



Wyken Croft Primary School

Deputy Headteacher

Recruitment Pack



Everyone matters, every
day counts and every
achievement celebrated

Wyken Croft Primary School

Deputy Headteacher Recruitment Pack



Welcome from our Headteacher

On behalf of the staff, children and governors, I would like to welcome you to Wyken Croft Primary School. We are a very large Primary School in the North East of the city. As a four form entry school with a thriving Nursery and Wraparound provision, there are on average about a thousand children from 2-11 on our site every day. However we pride ourselves on knowing each child and their families individually.

I am extremely proud to be the headteacher of our school. Our children are happy and kind and they make great learners. They embody our '7 Steps to Success' and work purposefully at all times. Our staff are enthusiastic and are committed to providing an exciting and educational experience for all learners. Together we make a great family!

Our curriculum is designed, not only to ensure each child meets their academic potential but that they also develop other values that are essential for lifelong learning.

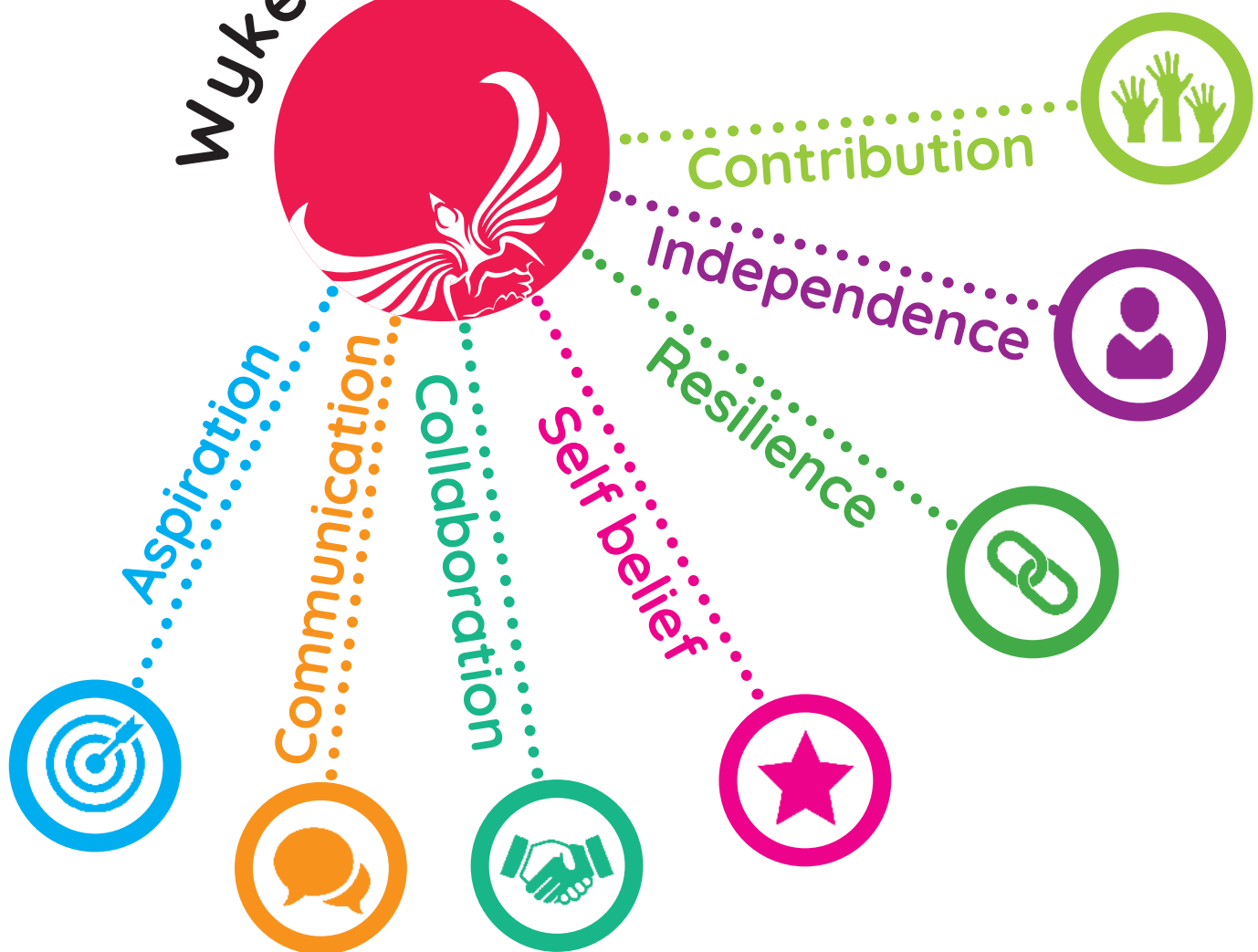
A New Deputy Headteacher

I hope you will consider visiting our school, most people who visit don't want to leave! We have an established leadership team ready to support the newly appointed Deputy Headteacher. Our staff are highly skilled and set high expectations for themselves and the children in their care. We are an outward facing school and we would be in a position to offer significant CPD. There is a highly effective Governing Body who will support and challenge. We are an inclusive school, where practice is strongly linked to wellbeing and pastoral support. We are open to new ideas and are constantly looking for ways to improve.

Please contact the school office to arrange a visit.



Wyken Croft




Aspiration


A strong desire to set and achieve a goal or goals, now or in the future.





Communication

The sharing of thoughts, messages or information by speech, signals, writing or behaviour.




Collaboration


Working together to complete a task or achieve a shared goal.





Self belief

A confidence in your own ability, character or judgement.




Resilience

A person's capacity to cope with change and challenges and to bounce back during difficult times.




Independence

To be able to act for oneself in a range of situations.




Contribution

Participation in the many different aspects of classroom, school, home and community life.



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What our staff say

“The friendly, inclusive, nurturing environment is what stood out for me when I first started at Wyken Croft. Everyone has been incredibly welcoming and supportive since I joined last year, I have been enabled to grow and develop professionally and personally allowing me to make a difference to the pupils who choose to come here and be part of this lovely school community. The school has created a very happy and caring environment that I’m proud to be part of, it’s a place where all children are encouraged to meet their full potential.”

“I joined as a new Senior Leader two years ago, where I was soon made to feel right at home and a part of this wonderful Wyken family. The caring, nurturing, inclusive ethos of our school shines throughout, ensuring all our children make the necessary steps to achieve their full potential. Our Seven Steps provide our children with the necessary tools to succeed, be happy, safe and blossom as they learn and grow.”

“CPD is an integral part in providing staff with a wealth of opportunities to grow and develop professionally, to further enhance their skillset and embed this throughout the school, collaborating together to drive school improvement and raise standards.”

“One of my favourite things about Wyken Croft is that despite the size of the school, it feels like a family. All of the children are known by all of the adults and I know this makes the children feel very special and cared for.”

“As a Year Leader, working with other Year Leaders and the senior leadership team has really supported my development and as a result, I have been able to develop my practice by learning from those around me.”

Deputy Headteacher

Job Description

(Scale L11 - L15)

Required September 2023

Governors wish to appoint a permanent Deputy Headteacher to work in partnership with the headteacher and current leadership team.

You will:

- Be passionate about learning and be able to demonstrate outstanding teaching leadership and management skills.
- Be an outstanding classroom practitioner and have a clear vision for further development of the curriculum.
- Have a deep understanding of the needs of different children and be passionate about providing the very best for all children in our school.
- Have a clear understanding of Safeguarding and the role of a senior leader in this process.
- Play a role in organisation and school policy development.
- Have the personality, drive and energy to motivate and support everyone within our learning community.

We are:

- A large primary school with the heart of a small school where everyone matters, every day.
- Able to provide tailored Induction and on-going CPD.
- A supportive and welcoming school where children are excited to learn.
- Looking for a leader who is keen to join our experienced leadership team at an exciting time.

Specific Roles and Responsibilities will be agreed with the successful candidate; however this will include an aspect of significant whole school development and priority. There will also be oversight of KS1 or KS2.

Applications to Mrs G Franklin, Headteacher by Tuesday 25th April 5pm .

Wyken Croft Primary School, Wyken, Coventry CV2 3AA – email: info@wykencroft.coventry.sch.uk

We welcome visits from prospective candidates. Please contact the school office to arrange a visit.

Deputy Headteacher

Job Description

LEADING, LEARNING AND TEACHING

- Share responsibility for the analysis of key school performance data to ensure priorities are appropriate and improvement in standards is promoted
- Provide training for staff on effective teaching and learning
- Promote the active involvement of pupils in their own learning
- Contribute to target setting; including statutory procedures and targets for individuals and groups of pupils throughout the school
- Support strategies to promote high standards of behaviour
- Support the development of a broad and rich curriculum which meets the needs of all pupils in the school
- Support the development of an effective assessment framework
- Promote the use of ICT to enhance and extend teaching and learning
- Monitor and evaluate classroom practice
- Support the wider management team in developing good practice in a key stage and within a significant aspect of whole school provision

DEVELOPING SELF AND WORKING WITH OTHERS

- Promote and safeguard the safety and welfare of children and young people
- Contribute to the creation of a positive school ethos, in which every individual is known, treated with dignity and respect
- Support the development of collaborative approaches to learning with the school and beyond
- Be willing to work within the wider school network
- Support the induction of staff new to the school
- Set high expectations for your own performance and that of others
- Engage in relevant professional development activity as necessary
- Provide support for colleagues both teaching and non-teaching in improving their classroom practice

MANAGING THE ORGANISATION

- Take a prominent part in providing strategic overview of the organisation of the school year and the school day.
- Contribute to the planning process for the distribution of resources, to ensure they meet the school's identified priorities
- Take responsibility for the Performance Management of identified staff
- Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and value for money
- Lead an agreed team within school

Deputy Headteacher

Job Description (Cont)

SECURING ACCOUNTABILITY/STRENGTHENING COMMUNITY

- Support the governing body in meeting its responsibility to account for the performance of the school
- Support staff in understanding their own accountability and develop approaches to its review and evaluation
- Contribute to the reporting of the performance of the school to parents, carers, governors and other key partners as necessary
- Gain an understanding of the diversity of the school community
- Contribute to policies and practice which promote equality of opportunity and tackle prejudice
- Lead the development of a curriculum which provides pupils with opportunities to enhance their learning within the wider community
- Promote and model good relationships with parents, which are based on partnerships to support and improve pupils' achievement

GENERAL

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 of the Headteacher. In the absence of the Headteacher, you may be required to act as Headteacher.

The post will require you to work in partnership with Senior Leadership Team, Governors and Staff to ensure the continuous improvement of the school.

You will be responsible for specific tasks and the leadership of whole school aspects, which will be determined in consultation with the Headteacher and the Senior Leadership Team.

A job description can never be fully descriptive or exhaustive. It is expected that you will, within reason, respond to unforeseen circumstances and emergencies as they arise, in a way that is commensurate with your qualifications, experience and seniority.

Changes to your role may need to be agreed from time-to-time, in the light of changing school requirements and to support your further professional development towards headship.

Deputy Headteacher

Person Specification

QUALIFICATIONS/PROFESSIONAL DEVELOPMENT

- Qualified teacher status
- A record of continuous professional development that includes training in leadership and management
- Experience of supporting training and helping to co-ordinate the professional development of colleagues

EXPERIENCE

- Evidence of leadership and management in specific key stages and of a whole school area.
- Evidence of understanding Inclusion and supporting learners with a variety of needs

(Evidence of experience of working in more than one school or learning environment would be welcome.)

LEADERSHIP AND MANAGEMENT

- To have a vision of the overall aims and direction of a successful school and be able to communicate these in order to inspire and motivate others
- To provide evidence of good management, which incorporates detailed planning, successful implementation and effective monitoring and evaluation of strategies
- To have a good knowledge and understanding of what constitutes an effective school and have the necessary skills of leadership and management to help create such a school
- Have the ability to access and analyse relevant data and to use this information to set priorities and determine school action
- Knowledge of statutory requirements and other relevant legislation relating to school leadership and management and Inclusion
- An ability to assist in the management of a school budget effectively matching resources to school needs and priorities
- Experience of working within networks or with other agencies to support the school development
- An understanding of the importance of Safeguarding within a school and ability to play an enhanced proactive part in this

TEACHING AND LEARNING

- Have a good understanding of what contributes to successful learning and the ability to promote the most effective teaching strategies to bring this about
- To have a good understanding of how assessment strategies are used to inform teaching and learning in order to help pupils make progress
- The ability to support the development of the school site that ensures the health and safety of staff and pupils and which presents a stimulating and attractive learning environment for pupils
- A clear understanding of what constitutes a broad and balanced curriculum that meets statutory requirements and which is well differentiated and resourced to meet the needs of all pupils

Deputy Headteacher

Person Specification (Cont)

ADDITIONAL SKILLS AND ABILITIES

- Suitable for work with children and young people
- The ability to relate positively to the Headteacher, the 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

WRITTEN APPLICATION

- Evidence of clear thinking about the role of the Deputy Headteacher in a large school, educational philosophy and presentation of experience to meet the requirements of the post

REFERENCES

- Excellent and unequivocal

Deputy Headteacher

Recruitment Pack

Our Children would like

We would like our new Deputy Headteacher to be :

- Kind, sensible and patient
- Inspiring and creative
- Firm but fair
- Approachable
- Trustworthy and a good listener
- Someone who loves children and teaching !
- Someone who knows our school rules
- Enthusiastic
- Someone who is positive and not grumpy!



Our School is a safe and happy place to learn where everyone is valued as a learner and as an individual. Through our aspirational curriculum, our children will develop the personal, social and academic skills that allow them to reach their potential and contribute to the community and the wider world around them.

