedures	Essential	AI
	1.7	Innovation in curriculum design to enhance teaching and learning which enables pupils to become self-motivated and effective learners	Essential	AI
	1.8	Experience of working effectively in a multicultural community	Desirable	AI
	1.9	The process of school self-evaluation	Desirable	AI
Skills/ Abilities	2.1	Effective management skills to include: strategic financial management and human resources; people management skills to include delegation coordinating, monitoring and evaluating all aspects of performance successfully	Desirable	AI
	2.2	Excellent interpersonal skills and the ability to relate to people with understanding, humour and tact; to communicate effectively with a wide range of potential audiences and to listen and understand the point of view and opinions of other people	Essential	I
	2.3	Accurate interpretation and the effective use of comparative data in raising whole school standards through analysis and evaluation of pupil data, target setting, assessment for learning and pupil tracking. Ability to clearly and effectively communicate the results of any comparative data to a range of different audiences in simple terms	Essential	AI
	2.4	Ability to engage parents/carers in the life of the School and to further improve attendance within the School	Essential	I
	2.5	Leadership & Management: <ul style="list-style-type: none"> • Able to deal with a number of complex issues simultaneously • Able to see ‘the big picture’ and translate vision into reality • Exceptional ICT, organisational and administrative skills in order to use systems effectively to ensure progress • Demonstrate a methodical and analytical approach to work • Capacity to recognise and build on the success of the school and formulate a vision of innovation and sustainable improvement 	Essential	AI
	2.6	Teaching & Learning: <ul style="list-style-type: none"> • Leading and improving teaching through constructive feedback, review and evaluation to secure continuous improvement • High expectation of behaviour across the School for students and staff • Able to understand the skills required to be an outstanding classroom teacher able to deploy innovative teaching and learning strategies in order to achieve a consistent record of student success 	Essential	AI

	2.7	Personal Attributes - Able to demonstrate evidence of: <ul style="list-style-type: none"> • The ability to manage one's self, including time management, professional direction and development and an ability to work effectively, as part of a team, at all times including challenging circumstances • Ability to establish and promote a safe, secure and healthy learning environment for pupils and staff. Ability to promote a healthy work-life balance for staff and oneself • Evidence of a commitment to equality of opportunity, safeguarding and social inclusion • Committed to undertaking professional training and assist with the professional development of others 	Essential	AI
	2.8	Attitudes & Approaches – The successful candidate will: <ul style="list-style-type: none"> • Demonstrate a positive approach with enthusiasm, energy and perseverance and use this to motivate others • Committed to safeguarding and promoting the welfare of children and successfully DBS cleared 	Essential	AI
Qualifications	3.1	Degree in Education	Essential	AI
	3.2	Evidence of recent relevant professional development and study e.g. NPQH or Master's, or other training in preparation for Deputy Headship	Essential	AI
	3.3	The school is committed to safeguarding and promoting the welfare of children and young people and expects that all staff and volunteers share this commitment. Safeguarding training and qualifications are compulsory for all teaching staff	Essential	AI

How to Apply

We know you are very busy therefore we would like to make the application process as easy as possible. If you have any concerns or questions, please give us a call and we can talk through the form. There is no need to write an essay, we would like to read about **your** educational vision, beliefs and how you think they will meet the vision of our school.

Book a Tour:

To book onto a tour, to receive an application form, or to learn more, please contact Miss Shafiq at Wexham Court 01753 524989 or email: pa@wexhamprimary.com.

The Appointment Process:

Applications can be submitted:

1. Online through the school website under 'Working for Us' www.wexhamprimary.com.
2. Via the TES quick apply option.
3. Via email or post. Download the form from the website or email pa@wexhamprimary.com for a copy.

We do not accept CV's. A supporting statement is required but no longer than 2 pages A4 font size 11.

Timetable:

Please ensure that your application is sent to us by **Thursday 20th May 2021, 12pm**, we are happy to accept forms prior to this date.

Interviews will take place on:

27th May 2021

Visits to the school are welcomed and strongly recommended because I know you will love it! School tours can be arranged for Tuesday 18th May 2021 or Wednesday 26th May 2021. Please contact Ms Mariya Shafiq PA on 01753 524989 or pa@wexhamprimary.com to make an appointment.

References:

If you are selected for interview, references will be requested prior to interview. Please ensure your referees are aware of our timescales.



Wexham Court follow strict safer recruitment procedures to ensure the pupils receive the best care from the adults around them.

Deputy Head Teacher to lead on curriculum and development



Start date	September 2021	Contract Term	Permanent
Location	Berkshire/	Salary Scale Range	L8 – L12
Contract Type	Full Time	Salary Range	£51314 - £56506

Wexham Court Primary School wishes to appoint a deputy head teacher to lead our school through the demands of the 21st Century. Our vision is to 'prepare every child to be a successful individual in an ever-evolving world'. The ideal candidate will currently be in a senior leadership role, in which they use evidence-based research to inform their decision making. It is essential that they demonstrate an in-depth knowledge of the curriculum, particularly Literacy and have a good grasp of the learning process, and the ability to galvanise and develop others. It is vital that you have a real passion for improving young people's lives, and can develop strengths in others.

Wexham Court is a beautiful three-form Primary school with Nursery attached. We are located five minutes' drive from Black Park, Windsor, with excellent links to all major motor ways, airports and train stations. The high-speed train into London has resulted in development of the town.

The staff at Wexham are highly intelligent, enthusiastic and creative in their approach to helping pupils learn the necessary skills to achieve. Leaders and teachers work together as a strong team to ensure the best outcomes for our pupils and the community. Our recent Ofsted report recognises the strength of our curriculum and teaching.

The school can offer:

- Quality professional development such as NPQH
- Coaching and mentoring and preparation for senior leadership/headship
- An energetic and driven leadership team
- Exceptionally good student behaviour
- Opportunities to work closely with other schools and MATs
- Health care benefits and finance management
- A school-wide commitment to improving work/life balance and well-being, with events such as staff netball matches, mindfulness workshops and golden ticket days

The ideal candidate will have:

- A comprehensive understanding of the curriculum
- Emotional intelligence
- A solution-focused approach
- The ability to lead a team by inspiring and motivating others
- A reliance on evidence-based research

We extend a warm invitation for you to visit our school before applying. School tours can be arranged for Tuesday 18th May 2021 or Wednesday 26th May 2021. Please contact Ms Mariya Shafiq PA on 01753 524989 or pa@wexhamprimary.com to make an appointment.

Website: www.wexhamprimary.com **Twitter:** [@wexhamPS](https://twitter.com/wexhamPS)

Candidate brochure: <https://www.instantflipbook.com/flipbooks/9397e4c1f9/>

Closing date: Thursday 20th May 2021 at 12pm **Interview date:** Thursday 27th May 2021

Wexham Court Primary School is a friendly and caring school that is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment.