



**Deputy Headteacher  
Stivichall Primary School  
Recruitment Pack**

***Learning at Stivichall is a passport for life***



Dear Candidate

On behalf of the governors and the school, we would like to thank you for your interest in the post of Deputy Headteacher at Stivichall Primary School.

This is an exciting and unique opportunity for a highly effective and inspiring school leader to support our Headteacher to build on the exceptional reputation of the school as we strive for further improvement.

At Stivichall Primary School, our school motto is central to our values, ethos and practice. We all believe that learning at Stivichall is a passport for life and this is true for staff as well as pupils. We value creativity and innovation alongside equality and parity of provision.

We are looking for a committed and talented Deputy Headteacher who shares our values and has the drive to support the Headteacher and staff team in leading our school on its continued journey towards outstanding.

Interested candidates are encouraged to contact the school office to arrange an opportunity to visit the school and find out more. This Candidate Pack provides some background information about the role and our school. We hope it will encourage you to submit an application for this exciting role.

Best wishes

Mrs K Ferguson  
Headteacher

Mr M Ballinger  
Chair of Governors



## STIVICHALL PRIMARY SCHOOL

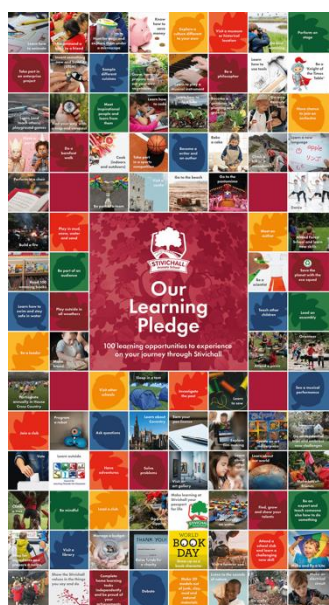
Stivichall Primary School is a happy, caring school with high aspirations for all our pupils and staff. The school was last inspected in October 2021 and remains good with much that is celebrated in the report. Our pupils have access to an ambitious and exciting curriculum and are given excellent opportunities to learn within a safe, stimulating and inclusive learning environment. We benefit from close proximity to the War Memorial Park and we are extremely fortunate to have extensive school grounds which allow us to provide Forest Schools and an abundance of Learning Outside the Classroom experiences.

This successful and popular school is oversubscribed due to its excellent reputation and is in the top 20% of schools nationally. With 525 pupils on roll, we are a large primary school with 2.5 forms of entry which makes this an exceptional opportunity for an experienced and aspirational school leader. Our strong and committed staff team, supported by an effective governing body, is instrumental in ensuring that the school provides an excellent education for all pupils.

## OUR MISSION STATEMENT

*Our school is committed to offering rich and purposeful learning opportunities inside and outside of the classroom that develop spiritual, moral, social and emotional well-being whilst engendering a lifelong love of learning across our community. Through creative and inspirational teaching and learning our curriculum will excite the imagination of our pupils, extend their horizons, meet their individual needs and equip them with a passport for life.*

At Stivichall Primary School, we aim to promote the personal development of all our pupils through a range of teaching and learning opportunities including protective behaviours, Philosophy for Children (P4C) and PSHE. We strive to prepare them for life in modern Britain by being responsible and active citizens, who contribute positively to society and are respectful of people who are different to themselves. Our Stivichall Values underpin both the learning behaviours and character traits that the children should aspire to demonstrate in all aspects of school life and beyond. All of this is encapsulated in our character curriculum.



Pupils at Stivichall have a wealth of opportunities to develop their skills, talents and self-confidence, both inside and outside of the classroom. These are beautifully encapsulated in our learning pledge. From drama to dance, cricket to netball, spelling to singing, exciting offsite educational visits to residential trips that provide life-long memories, our children are encouraged to aim high and seize success. We set high standards and have expectations of our pupils in terms of both educational targets and personal goals, preparing pupils for their educational and professional future. Children at Stivichall have a happy and confident outlook which prepares them to tackle life's challenges - whatever they might be.

Central to our school ethos is a desire to provide the best possible learning experience and outcomes for each and every one of our pupils. We endeavour to build positive and productive relationships with parents and families, actively encouraging participation and involvement to ensure that children are fully supported and encouraged in their life-long learning journey. In a changing and evolving world, we strive to create a place of learning which

enables children to be adaptable, resilient, creative, excited, free-thinkers who are capable of developing and applying their learning in a wealth of ways with a 'can-do' attitude.

At Stivichall Primary School, we believe that the mental wellbeing of our pupils and staff is key to developing happy, inquisitive teachers and learners who are able to face challenges in a positive and proactive way. We work together to fill each other's buckets and be the change we want to see in the world.



Our Stivichall Tree is a visual reminder of our aims and aspirations. The green leaves encapsulate our learning behaviours and the golden acorns remind us of the important characteristics we want to grow in order to be the best people we can be.

We believe that parents are essential partners with the school in the education of the children and therefore aim to involve them in the life of the school and keep them fully informed about the progress of their children. Parents support the daily life of the school in a number of ways. There is an active Parent Teacher Association, which successfully organises many social and fundraising functions throughout the year helping to fund wonderful projects that benefit our pupils. Historically, the Deputy Head has been the PTA liaison which has enabled them to forge strong relationships with a range of stakeholders, an essential aspect of the role.

In addition, we have a successful wraparound provision which provides before and after school care and a wide array of extra-curricular activities led by school staff and external companies. These are well attended and contribute significantly to the success of the school.



## The Post

Due to the successful appointment of our existing Deputy Head to his first headship, we seek a new inspirational Deputy Head. The post requires an outstanding classroom practitioner with proven leadership skills. The successful applicant will have a clear vision and understanding of primary education and will have the necessary skills to work with the Headteacher, the Senior Leadership team, staff, parents and Governors in driving our school vision and ethos. This role will provide the successful candidate with the opportunity to join a successful and well-respected school which has all the necessary ingredients to be outstanding. The successful candidate will have a teaching responsibility of up to 0.4 but will not be class based. This aspect of the role will contribute to the overall monitoring and evaluation of standards and the effectiveness of the curriculum. Dedicated leadership time is guaranteed. Specific areas of responsibility will be negotiated with the successful candidate.

The school has a well-established induction programme and support is provided for newly appointed staff.

If you would like to be part of this wonderful school or would like to find out more about us, more information about the school can be found on our web site at [www.stivichallprimary.org](http://www.stivichallprimary.org).

*All candidates will be informed, in due course, of the result of their application.*

Completed applications should be submitted online to [externalrecruitment@coventry.gov.uk](mailto:externalrecruitment@coventry.gov.uk)

**on Sunday 9th January 2022.**

**Visits to the school are welcomed and will be scheduled via the school office.**





## STIVICHALL PRIMARY SCHOOL JOB DESCRIPTION – DEPUTY HEADTEACHER

<b>Line management responsibility</b>	to: Headteacher for: Middle Leadership Team, Lunchtime supervisory staff, newly appointed staff, NQTs, ITT students, Extended School staff
<b>Salary grade:</b>	L11-15
<b>Subjects required to teach:</b>	Full primary range

### **Preamble:**

*'I would be happy to have my own child in any class at any time at Stivichall Primary School.'*

The Deputy Headteacher's key role is to make this statement true for every member of staff and governor at Stivichall. This role is primarily to ensure ALL children not only make excellent academic progress but also have the opportunity to develop and progress as individuals ready to contribute positively to society as learners and to take on any challenge they may face. Whilst the following job description represents the focus of the role and associated accountabilities, it should not be seen as exhaustive. The successful candidate is expected to develop the role further and support wider school leadership in imaginative and innovative ways.

The job description reflects the National Standards for Headteachers (2020) and builds upon the Teaching Standards (2011) which apply to all teachers, including Deputy Headteachers. As Deputy Headteacher, you will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations from the Headteacher and governors.

The Deputy Headteacher will be line managed by the Headteacher and will also be required to provide reports and information to the Headteacher and Board of Governors. They will be responsible for specific tasks and the leadership of whole school aspects, which will be determined in line with the changing needs of the school in consultation with the Headteacher.

The Deputy Headteacher works closely with professional partners in education and higher education, locally and nationally. This role is crucial within the school's leadership team and the successful candidate needs to be able to work alongside the Headteacher to successfully implement the shared vision of ensuring that "learning at Stivichall is a passport for life." Every child at Stivichall is on a voyage of discovery and is a uniquely creative being. The role of the deputy headteacher alongside the headteacher, is to oversee an innovative, ambitious curriculum that meets the needs of every child and encompasses the values and educational philosophy of Stivichall Primary School working alongside colleagues to model and deliver exceptional provision.

The Deputy Headteacher at Stivichall Primary School will:

- Lead and manage the school in the Headteacher's absence
- Deputise for the Headteacher when required
- Provide professional leadership and management of specified areas of the school
- Alongside the Headteacher, lead and sustain achievement of the highest standards of academic performance
- Support and develop staff and hold them accountable for pupils' outcomes
- Support the development of an effective strategy to improve the quality of education and raise the achievement of pupils

### **Key Responsibilities and functions of role (based on Headteacher Standards 2021):**

#### **Culture and Ethos**

- Support the Headteacher and governors in establishing and sustaining the vision for the continued improvement of the school
- Ensure a strong culture of safeguarding which is fully compliant and highly effective

- Agree, monitor and evaluate the school's key objectives in its strategic plan making a measurable contribution to whole school improvement
- Plan, write, review and deliver school policy in designated areas and support others in their contribution
- Promote a culture of teamwork, in which the views of all members of the school community are valued and considered
- Provide a visible and authoritative presence in and around school
- Contribute to the self-evaluation and continuous self-improvement of the school
- Uphold and visibly model the school ethos, in which every individual is treated with dignity and respect and the safety and welfare of children and young people is paramount
- Involve pupils appropriately in the decision-making processes of the school and create a sense of shared ownership and responsibility
- Ensure that the needs of all children and young people in the school are being met, identifying underachievement and enabling all to succeed beyond expectations
- Contribute and adhere to policies and practice which promote equality of opportunity and tackle prejudice ensuring the needs of all pupils are met, including those with SEND

### **Curriculum and Teaching**

- Fulfil a teaching commitment of up to 0.4 in the range of 4-11 years (non-class based) and be an excellent classroom practitioner
- Prepare, deliver, review and evaluate the aspects of the curriculum for which you have responsibility. This is to be undertaken in relation to agreed school policies, curriculum documentation and the School Development Plan.
- Promote high standards of teaching and learning throughout the school, challenging underperformance where appropriate
- Ensure that appropriate coaching, support and pedagogic development programmes are provided for staff so that teaching is constantly improving
- Lead and support innovative and creative curriculum approaches ensuring high quality inclusive delivery of the curriculum matched to the needs of all pupils, including extra-curricular achievement
- Support thorough, timely and accurate monitoring and evaluation of the quality of teaching ensuring timely support, intervention and capability procedures are initiated and seen through where required
- With the Headteacher and school leaders, lead the provision of a broad, inclusive, ambitious and purposeful curriculum
- Lead the management of pastoral care, pupil welfare and anti-bullying procedures effectively so that standards of behaviour and self-discipline are excellent and underpin effective learning
- As Assessment Lead, maintain effective, accurate and timely assessment, recording and reporting systems for pupil progress
- Contribute to the reporting of the performance of the school to parents, carers, governors and other key partners as necessary
- Ensure high quality communication within the school and with families and other agencies

### **Organisational effectiveness**

- Support the Headteacher on the recruitment and selection of teaching and support staff
- Lead on the induction of all staff, volunteers and trainees new to the school
- Exercise effective staff management, lead and motivate others and generate effective working relationships at all levels
- Maximise the contribution of all staff to improve the quality of education provided and standards achieved
- Manage the effective deployment and performance of all staff by ensuring their performance management and professional development through the effective application of agreed systems and policies



- Consistently and effectively promote the school's vision and values modelling the very high standards expected from all members of the school community
- Support the development of collaborative approaches to learning within the school and beyond
- Engage in relevant professional development activity as necessary
- Contribute to a regular review of the organisation and policies of the school to ensure it meets statutory requirements
- Contribute to the planning process for the distribution of resources, to ensure they meet the school's identified priorities
- Support the Headteacher to manage the appraisal and performance development of all staff
- Establish links and collaborate with schools within the city and Nationwide to ensure continued improvement
- Liaise closely with the PTA as the school representative

**Stivichall Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post holder is responsible for promoting and safeguarding the welfare of children and young people with whom they come into contact, adhering to and ensuring compliance with the school's Child Protection Policy at all times.**



# Stivichall Primary School

## Deputy Headteacher

### Person Specification

Leadership Aspect	Essential	Desirable	Evidenced through
Qualification	<ul style="list-style-type: none"> <li>Have qualified teacher status</li> <li>Degree or equivalent</li> <li>A commitment to professional development</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of further learning</li> <li>Evidence of attendance on leadership courses</li> </ul>	Application form
Experience	<ul style="list-style-type: none"> <li>Successful experience of leading one or more subject areas</li> <li>Substantial, successful teaching experience</li> <li>Successful experience of leading a phase or whole school aspect</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in more than one other school or learning environment</li> <li>Experience of curriculum leadership across the primary age range</li> <li>Experience of leading significant curriculum change to implementation</li> </ul>	Application form
Professional Development	<ul style="list-style-type: none"> <li>A record of continuous professional development that includes training in leadership and management.</li> <li>Experience of supporting training and helping to co-ordinate the professional development of colleagues.</li> </ul>	<ul style="list-style-type: none"> <li>Postgraduate level qualification</li> <li>NPQH award or Leadership Pathways certification</li> <li>Participation in work with other schools / agencies</li> </ul>	Application Form
School culture and Continuous school improvement	<ul style="list-style-type: none"> <li>Minimum of 5 years classroom teaching experience</li> <li>A vision of the overall aims and direction of a successful school</li> <li>The ability to communicate aims and vision in order to inspire and motivate others</li> <li>Ability to think strategically and help to build school priorities and policies</li> <li>A good knowledge and understanding of what constitutes an effective school and the necessary skills of leadership and management to help create such a school.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate an active contribution to the policies and strategic direction of a school</li> <li>Understanding of how financial and resource management enable a school to achieve its educational priorities</li> <li>Experience of working directly with parents to raise standards and involvement with the community</li> <li>Experience in implementing the strategic use of tracking and assessment tools</li> </ul>	Application form Tasks Interview

	<ul style="list-style-type: none"> <li>• Ability to access and analyse relevant data and to use this information to set priorities and determine school action.</li> <li>• Knowledge of the statutory requirements and other relevant legislation relating to school leadership and management.</li> <li>• Know how and when to consult with and engage the support of 'external agencies' such as the services provided by the Local Authority.</li> <li>• An ability to assist in the management of a school budget effectively matching resources to school needs and priorities</li> </ul>	and procedures at whole school level	
Governance and accountability	<ul style="list-style-type: none"> <li>• Experience of working in and leading staff teams</li> <li>• Ability to delegate work and support colleagues in undertaking responsibilities</li> <li>• Ability to communicate effectively, orally and in writing to a range of audiences</li> <li>• Experience of effective whole-school self-evaluation and improvement strategies</li> <li>• Ability to provide clear information and advice to staff and governors</li> <li>• Secure understanding of strategies for performance management</li> <li>• Experience of leading performance management and supporting the continuing professional development of colleagues</li> <li>• Ability to establish respectful, effective working relationships</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with governors to enable them to fulfil whole-school responsibilities</li> <li>• Successful involvement in staff recruitment, appointment/induction</li> <li>• Leading sessions to inform parents</li> <li>• Experience of offering challenge and support to improve performance</li> <li>• Experience of managing change in a school</li> <li>• Played a key role in implementing a School Development Plan</li> </ul>	Application form Interview Tasks

<p>Teaching</p> <p>Curriculum and Assessment</p> <p>SEND</p>	<ul style="list-style-type: none"> <li>• A good understanding of what contributes successful learning and the ability to promote the most effective teaching strategies to bring this about.</li> <li>• A good understanding of how assessment strategies are used to inform learning in order to help pupils make progress</li> <li>• The ability to help create and maintain a school site that ensures the health and safety of staff and pupils and which presents a stimulating and attractive learning environment for pupils.</li> <li>• 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.</li> <li>• Knowledge of Education Acts, other relevant legislation and Ofsted requirements</li> <li>• Awareness of current developments in Education and the implications of these, particularly for vulnerable groups</li> </ul>	<ul style="list-style-type: none"> <li>• An awareness of the way schools can promote values, a moral code and understanding of citizenship</li> <li>• Experience of leading CPD activities</li> <li>• Experience of monitoring and evaluating teaching and learning</li> <li>• Experience of implementing strategies to promote equality of opportunity</li> </ul>	<p>Application form</p> <p>Observation</p> <p>Interview</p>
<p>Professional development and working in partnership</p>	<ul style="list-style-type: none"> <li>• A developmental approach to working with others</li> <li>• A growth mind-set and an educational ethos rooted in placing the child at the centre of all decisions and actions</li> <li>• Innovative and solution focused</li> <li>• Evidence of thinking clearly about leadership, educational philosophy and presentation of experience to meet the requirements of the post</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<p>Application form</p> <p>Interview</p> <p>Tasks</p>

	<ul style="list-style-type: none"> <li>A commitment to raising achievement through partnership with parents / carers and other agencies</li> </ul>		
Behaviour and organisational management	<ul style="list-style-type: none"> <li>The ability to relate positively to the headteacher, pupils, colleagues, parents, governors and others who contribute to the work of the school.</li> <li>The communication skills needed to provide clear and accurate information and well – informed advice</li> <li>The ability to organise and manage work effectively i.e. being able to prioritise and organise tasks, make decisions, support and delegate when appropriate.</li> <li>To have high expectations of pupils' learning, attainment and behaviour and of one's own professional abilities and those of colleagues.</li> <li>A commitment to equal opportunities</li> <li>Resilience under pressure with a high level of commitment- a desire to go the extra mile</li> </ul>	<ul style="list-style-type: none"> <li>Experience of being a lead professional in a CAF</li> <li>Experience of being a safeguarding lead</li> </ul>	Application form Tasks Interview
References	<ul style="list-style-type: none"> <li>Excellent and unequivocal</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	References
Health and attendance	<ul style="list-style-type: none"> <li>Good health record and consistent attendance</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	Application form References

If you feel you can meet these demanding requirements then we look forward to hearing from you and welcome your application for this post.

## How to apply

If you wish to apply for this role, please download and complete an application form. CVs will not be accepted.

In addition to your application form please submit a document responding to the prompts below:

### INFORMATION ABOUT YOUR CURRENT POST

(No more than one side of A4 for each please, minimum font size 11).

- I. Description, with particular reference to your present post and responsibilities, how your experience meets the requirements of this post.
- II. Describe, with some examples, your leadership and management style and how people respond to it.

### YOUR LEADERSHIP VISION, ETHOS AND EXPERIENCE

You are invited to comment on the following.

(No more than one side of A4 for each please, minimum font size 11).

Describe with some examples from your own practice:

- I. How teaching and learning can be structured to raise standards of attainment and progress for all children in English and maths whilst maintaining a broad and exciting curriculum.
- II. How a Deputy Headteacher can inspire and motivate students, staff, parents/ carers and the wider community through leading by example and embodying the school's values.
- III. Describe an example of a whole school issue that you have successfully led and implemented and its impact at whole school level.

Your responses to the above and your completed application form should be emailed to [externalrecruitment@coventry.gov.uk](mailto:externalrecruitment@coventry.gov.uk)

Please note, referees will not be contacted before final interviews without your express permission. In line with Safer Recruitment Practice, the successful candidate will be subject to final references before an appointment is formally offered.

Stivichall Primary School is committed to safeguarding and promoting the welfare of children and adults through Safer Recruitment processes. The school expects all staff and volunteers to share this commitment. DBS enhanced check will be required for this post. The school welcomes diversity and is committed to equal opportunity.

Our children want us to get the right person, therefore our selection process will consist of the following format:

Stage 1: School visit (optional but recommended)

Stage 2: On successful shortlist from application a lesson observation will be arranged at the candidate's own school.

Stage 3: Following successful selection from the lesson observation, candidates will be invited to a series of panel interviews and will be asked to present to governors on a question given in advance.

**Closing date for application: Sunday 9<sup>th</sup> January 2022**

**Visits to School: Thursday 16<sup>th</sup> December 2021 and Wednesday 5<sup>th</sup> January 2022 (please call to arrange)**

**Lesson observations in own school: W/c 10<sup>th</sup> January**

**Interviews: Monday 17<sup>th</sup> and Tuesday 18<sup>th</sup> January 2022**



