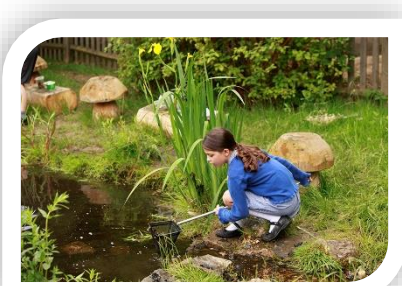
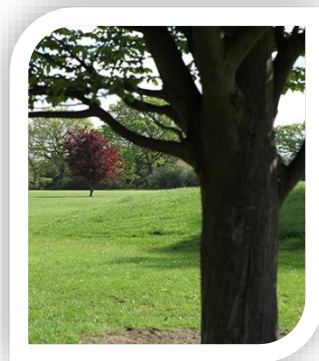

HINCHLEY WOOD
LEARNING PARTNERSHIP



**Deputy Headteacher
Hinchley Wood Primary School**

Application Pack



Mrs Aisling Hogan
Headteacher – Hinchley Wood Primary School

Mr Ben Bartlett
Executive Headteacher – Hinchley Wood Learning Partnership



November 2019

Dear Applicant

Re: Deputy Headteacher of Hinchley Wood Primary School (L9 – L13)

Thank you for your interest in joining Hinchley Wood Primary School, within this pack you will find information about the school and the application process.

Hinchley Wood Primary School is a popular 3 form entry primary school located on the borders of south west London, with 620 pupils from Reception to Year 6. The school has recently converted to academy status and joins Hinchley Wood School, an outstanding secondary school located on the same site, in a newly formed multi academy trust – the Hinchley Wood Learning Partnership.

This is an exciting time to join the school, and our new Partnership, helping to shape a new era of development and growth so that all children are able to reach their full potential. The successful applicant will work with the Headteacher to build upon the current strengths of the school, embedding excellent teaching and learning and the best possible outcomes for our pupils.

The ideal candidate will have a clear vision and understanding of effective teaching and learning through all key stages of primary education, and will:

- Be an experienced teacher with excellent classroom practice
- Be an excellent and effective communicator
- Have strong leadership, management and organisational skills
- Have the ability to coach, celebrate and promote high quality teaching and learning
- Have a positive, resilient and optimistic approach; be proactive and confident
- Have an active interest in educational issues and approaches
- Be committed to partnership, inclusion, collaboration and sharing

If you have a strong desire to help pupils of all abilities achieve the best they can whilst fulfilling your own potential, we would very much welcome your application. We offer a competitive salary (London Fringe commencing salary L9 - £51,159 per annum) and support for your professional development from the Headteacher, supportive Local Governing Body and Trustees. Please contact Heather Morey, HR Manager, if you have any questions prior to applying or would like to arrange a visit. Contact details can be found on the last page.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The position advertised is subject to an Enhanced Disclosure and Barring Service Check. Staff, Trustees and Governors have also established a code of conduct, an extract is included within this pack, which applies to all members of the school community.

I look forward to receiving your application by **Monday 9th December (9.00am)**, and appreciate the time taken you have to consider and apply for this post. For information interviews are currently scheduled to take place on Thursday 12th December.

Yours faithfully

Ben Bartlett
Executive Headteacher
Hinchley Wood Learning Partnership



Background Information

Hinchley Wood Primary School has been through a period of considerable change over the past 15 months and we are now looking forward to appointing a role model who will provide outstanding leadership whilst also bringing a sense of stability to the school and the local community. We believe this process is well underway as part of the newly formed Hinchley Wood Learning Partnership and that Hinchley Wood Primary School is very much a school on the journey towards outstanding. We believe the school's potential will be realised by an individual who combines high expectations with sensitivity to pupils' individual needs.

In Summer 2019, analysis of the KS2 SATs results shows that the attainment of pupils at Hinchley Wood Primary School exceeded national averages in both Reading and Maths. With the exception of greater depth in Writing, the outcome data for end of KS2 for both 'expected' and 'greater depth' shows an increase on the previous year's figures. The performance of the more-able pupils across the school, especially in Reading and Maths, was very positive with 40% of the cohort exceeding expectations in five of the seven year groups. Outcomes for pupils in KS1 are also on an improving trend with Phonics scores showing an increase of 21% and end of Reception GLD (Good Level of Development) showing an increase of 8%.

The latest FFT Aspire Self Evaluation Summary Dashboard 2019 includes the following summary of attainment and progress headline measures:

Hinchley Wood Primary School

2019 KS2 VA

Attainment & progress



The progress of the Pupil Premium group was particularly pleasing as, across the school, they averaged over 6 points of progress in each strand. Whilst progress across the school overall was positive, it is expected that progress scores will rise over time with the right leadership.



In May 2019, an Ofsted Monitoring Inspection conducted under Section 8 of the Education Act 2005, judged Safeguarding to be effective stating that “leaders, including those responsible for governance, have maintained standards at the school.” Inspectors also stated that:

“Hinchley Wood Primary offers a warm and welcoming environment where pupils feel safe and well supported by adults.”

The Hinchley Wood Primary School Senior Leadership Team has been restructured for 2019/20 and new appointments made as follows:

- Headteacher
- Leadership Team support (temporary secondment pending recruitment of Deputy Headteacher)
- EYFS & KS1 Phase Lead
- KS2 Phase Lead
- Science and Wider Curriculum Lead
- Inclusion Lead
- English Subject Lead
- Maths Subject Lead
- Whilst not a member of the Senior Leadership Team, our Home School Link Worker took up post at the very end of the Spring term. With the support of the Inclusion Lead, she has already begun to make strong links with our families who need additional support.

A new curriculum framework has been prioritised and implemented from September 2019 in light of the changing Ofsted Framework. The curriculum offer is being enhanced in Modern Foreign Languages and Music through the support of the secondary school within the Learning Partnership links we look forward to seeing develop further in the future.

Key priorities for the school moving forwards include:

- To secure consistency of ‘Good’ provision throughout the school
- To raise the profile and increase the achievement of vulnerable groups especially SEND and Disadvantaged (PP) learners
- To embed a new curriculum framework, more relevant to the children’s developing needs as they progress through the school

Hinchley Wood Primary School has an enthusiastic and dedicated staff team who regularly go the extra mile to ensure that our pupils achieve their full potential. This engenders a happy and secure environment with strong relationships between teachers and pupils. To sum up, our school is a safe and caring community with lots of opportunities, an environment where children want to learn and where they are proud of their school.



Location



Hinchley Wood is located on the borders of south-west London with good road and public transport links. The M25 and A3 provide convenient road links to other areas.

Hinchley Wood railway station offers a regular service to London Waterloo Monday to Saturday at 06 and 36 minutes past the hour and to Guildford via Cobham at 01 and 31 minutes past. The K3 bus service links the school to the nearby towns of Surbiton, Kingston and Esher.

Hinchley Wood is approximately 4 miles south from Kingston upon Thames, a buzzing market town, with extensive venues such as multiplex cinema, leisure centre, an excellent regional shopping centre and a large selection of bars restaurants and night clubs. Surbiton, with regular fast rail links to London is 2 miles away and further south are the towns of Esher, Cobham and Walton upon Thames which offer a further selection of recreational facilities.



The Hinchley Wood Learning Partnership

Our vision is to inspire all our pupils to be ...

Confident

Have self belief, communicate clearly in any situation

Considerate

Respect others' views and values

Determined

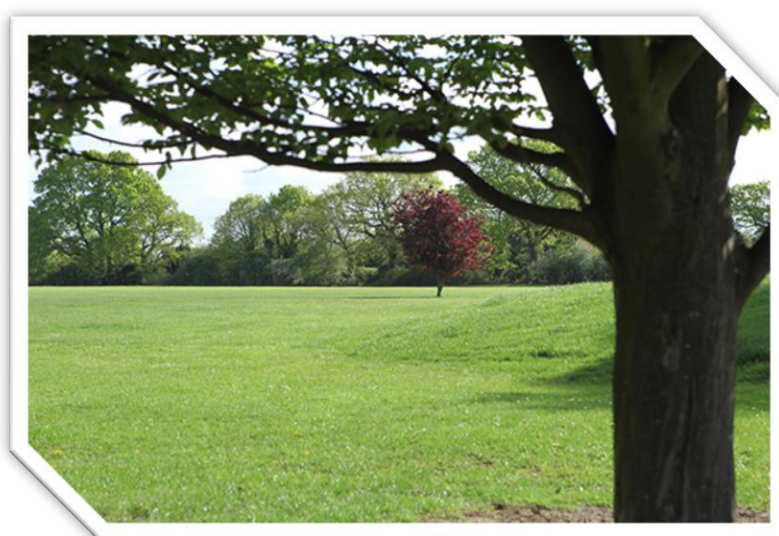
Work hard to achieve the highest possible standards in all aspects of life

Enthusiastic

Willing to learn from mistakes and maintain a positive outlook

Independent

Take responsibility for themselves and their learning





Extract from the Staff Code of Conduct

Our Code of Conduct sets clear guidance on the standards of conduct and behaviour expected from all staff at Hinchley Wood Learning Partnership (HWLP). The principles underlying the guidance aim to encourage staff to achieve the highest possible standards of behaviour and minimise the risk of inappropriate conduct occurring and to safeguard staff and pupils.

School staff are in a unique position of trust and influence as role models for pupils and other staff. Therefore, all staff must adhere to behaviour that sets a good example to all members of the school community. Staff have an individual responsibility to maintain their reputation and the reputation of the school, both inside and outside working hours and the work setting.

CORE PRINCIPLES

The welfare of pupils is paramount and all staff should always act, and be seen to act, in each child's best interests.

Staff should work, and be seen to work, in an open and transparent way. All staff working within HWLP are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

As part of the School's positive safeguarding culture, staff must have a regard for the need to safeguard children's well-being in accordance with statutory provisions. All staff should know the name of the overall Designated Safeguarding Lead (DSL), and must be familiar with child protection arrangements and understand that they have a responsibility to speak up immediately about safeguarding and welfare matters within the school, and to external agencies where necessary, to safeguard and protect pupils.

PROFESSIONAL BEHAVIOUR AND CONDUCT

- Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. Hinchley Wood Learning Partnership expects staff to treat each other, pupils, parents/carers and the members of the wider community with dignity and respect at all times. All staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.
- Staff must act in accordance with their duty of care to pupils and ensure that the safety and welfare of pupils are given the highest priority.
- Staff must have regard for the ethos and values of the Hinchley Wood Learning Partnership and must not do or say anything which may bring the School or Trust Board into disrepute.
- Staff should act in accordance with the school's policies and procedures at all times.



JOB DESCRIPTION – DEPUTY HEADTEACHER

Line of Responsibility: Headteacher

Important Functional links: Executive Headteacher, Hinchley Wood Learning Partnership, Academy Trustees, Chair and Governors of the Local Governing Body

Line management: The postholder shall line manage teaching and support staff as agreed with Headteacher.

Salary: Leadership pay spine: L9 – L13, London Fringe scale.

Purpose

- To work with and support the Headteacher in determining the overall strategic direction of the school and shall make a significant contribution to the school's development planning, ensuring that appropriate policies are implemented in accordance with the school's aims and objectives.
- To deputise for the Headteacher in all aspects of her/his role in the absence of the Headteacher.

Key Areas of Work:

Strategic direction and development of the school

- Work with the Headteacher and school community to create a shared strategic vision which inspires all members of the school community.
- To contribute towards a strategic school development plan which identifies priorities and targets for ensuring that pupils achieve high standards and that teaching is effective.
- Monitor and review all aspects of attainment, priorities, targets and policy and take necessary action.
- Support all staff in achieving the priorities and targets which the school sets for itself, and provide them with the motivation to support its aims.
- Ensure creativity, innovation and use of appropriate technologies in all areas of school life.

Leading Learning and Teaching

- Ensure teaching and learning are of the highest possible standard and at the centre of strategic planning and resource management.
- Ensure a consistent and continuous school-wide focus on pupils' achievement.
- Monitor the quality of teaching and pupils' achievements including the analysis of performance data.
- Create and maintain a learning culture which enables pupils to become confident, considerate, determined, enthusiastic and independent learners.
- Determine and organise the curriculum and monitor and evaluate its effectiveness.
- Ensure an effective and consistent approach to managing pupil behaviour.
- Contribute, as appropriate to the teaching in the school.

Professional Development and Working with Others

- Ensure effective performance management and continuous professional development of all staff.
- Share leadership, build teams and work cooperatively with pupils, staff, trustees, governors, parents and other members of the community to achieve the school's vision.



- Manage own workload and the workload of others to support an appropriate work/life balance.
- Promote a culture of coaching for development and improvement and enable staff to develop expertise in their respective roles.

Managing the Organisation

- To support the Headteacher with developing and maintaining organisational structures and systems which distribute leadership and enable the school to run efficiently and effectively on a day-to-day basis.
- Monitor, evaluate and review the effects of policies, priorities and targets of the school in practice.
- Maintain a safe, secure and healthy school environment and appropriate safeguarding for staff and pupils.
- To support the Headteacher with recruitment, retention and effective deployment of staff, managing financial and human resources efficiently to achieve the school's vision and ensure value for money.

Securing Accountability

- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to review and evaluation.
- Provide information, advice and support to governors to enable them to meet their responsibilities.
- Provide information about and account for the school's work and performance to a range of audiences including parents and governors.

Strengthening Community through Collaboration

- Build and maintain links with the wider community to sustain and enrich all aspects of school life.
- Collaborate with other agencies to support the learning and well-being of pupils and their families.
- Create and maintain partnership with parents/carers.

General

- Duties should be carried out with due regard to the Academy's funding agreement, statutory orders and regulations and policies of the Academy.
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Academy Trustees and Local Governing Body.
- To uphold the school's policy in respect of safeguarding and child protection matters.
- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed once a year and it may be subject to modification at any time after consultation with the postholder to meet changing regulations or circumstances.
- All staff members participate in the school's performance management scheme.



PERSON SPECIFICATION – DEPUTY HEADTEACHER

Qualifications

Essential	Desirable
<ul style="list-style-type: none">• Degree• QTS• A continued commitment to own professional development.• Teaching experience within the designated age range.• Experience of child safeguarding issues and successful use of measures that promote and ensure the safeguarding of children.	<ul style="list-style-type: none">• NPQH• Masters degree• Other relevant professional qualification• Experience as an assistant headteacher of a same phase school/academy.

Leadership /Teaching and Learning

Essential	Desirable
<ul style="list-style-type: none">• An excellent practitioner, experienced across the primary phase, with a clear understanding of what being an outstanding practitioner entails.• Experience of analysing pupil performance information and data to identify trends to inform teaching and learning outcomes.• Experience of developing, implementing and evaluating strategies for raising standards and improving outcomes for all children.• Experience of developing a consistently high quality of teaching and learning through rigorous assessment, monitoring, evaluation and feedback.• To effectively deploy technology to support teaching and learning, assessment and moderation.• Experience of developing a differentiated and creative curriculum for pupils with a diverse range of social, emotional, cultural, intellectual and physical needs.• Proven experience of building mutually beneficial and supportive relationships with other schools, agencies and groups to enhance opportunities and outcomes for children and staff.• Ability to innovate and find creative solutions and communicate and implement clear and strategic educational vision and direction, in consultation with all stakeholders, leading by example.• Ability to create and develop a stimulating environment which promotes good behaviour and independent learning, and celebrates success.• Knowledge of the current major curriculum issues and recent educational developments and legislative changes, together with their significance for the leadership of a primary school.	<ul style="list-style-type: none">• Successful experience of creating and maintaining productive partnerships with pupils, parents/carers, governors and other stakeholders in the wider community.• Ability to accurately evaluate the performance of the school and plan effectively for school improvement.• Ability to formulate objectives, policies and plans and monitor, evaluate and review the impact of these.• Experience of successful financial planning and budget and resource management.



Leadership & Management

Essential	Desirable
<ul style="list-style-type: none">• An understanding of working within a supportive Multi-Academy Trust structure• A commitment to working in collaboration with other Trust school teams with a view to ensuring the success of the wider Learning Partnership.• A track record of success in team work, distributed leadership, staff development, coaching, recruitment and retention.• The ability to use performance management and line management to secure accountability and improve performance.• Ability and willingness to challenge underperformance thereby improving outcomes for pupils.• Ability to set and achieve challenging targets.• Success in implementing change to staffing structures.• Providing a culture of leadership opportunities for children, taking account of the pupil voice.• Success in improving attendance and punctuality.	

Other skills, abilities & qualities

Essential	Desirable
<ul style="list-style-type: none">• Commitment to children's wellbeing and learning being at the centre of all key decision-making.• Effective personal management style, balancing clear leadership with good humour and warmth.• Excellent interpersonal, communication and presentation skills; both oral and written.• Excellent ICT skills and an understanding of the role of ICT in effective administration, management and teaching and learning.• Proven suitability to work with children and commitment to safeguarding and promoting the welfare of children and young people.	



Why join the Hinchley Wood Learning Partnership?

The Hinchley Wood Learning Partnership offers a positive and innovative learning environment supported by pupils, staff, parents/carers and governors. We value our staff and the professionalism and experience they bring to the school, and wherever possible we have tried to anticipate and build in holistic support.

Job Satisfaction and Progression

HWLP has a very good record of staff retention & job enhancement opportunities, we offer a pleasant and supportive working environment and excellent staff:pupil working relationships. To improve working environments for staff we are committed to an on-going programme of investment. Over the last year this has included a rolling programme of classroom/corridor and office decoration and updating of ICT infrastructure.

NQT and Post NQT programme

We have a successful and established programme of support for newly qualified teachers, and those in their second year of teaching. This includes regular support meetings, a dedicated mentor, CPD sessions including a residential weekend and NQT support network. For NQTs joining HWLP in shortage curriculum areas we offer a 'Golden Hello' (up to £750 at the end of each of the first two years).

CPD

We have an excellent CPD programme and many opportunities in school for staff to extend their professional knowledge and develop their skills. As a result, we have a very good record of staff gaining internal and external promotions and sharing good practice across departments.

There is a warm convivial atmosphere among the staff and mutual support between teaching and associate staff to ensure effective teaching and learning and the best outcomes for our pupils.

Staff have opportunities to work on cross curricular projects with pupils and colleagues, and this is actively encouraged.

Secure School Finances

In this time of uncertainty within education, the school is well placed to weather the storm including:

- Robust school finances during a period of much financial uncertainty
- STP&CD pay rises approved each year to date for all Teaching and Associate staff
- Performance Related Pay outcomes fully funded

Other Benefits include:

- Supportive staff body
- Employee Assistance Programme – available to staff and their immediate family
- Membership of either of the following pensions schemes, including a generous employer contribution;
 - Teachers Pension Scheme
 - Local Government Pension Scheme
- Cycle to Work salary sacrifice scheme.
- Occupational Health support.
- Recognition of previous maintained school or Academy continuous service.



The Application Process

Please download, complete and return the application form by the closing date specified. This can be emailed to the address below or sent by post to:

HR Department
Hinchley Wood School
Claygate Lane
Esher
KT10 0AQ

For further information please contact Heather Morey on 020 8398 7161 x108 or via email hmorey@hinchleywoodschool.co.uk

We are committed to meeting our data protection obligations and for information on how we collect, use, share and store your data within the recruitment process please click [here](#)

Hinchley Wood Learning Partnership is committed to equal opportunities and to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced check by the Disclosure and Barring Service (DBS).

