



Dear Applicant,

We would like to thank you for your interest in this important leadership role. We are looking forward to appointing a Deputy Headteacher, to work alongside the Headteacher, to provide vision and direction to help lead our vibrant school through the next stage on its exciting journey.

The successful candidate will contribute to the overall success and development of our pupils working collaboratively with colleagues to achieve this. They will play a key role in driving academic excellence, improving student achievement and ensuring that systems are in place to secure high standards across all areas of school life.

If that sounds exciting and you can demonstrate the criteria set out in this pack, we look forward to receiving an application from you.

The closing date for applications is **Midnight on Monday 5th May 2025**.

Yours faithfully,

Rhona Forde
Head Teacher, Earlsdon Primary School



Headteacher: Mrs Rhona Forde
Earlsdon Avenue North, Coventry, West Midlands, CV5 6FZ
024 7667 2917
admin@earlsdon.coventry.sch.uk
www.earlsdonprimary.co.uk

About us: Earlsdon Primary School

Earlsdon Primary School is a popular 2 form entry school which attracts children from both within and outside the catchment area. Pupils, who are aged from 4 – 11 years, come from a wide variety of backgrounds and ethnic groups. The school, which is a well-known landmark in the area, occupies a 2-storey building of the late Victorian era. The original character has been maintained externally, but inside modifications have helped to provide a more modern educational environment. Although the school has no grassy areas, the outside space has been developed to provide some shelter and an exciting play space for our children.

The school has a happy and supportive ethos, which fosters progress, achievement and self-esteem. This encourages everyone to become a successful learner and we use evidenced based research to develop our curriculum and pedagogy. Our children are confident and independent learners who amaze us with their ingenuity, creativity and problem-solving skills.

Each year group has a curriculum plan which facilitates deeper levels of understanding. Medium term planning is comprehensive and reflects age related curriculum expectations and the individual needs of pupils, using assessment for learning.

An effective pastoral team supports children in developing their confidence and self-esteem and to quickly resolve any issues that may arise.

There is a range of extra curricular activities offered to children both during and after school. The school also maintains a successful before and after school club, providing extended hours childcare.

Our school is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment.

Following our successful Ofsted inspection in January 2025, our school is focusing on further developing assessment in the early years and foundation subjects.

Governors, parents, pupils and staff are very proud of what we are achieving at Earlsdon, and we would welcome and encourage all candidates to contact us to find out more about this role.

About the role

Duties and Responsibilities

The Deputy Headteacher is a leading professional in the school, accountable to and assisting the Headteacher in providing vision, leadership and direction for the school.

Shaping the Future

- Work closely with the Headteacher to contribute to the formulation, implementation, review and evaluation of the school improvement plan, all school policies and initiatives
- Lead developments in academic and pastoral support for children, developing policies and practice to support achievements and well-being across the school
- Work with the Headteacher to ensure the safety and well-being of all pupils in school
- Work closely with subject leaders and teachers to review and develop the curriculum.

Leading Learning and Teaching

- Support curriculum development ensuring effective delivery of the National Curriculum
- Support the school's development of effective learning environments
- Support assessment and monitoring of pupil progress and achievement, analysing data and so identifying groups or individuals in need of additional or different provision
- Implement, monitor and evaluate the quality and effectiveness of provision for identified groups of pupils within the school, ensuring all children have best access to learning
- Support the school's drive to develop high quality teaching and learning opportunities
- Provide support and encouragement to all pupils and staff; be a positive role model
- Develop, deliver and promote high quality learning to all year groups- from Foundation Stage to Year 6 as necessary

Developing Self and Working with Others

- Lead training in pupil welfare, teaching and learning and assessment to all staff
- Devise, procure and deliver a high-quality programme of professional development and research; evaluate its effectiveness and impact upon learning, provision and pupil outcomes.

Managing the Organisation

- Represent the Headteacher as necessary; assume overall charge of the school in their absence
- Liaise with the Headteacher in all aspects of leading the school and participate fully in the Senior Leadership Team
- Develop and implement cover and PPA timetables
- Mentor teachers who are undertaking their initial training and manage induction processes for teachers in the early stages of their career
- Carry out responsibilities as a team leader for performance appraisal; line manage other staff as appropriate
- Carry out the duties of a School Teacher and Deputy Headteacher as set out in the current School Teacher's Pay and Conditions document

- Work under the direction of the Headteacher; whose responsibility it is to ensure that a reasonable balance in the workload of each teacher is maintained.

Securing Accountability

- Take a leading role in the process of school self-evaluation and accountability to all stakeholders
- Liaise between Foundation Stage, Key Stage 1 and Key Stage 2 leaders to ensure progression in planning and provision within school and liaise with Nurseries and Key Stage 3 to ensure smooth transition between settings
- Work closely with SLT to monitor the effectiveness of teaching and learning
- Use data effectively to identify areas for development in relation to pupil progress and attainment.

Strengthening Community

- Support the development and implementation of the school behaviour policy and the school rules including during playtimes and lunchtime
- Liaise with parents and carers around children's wellbeing, progress and behaviour
- Lead assemblies
- Support and develop the school's relationships with parents and the local community
- Work closely with governors and participate in meetings.

About you: essential criteria

Qualifications:

- Qualified Teacher status
- Honours degree or equivalent
- Evidence of continuous professional development relating to school leadership and management and curriculum/teaching and learning

Experience:

- Previous Deputy Headship or School Leadership experience
- Successful experience of leading one or more subject areas
- Substantial, successful teaching experience

Professional Development:

- Evidence of continuing professional development relating to school leadership and management, and curriculum/teaching and learning
- Experience of leading the professional development of others

Strategic Leadership:

- Ability to articulate and share a vision of primary education
- Evidence of having successfully translated vision into reality at whole school level
- Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement
- Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these
- Knowledge of what constitutes quality in educational provision, the characteristics of effective schools and strategies for raising standards and the achievement of all pupils
- Understanding of and commitment to promoting and safeguarding the welfare of pupils and staff
- Experience of, and commitment to, developing links with other schools
- Ability to provide a wider professional leadership and management approach, to deliver the vision, values and objectives of the school.

Teaching and Learning

- Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils
- A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning
- Experience of effective monitoring and evaluation of teaching and learning and the ability to devise and implement subsequent improvement plans
- Secure knowledge of statutory requirements relating to the curriculum and assessment
- Secure understanding of metacognition and what makes a successful learner
- Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management

- Successful experience in creating an effective learning environment and in developing and implementing policy and practice relating to behaviour management

Leading and Managing Staff:

- Successful experience of working in and leading staff teams
- Ability to successfully delegate work and support colleagues in undertaking responsibilities
- Successful experience of performance appraisal and supporting the continuing professional development of colleagues
- Successful experience of working with governors to enable them to fulfil whole-school responsibilities
- Successful experience of effective budget planning and resource deployment
- Understanding how financial and resource management enable a school to achieve its educational priorities

Skills, Qualities and Abilities:

- High quality teaching skills
- High expectations of pupils' learning and attainment
- Strong commitment to school improvement and raising achievement for all
- Ability to build and maintain good relationships
- Ability to remain positive and enthusiastic when working under pressure
- Ability to organise work, prioritise tasks, make decisions and manage time effectively
- Empathy with children
- Good communication skills
- An ability to foster a culture of respect and openness
- Good interpersonal skills
- Stamina and resilience
- Confidence
- An excellent record of health and attendance
- Ability and belief in developing the whole child

Accountability:

- Ability to communicate effectively, orally and in writing to a range of audiences - e.g. staff, pupils, parents, governors and community
- Experience of effective whole-school self-evaluation and successful improvement strategies
- Ability to provide clear information and advice to staff and governors
- Secure understanding of strategies for performance management
- Experience of offering challenge and support to improve performance

References:

- Unequivocal recommendation in professional references

Candidates will be able to present evidence against the above essential criteria throughout the selection process.

Recruitment process

1. To apply for this role, you need to complete an application form.

Applications will be accepted until **Midnight on Monday 5th May 2025.**

2. Potential applicants may wish to contact the school to arrange a visit to the school (email: sbm@earlsdon.coventry.sch.uk or Telephone: 02476 672917).
3. Interview date: 21st May 2025.

Should you encounter any issues with your application please get in touch with us by emailing Sue Sperring, School Business Manager: sbm@earlsdon.coventry.sch.uk