



MANOR PARK PRIMARY SCHOOL

Soar to Success

**Deputy Headteacher
Application Pack**

February 2025



Ulverscroft Road, Coventry, CV3 5EZ

www.manorpark.coventry.sch.uk

Tel: 02476 501736

CONTENTS

- 1) A message from the Governing Board
- 2) Our Deputy Headteacher
- 3-4) Our School
- 5-7) Job Description
- 8-9) Person Specification
- 10) How to apply



A MESSAGE FROM THE GOVERNING BOARD



WELCOME TO OUR SCHOOL

Thank you so much for your interest in joining Manor Park Primary School as our next Deputy Headteacher. We are recruiting to this role following the successful appointment of our previous Deputy Headteacher to the role of Headteacher.

Our vibrant, thriving and successful school is a well-established part of the community with a strong inclusive ethos. Our core mission is to offer all our children outstanding teaching and learning experiences which go well beyond the classroom.

We aim to provide a safe, nurturing and inspiring environment for every child in order to foster a life-long love of learning.

We are a strong and supportive governing board that strive to help all our pupils achieve their very best and grow in our SOAR values.

The successful candidate will share our values and have the vision and leadership qualities in order to help all our children SOAR to success.

“Manor Park Primary School is a wonderfully warm, happy and welcoming place. Staff have pupils’ best interests at the core of all they do. They help pupils to achieve academically and flourish as unique individuals. Their dedication, compassion and genuine care helps pupils to learn and keeps them safe.”

- Ofsted Report 2023



Self-sufficient I evaluate my learning I ask "What can I give?" I think of new ways to do things I ask lots of questions I give my best effort I 'tune-out' distractions and concentrate on everything I do I show independence

Original I push myself and soar to success I take risks in my learning I respect myself and others I have fun working hard I accept praise and constructive criticism

Attitude I act on my ideas Cooperation is key I keep practising and concentrating even when I am good at something I never give up I use my imagination and creativity and I take risks

Resilient I can work through conflict with others in my team



OUR DEPUTY HEADTEACHER



KEY FACTS AT A GLANCE

Location: Cheylesmore, Coventry

Ofsted Rating: Good, March 2023

NOR: 706 (including Nursery)

EAL: 53% (374)

Pupil Premium: 13% (82)

At Manor Park School we are looking for an exceptional individual to become our new Deputy Headteacher who is:

- Passionate, committed and hardworking, ready to embed and build on our successful Ofsted report
- A strategic leader who can motivate and inspire an experienced team
- Child centred in their approach, putting the children, their well-being and ability to achieve their potential at the heart of everything they do
- Promote and maintain excellent relationships with parents, carers and the wider school community



If you believe you're the person we're looking for and have the qualities to be part of leadership team at our school, then we'd be delighted to hear from you.

- Salary Range: L13-L17

- Start Date: September 2025

Interested candidates are encouraged to contact the school to arrange a visit on one of our available visit days:

- Tuesday 11th February 9:30am & 1:30pm

- Tuesday 25th February 9:30am & 1:30pm



OUR SCHOOL - MANOR PARK SOAR TO SUCCESS



Our Facilities

Manor Park was built in 1950 and is a 3-form entry school catering to around 700 children aged from 3-11. The school itself is large and spacious and is set in extensive, pleasant grounds with 3 playgrounds, outdoor classrooms, very large fields and a sizeable and well equipped forest school area. The Reception playground has very recently been refurbished and is an excellent outdoor learning environment. We also have a double decker red London bus which serves as our school library alongside 2 beautiful wooden reading caravans that the children access regularly.

Our Team

Alongside our new Headteacher, we have an experienced, established and supportive senior leadership team and middle leadership team. We have a large group of teachers and support staff who have a wealth of experience and skills.

In addition to our classroom-based staff we have an excellent inclusion and mentoring team who work with our vulnerable groups and individual children as needed to provide nurture and support.



Manor Park is the second best performing primary school in Coventry, with 83% of pupils achieving the expected standard.

[Coventry Telegraph](#)

“The love of reading is promoted well through the curriculum, regular story times and the school environment. Pupils make the most of this impressive learning environment, including the reading bus and reading caravans.”

- Ofsted 2023



OUR SCHOOL - MANOR PARK SOAR TO SUCCESS CONT.



Our School Community

We are a very diverse school with over 90 languages spoken by our pupils either as a first or second language. Pupils' voices are very important to us and we have a strong Junior Leadership team consisting of 2 pupils from every class (Y1-Y6) voted for by the pupils. We also provide lots of other opportunities for children to get involved in the life of the school by joining the Eco council, as House reps and community ambassadors as well as applying for jobs in our job centre. We have a supportive PTA and links with many outside providers who help us provide learning opportunities for all our children. We recognise that partnership with parents is important and provide many opportunities for them to support their children's education.

Our governing body are an enthusiastic group of people who work closely with the Headteacher to make key decisions, vital to the successful running of the school. Our governors are visible and actively support and challenge school leadership in order to make sure Manor Park continues to be an excellent school in the city and deliver the best provision for our children.



“All pupils benefit from an expansive and diverse curriculum that extends far beyond the academic.”

- Ofsted 2023

Our Provision

We are particularly proud of our Manor Park University (MPU) which all children take part in on Friday afternoons, showcasing the very best talents of our Manor Park staff and including several outside providers. All our children have access to amazing courses ranging from astrophysics at a local university to pottery, sign language, music, graffiti, drama, swimming, circus skills to name a few.

We also have a thriving Nursey catering for children from age 3 and parents can book their sessions in a bespoke way suitable to their work schedule.

CHAMPS is our wraparound care and provides a much-needed service for our school community and is always well attended.



Job Title: Deputy Headteacher

Location: Manor Park Primary School, Coventry

Hours: Full time

Contract Type: Permanent

Salary: L13-L17

Responsible to: The Headteacher

Main Purpose of the Role:

The Deputy Headteacher will support the Headteacher in providing professional leadership and management of the school. The role includes responsibility for leading and managing key areas of the school's work, ensuring the highest possible standards of education, pupil achievement, and staff development.

Key Responsibilities:

- Assist the Headteacher in shaping the vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement.
- Lead, manage, and develop key areas of the school in line with school policy and statutory requirements.
- Take responsibility for the leadership and management of the school in the absence of the Headteacher.
- Contribute to the school's self-evaluation and improvement planning processes.
- Develop and maintain positive relationships with pupils, staff, governors, parents, and the wider community.
- Ensure the effective implementation of safeguarding policies and procedures

If the Headteacher is absent, the Deputy Headteacher will deputise, as directed by the governing board.

The Deputy Headteacher will also be expected to fulfil the professional responsibilities of a Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

Qualities

The Deputy Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils



Duties and responsibilities

School culture and behaviour

Under the direction of the Headteacher, the Deputy Headteacher will:

- Work alongside the senior leadership team (SLT) and other staff members to create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Teaching, curriculum and assessment

Under the direction of the Headteacher, the Deputy Headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

Additional and special educational needs (SEN) and disabilities

Under the direction of the Headteacher, the Deputy Headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND code of practice.

Organisational management and school improvement

Under the direction of the Headteacher, the Deputy Headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively



- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

Professional development

Under the direction of the Headteacher, the Deputy Headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs

Governance, accountability and working in partnership

Under the direction of the Headteacher, the Deputy Headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Notes:

This job description may be amended at any time in consultation with the postholder.

Manor Park School's governing body is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to an enhanced DBS check



	Essential	Desirable
Qualifications/Experience		
Qualified Teacher Status	✓	
Evidence of being an outstanding classroom teacher	✓	
Substantial relevant and recent experience of whole school leadership and management	✓	
Experience of leadership in a larger than average school setting		✓
Evidence of personal professional development over the previous five years	✓	
Experience as a Designated Safeguarding Lead		✓
Providing Vision and Strategic Direction		
Experience of school self-evaluation and performance management processes to lead school improvement	✓	
A clear understating of strategic planning	✓	
A commitment to developing an effective team culture that enables pupils and staff to excel	✓	
Leadership		
Ability to lead by example, inspiring staff and pupils to generate high standards of work	✓	
Ability to manage change successfully to improve standards	✓	
Ability to delegate appropriately to ensure successful implementation of the school improvement plan	✓	
Evidence of leading a team to achieve outstanding outcomes in statutory assessments		✓



Learning and Teaching		
Demonstrate effective use of both innovative and traditional approaches to teaching and learning	✓	
Demonstrate a clear understanding of high quality teaching and learning and the ability to offer constructive guidance	✓	
Proven success in raising standards	✓	
Shows understanding of, and commitment to, inclusive education	✓	
Demonstrates a clear understanding of what constitutes a broad and balanced curriculum that meets statutory requirements and which is sufficiently well differentiated and resourced to meet the needs of all pupils	✓	
Demonstrates an interest in a commitment to use of education research, identifying new evidence based initiatives to enhance pupil outcomes		✓
Additional Skills		
The ability to relate positively to the Headteacher, pupils, colleagues, parents, governors and others who contribute to the work of the school	✓	
The communication skills needed to provide clear and accurate information and well-informed advice	✓	
The ability to organise and manage work effectively i.e. being able to prioritise and organise tasks, make decisions, support and delegate when appropriate	✓	
To have high expectations of pupils' learning, attainment and behaviour and of one's own professional abilities and those of colleagues	✓	
References		
Unequivocal recommendation in professional references	✓	



ARE YOU WHO WE'RE LOOKING FOR?

Application Process

Applications for this post will only be accepted using the application form provided – this must be completed in full and submitted to the online portal.

Please use the 'personal statement' section of the application form to explain how your knowledge, skills and experience meet the demands of the person specification above.

There is no word limit for these questions and personal statement, but we would ask candidates to work to a guide of two sides of A4.

Closing date for applications: 9th March 2025 at midnight

Shortlisting: 11th March 2025

Shortlisted candidates need to be available for interview on both the 24th & 25th March 2025.

Visits to the school and to meet the Headteacher can be arranged on the 11th and 25th February at 9:30am & 1:30pm. Please contact the School Business Manager (a_coyle@manorpark.coventry.sch.uk) to organise a visit.

If you cannot make these dates and would still like to visit, please get in touch and we can make arrangements if possible (please note that this will not be with the Headteacher as she is currently on maternity leave).