



# INFORMATION FOR CANDIDATES



Vacancy of

# Deputy Headteacher

at

Werrington Primary School

Washerwall Lane, Werrington, Stoke-on-Trent, Staffordshire. ST9 0JU

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“Together we succeed”

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## 1) Introduction and Ethos

### **POTTERIES EDUCATIONAL TRUST** **Our Vision and Values**

Our focus is to provide the very best education for every child and young person within the Trust, offering a high quality, broad, academic education for the children and young people of Stoke-on-Trent, North Staffordshire and beyond.

Working with like-minded partners the Potteries Educational Trust centres on the development of the very best practice in teaching, learning and assessment. We will provide teaching and learning in a nurturing, supportive environment with a broad range of opportunities and extra-curricular activities available for all within the Trust.

We hold regular Business Breakfast Meetings to provide information about the PET to interested Headteachers and Governors. If you would like to find out more, please get in touch (link to join us page) and we would be delighted to arrange a meeting.

#### **Vision**

As a Learning Community, we share common values and principles which are embraced at every academy within the Trust. These values form the foundations of everything that we do and achieve as a Multi-Academy Trust with one outcome in mind, to create a caring community that delivers excellence and inspires futures.

#### **Values**

- We strive for excellence in both academic achievement and life experiences to provide a rich education beyond just a set of qualifications.
- We seek to inspire our children and young people, raising their aspirations to be the best they can be and to make a positive contribution to our local and national community.
- We believe in the added value of working partnerships across all phases of education and the benefits it brings to our students.
- We will maintain an open access policy ensuring that admission is not based on academic success, within the context of the available curriculum in each institution.
- The Trust will promote a broad, holistic education for all our children and young people which seeks to broaden their understanding of the world.

All partners in the PET have an equal place, working together with honesty, transparency and fairness. We will learn from each other to add value to our practices and to the children and young people and communities we serve.

### **WERRINGTON PRIMARY SCHOOL** **Vision and Values**

*Our motto is*  
*'Together we succeed.'*

**Together we will inspire confident learners who will thrive in a changing world**

Our vision is to instil in pupils a passionate commitment to learning, preparing them to be happy, productive, responsible, ethical, creative and compassionate members of society.

Together, we will equip pupils with the mindset and skills to thrive. We will create a culture of mutual respect and acceptance where children are ready to move onto their next stage of learning having mastered the knowledge, skills and values to achieve their dreams.

Our school strives to be the heartbeat of the local community, fostering positive and effective links with all stakeholders and partners.



## The Werrington Way

*Be respectful*

*Try our best*

*Keep ourselves and others safe*

We aim to be a school where the 'Werrington Way' provides a core set of values that we live by (Respect, Honesty, Resilience, Excellence, Cooperation and Kindness). These direct our every interaction to the point where they are woven through us like words in a stick of rock.

## 2) Job Advert

### Deputy Headteacher

Following the retirement of the current Headteacher and the subsequent appointment of our Deputy Headteacher to this role from September 2023, the Governors now wish to appoint a Deputy Headteacher to support the new Headteacher in leading our hardworking, committed and friendly team.

#### The skills and experience we are looking for

Our senior leaders are expected to lead by example and maintain high standards across the school community, supporting our vision to be relentlessly ambitious about our mastery curriculum that leads to excellent outcomes and experiences for our pupils. You will need to be organised, dynamic, collaborative and inclusive, with a relentless focus on achieving the best outcomes for our pupils. You will use your initiative to inspire, motivate and encourage a climate of learning for all, where expectations are high, clearly communicated and consistently reinforced.

This is a strategic role with lead responsibility for teaching and learning across the whole school. The successful candidate will be driven by a moral purpose and a passion for learning, be able to demonstrate a track record of excellent leadership with impact and have a strong knowledge of how to improve key components of teaching and learning for a mastery curriculum.

We are looking for a leader who can inspire and influence a range of stakeholders and who:

- Has a proven background in raising aspirations and leading whole school initiatives.
- Is an outstanding classroom practitioner.
- Has a proven history of improving standards.
- Has experience of successfully leading, managing and developing teams (including middle leaders).
- Has recent evidence of planning and leading whole school improvements, which have a demonstrable impact on student attainment.
- Has experience of whole school self-evaluation and improvement planning.
- Has experience of strategically developing the curriculum and approaches to teaching and learning in order to support high levels of progress and attainment.
- Is passionate about making a difference to children's lives.

#### What the school offers its staff

We offer NPQ routes to all our Senior Leaders and would welcome applications from leaders who aspire to Headship in due course. We are committed to developing all leaders and give them the expertise to enable them to take the next step.

We offer an incentive package which includes:

- On-going investment into your career development through appropriate CPD.
- Support and mentoring by a strong Senior Leadership Team and other experienced leaders across the Trust.
- Access to a professional coach.
- Full use of an employee assistance programme supporting Wellbeing (Health Assured).
- Free on-site parking.
- Envious setting and extensive grounds.
- A warm, friendly environment where staff and pupils are dedicated to the outcomes of 'Every Child Matters'.

- Interested, motivated, well-behaved pupils.
- A positive attitude to staff wellbeing with a sensible workload and an emphasis on a healthy work/life balance.

Salary: £52,659 - £58,105 (L8 – L12) per annum  
Contract term: Permanent, starting September 2023

**Closing date: 9am Friday 2<sup>nd</sup> December 2022**

Candidates who are short-listed will be contacted by e-mail to arrange a lesson observation, preferably in their own school, week commencing 5<sup>th</sup> December 2022. Following the observation, candidates who are short-listed will be called to interview.

**Lesson observations: Week beginning 5<sup>th</sup> December 2022**

**Interview: Thursday 15<sup>th</sup> December 2022**

Applicants are encouraged to visit the school prior to applying and application packs can be requested from the school [office@wps.potteries.ac.uk](mailto:office@wps.potteries.ac.uk) Please return your completed application directly to the school.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In line with Keeping Children Safe in Education, an online search will be conducted as part of our due diligence checks on all short-listed candidates. An enhanced DBS Disclosure will be required prior to taking up an appointment with the Trust.

### **3) Letter from the Chair of the Local Academy Governing Board**

November 2022

Dear Candidate,

Thank you for your interest in the post of Deputy Headteacher at Werrington Primary School. We are looking to select a talented and inspirational leader who will build on the existing strengths and opportunities of the school. Our school is highly efficient and we believe the overall effectiveness of the school is 'Outstanding'. We also have a clear vision and strategic plan for future improvements.

Werrington is a larger than average Primary School, including a Governor-run Nursery, with over 460 children on roll. Our school ethos is based upon collaboration and partnership-working, as indicated by our motto 'Together We Succeed'. To this end, Senior Leaders, Staff, Parents and Governors have worked hard to ensure that the ethos of our inclusive school allows all children to flourish and reach their potential. The Well Being of the whole school community is a priority and we want children and staff to look forward to their school day. Visitors to the school comment on the excellent behaviour of our children, their confidence when conversing with adults and the caring ethos evident throughout the school.

Our innovative Curriculum, which has Mastery at the heart of it, ensures that the children are given opportunities to make connections between new and existing learning and are well-prepared to meet new challenges as they progress through our school and beyond.

If successful, you will be joining the school at an exciting time in its journey. We became a member of The Potteries Educational Trust (PET) in April 2021. Find out more about us and the Trust at [www.werringtonprimary.org.uk](http://www.werringtonprimary.org.uk) and [www.potteries.ac.uk](http://www.potteries.ac.uk) .

School Leaders, Governors and Trust members work closely together to create exciting opportunities to change children's lives. We hope that you will be inspired to apply for the post of Deputy Headteacher and join our dedicated team here at Werrington Primary School.

Yours faithfully,

A Hunt

**Mrs A Hunt**  
Chair of Governors

#### 4) Job Description: Deputy Headteacher

Responsible to: Headteacher  
Line Managed by: Headteacher

Purpose of the job

- To assist the Headteacher in managing, leading and developing the school to attain the highest standards of pupil achievement, behaviour, welfare, social development.
- To ensure that pupils are provided with the highest standard of care and education, in addition to those professional responsibilities which are required of all classroom teachers.

Strategic Development of the School

- To inspire, motivate and provide purposeful leadership.
- To develop and implement a strategic plan to ensure pupils achieve high standards.
- To provide educational vision to secure successful teaching and learning.
- To play a significant role in developing, monitoring and reviewing whole school policies and practice.
- To play a full part in maintaining and further developing inclusion within the school to ensure that this is integral to all aspects of school life.

Knowledge and Understanding

- To demonstrate a secure knowledge and understanding of the Early Years Foundation Stage Curriculum and the revised National Curriculum.
- To have knowledge and understanding of the strategies for improving and sustaining high standards of teaching, learning and achievement for all pupils.
- To ensure that all staff develop good and better teaching and learning pedagogy in order to plan, deliver and assess appropriately for all groups of learners.
- To ensure that all staff are appropriately trained to deliver interventions to accelerate learning, including keeping up to date with current developments and requirements within education.

- To ensure that all staff have high expectations of children's attitudes and behaviour, and are equipped with effective and appropriate behaviour management techniques.
- To work with the Headteacher and Senior Leadership Team to design and develop a curriculum that ensures that the teaching of the core subjects is underpinned by cross-curricular links within a broad curriculum context.

### Leadership and Management

- To lead by example in the development of teamwork, support, collaboration with colleagues and motivation of staff.
- To work as part of the senior leadership team to lead the strategic planning and development of the school.
- To share responsibility for the day-to-day management of the school.
- To undertake the professional duties of the Headteacher in their absence.
- To motivate and enable teachers to develop expertise in their areas of responsibility, through high quality continued professional development.
- To create a climate which enables other staff to develop and maintain positive attitudes towards teaching.
- To act as a line manager for teachers and support staff including appraisal and monitoring of the Teacher Standards with the Headteacher.
- To build a mutually supportive team, which constantly challenges children, expects the most of them and uses a wide range of methods to help children learn.
- To show enthusiasm and commitment, influencing excellent classroom practice by example.
- To act as an effective role model for other teachers, modelling good practice and behaviours.
- To enable effective transition across year groups and key stages as required.
- To inspire ambition and confidence in others to meet their goals.
- To monitor and evaluate standards of teaching, identifying areas of improvement.
- To provide clear feedback, good support and sound advice to others.
- To model and demonstrate best practice, including team teaching and lesson study.
- To ensure, as part of the Senior leadership Team, suitable lunchtime supervision of children and liaise with the lunchtime staff appropriately.
- To liaise with parents on matters relating to pupils' achievement, behaviour, attendance and wellbeing.

### Teaching and Learning

- To lead curriculum development and practice.
- To help create and maintain an effective, attractive and exciting environment for learning.
- To participate in monitoring and reviewing the curriculum and other aspects of the school in relation to teaching for learning.
- To establish positive and collaborative working relations with colleagues.
- To ensure, in partnership with the SENco, Senior Leadership Team, teachers and teaching assistants, that all the special educational needs of individual children are met, showing awareness of the Code of Practice and of the requirements of equal opportunities in disability, race and gender.
- To identify key professional development needs and ensure such needs are addressed through the provision of high-quality coaching, mentoring and access to appropriate training and other CPD opportunities.
- To share the responsibility for School Assemblies



### Efficient and Effective Deployment of Staff and Resources

- To assist the Headteacher in the recruitment, selection, induction and mentoring of new staff.
- To support the Headteacher in the financial management of the school and to take some responsibility for some aspects of resource management.
- To support the Headteacher in the professional development of the staff through Continuous Professional Development and the appraisal programme.

### Pastoral Responsibility

- To share with the Headteacher the overall responsibility for the safety and welfare needs of pupils and staff.
- To help create and maintain a positive, caring and learning school environment.

### Specific Duties

- To deputise for the Headteacher in the management of the school as required.
- To manage the timetabling for the school, including day to day cover.
- To take overall responsibility for the assessment timetable of the school.
- To work in collaboration with the Governing Body and attend meetings as required.
- To carry out other duties as requested by the Headteacher and as outlined in the current school teachers' pay and conditions document.



## 5) Person Specification

	Essential Requirements	Form of Assessment
<b>QUALIFICATIONS AND EXPERIENCE</b>		
1.	Qualified Teacher Status.	Application Form
2.	Further relevant professional/academic study and evidence of continuous professional development.	Application Form
3.	At least three years of proven strong, successful senior leadership and management experience in primary education.	Application Form & Interview/Assessment
<b>SHAPING THE FUTURE</b>		
4.	The ability to think strategically and take the leading role to develop, build on and communicate a shared vision and strategic plan which inspires and motivates the whole school community.	Application Form & Interview/Assessment
5.	Evidence of successfully implementing, managing and evaluating change in a collaborative and sensitive way.	Application Form & Interview/Assessment
6.	The ability to build on current strengths and initiatives and ensure a smooth transition that delivers continuous improvement.	Application Form & Interview/Assessment
7.	A clear understanding of and enthusiasm for current issues in education and evidence of embracing, implementing and embedding new approaches/technologies which are relevant to teaching and learning.	Application Form & Interview/Assessment
<b>PUPILS AND STAFF</b>		
8.	Evidence of raising standards that have impacted positively on pupil attainment and teaching and learning.	Application Form & Interview/Assessment
9.	Significant experience in evaluating and using data to plan and improve pupil performance.	Interview/Assessment
10.	A clear understanding of what makes good and outstanding teaching and the ability to develop a culture where striving for outstanding teaching and learning is central to the school's work.	Interview/Assessment
11.	A commitment to valuing, supporting and encouraging the professional development of all staff members.	Interview/Assessment
<b>SYSTEMS AND PROCESSES</b>		
12.	An understanding of how to create whole community accountability systems and implement them with the support of the leadership team to combine data from a range of sources in order to maximise the achievement of children.	Interview/Assessment

13.	A clear understanding of and commitment to promoting and safeguarding the welfare of children.	Application Form & Interview/Assessment
<b>STRENGTHENING COMMUNITY</b>		
14.	Evidence of building and nurturing a strong, positive and collaborative team culture that enables all staff to carry out their respective roles to the highest standard and for all staff to work effectively together to deliver school improvement.	Application Form & Interview/Assessment
15.	A commitment to building and maintaining effective and positive relationships with parents, carers, governors, the wider community and other schools.	Interview/Assessment
<b>PERSONAL QUALITIES</b>		
16.	Can inspire and influence others, within and beyond the school, to believe in the fundamental importance and value of education in children's lives.	Interview/Assessment
17.	Excellent communication skills and proven ability to listen to, understand and work effectively with all children, staff, governors and parents.	Application Form & Interview/Assessment
18.	The ability to foster an open, transparent and equitable culture and deal effectively with difficult conversations and conflict at every level.	Application Form & Interview/Assessment

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In line with Keeping Children Safe in Education, an online search will be conducted as part of our due diligence checks on all short-listed candidates. An enhanced DBS Disclosure will be required prior to taking up an appointment with the Trust.

## 6. How to Apply

We hope that, having read this information pack and looked at the school and Trust websites, you will want to submit an application.

To apply, please complete the application form and supporting statement. In your supporting statement you should explain your vision for education and how your skills and experience would enable you to fulfil the role of Deputy Headteacher at Werrington Primary School. Please submit your application form and supporting statement electronically to the following email address: [office@wps.potteries.ac.uk](mailto:office@wps.potteries.ac.uk)

If you experience any difficulty in submitting your application, please contact the office via telephone: 01782 980010

## 7. Timeline for Application Process

- Closing date for applications is 9 a.m. Friday 2<sup>nd</sup> December 2022
- Lesson observations week commencing Monday 5<sup>th</sup> December 2022
- Interviews will be on Thursday 15<sup>th</sup> December 2022