



Stowlawn Primary School

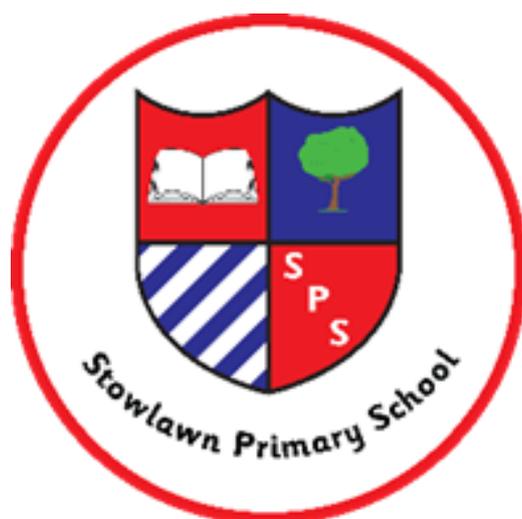
Deputy Headteacher Vacancy Recruitment Brochure

In Partnership with Services4Schools



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www.stowlawnprimary.co.uk

Stowlawn Primary School, Green Park Avenue, Bilston, Wolverhampton, West Midlands, WV14 6EH
Telephone: 01902 556463 | Email: StowlawnPrimary.GroupEmail@wolverhampton.gov.uk

School Introduction

I would like to offer you a warm welcome to Stowlawn Primary School.

We are a growing community school in the Bilston area of Wolverhampton – and the community is at the heart of what we do and who we are, and we are very proud of the nurturing ethos and environment that we offer our children. We share “The Willows” campus with Green Park Special School, with which we also share a range of experiences, and this further promotes our policy of inclusion.



There have been exciting developments over the past few years at Stowlawn. The site itself was first built 10 years ago, but the school has recently expanded to a two-form entry school, and therefore the building has been extended to twice the size, with the new extension completed in September 2019.

It was also in September 2019 that I was appointed as head teacher at Stowlawn. The past 12 months have brought us many challenges and have also brought a pause to some of our developments. However, the development of our curriculum is moving forward, and it is structured around our 3 key drivers: Bilston and Beyond, The Arts and Life Skills. Our aim is to offer all children a high quality education, enhanced by experiences that will both inspire them and prepare them for life in the wider world. Our curriculum is enhanced by our fantastic learning environment, including our outdoor learning areas.

We are currently working to establish our “Stowlawn Six”, which are the values that will permeate through our school life and shape our ethos. This work was started through staff development but is now being led by our active Pupil Leadership Team. We have also just undertaken the first steps in gaining the Excellence in Pupil Development Award, and our school dog, Jarvis, is just about to undergo his school mentor training!

All of these developments are underpinned by an active and supportive School Governing Body, and a healthy budget.

However, the best advert for our school is our fantastic children and our dedicated and amazing staff, so I hope you will be able to visit us and meet them all for yourselves.

We look forward to meeting you!

Kate Charles
Headteacher

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Letter from the Chair of Governors

Dear applicant,

On behalf of the Governing Board, I am delighted that you have expressed an interest in becoming Deputy Headteacher at our school.

I have been associated with Stowlawn Primary School as Chair of Governors for five years. Prior to this, I had lead responsibility for the 'Willows Project' vision, which was to deliver an environment that would enrich the day-to-day experience of children attending the school and improve facilities for the local community. Stowlawn Primary School now shares a campus, "The Willows", with Green Park School, in an impressive, purpose-built facility, which has, through the excellent work of the present and former Headteachers and Staff, made that vision a reality.

The Local Authority has again recently recognised the excellent work of the staff, and a second major investment has been made in our school to increase the capacity from a single-form entry to a two-form entry school, with Nursery provision. The school has therefore been growing each academic year by 30 children. This further building project was completed in the autumn of 2019 Our Headteacher Kate Charles has been in post now for almost 2 years and we are delighted to say that the transition has been seamless. Our school therefore offers a unique opportunity for our new Deputy Headteacher to support Kate in the selection and appointment of new staff as the school continues to grow over the next 4 years.

Our present Deputy Headteacher, Eleanor Thomson has spent most of her teaching career at Stowlawn and is retiring after 30 years of continuous excellent service at our school, she has helped to create an environment where our children and staff want to be. The record of high attendance at our school endorses this. Eleanor has helped to steer us through two successful OFSTED inspections, where the judgement on each occasion has been good. Our OFSTED in November 2017 recognised the "strong and positive ethos of care and community" within the school. Above all Eleanor has made a major contribution in supporting Kate through the first 2 years of her Headship. She has timed her retirement to ensure the smooth transition to our new Management Team with the interests of Stowlawn children foremost in her thoughts.

This is an exciting time to be part of the leadership team at our school and we would welcome the opportunity of showing you our exceptional teaching and learning facilities.

Thank you again for expressing an interest in our school and I look forward to meeting you.

Yours faithfully



Steve Nicholls Chair of Governors

Job Description

Deputy Headteacher

The Deputy Headteacher will carry out the duties of the post in line with the remit outlined in the current School Teacher's Pay and Conditions Document including the conditions of employment for Deputy Headteacher. In particular, the Deputy Headteacher, under the overall direction of the Headteacher, will:

- Be responsible for the standards and curriculum of all pupils and will lead on matters of assessment, monitoring progress and evaluation
- Formulate the aims and objectives of the school and establish policies through which they are to be achieved
- Proactively manage staff and resources
- in conjunction with the Headteacher promote the vision, ethos, and policies of the school in order to maintain and secure outstanding teaching, effective learning and high standards of achievement and behaviour
- Undertake the professional duties of the Headteacher in their absence from school

The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Grade / Salary Scale	L11 – L15 (£54,091 - £59,581)
Closing Date	Thursday 29 th April 2021 @ 0900 hours
Shortlisting Date	Wednesday 5 th May 2021
Interview Dates	12 th and 13 th May 2021
Vacancy Start Date	Wednesday 1 st September 2021

Strategic Direction and Development of the School	<p>The Deputy Headteacher will under the direction of the Headteacher:</p> <ul style="list-style-type: none">• work in partnership with the Governing Board, staff, volunteers, parents, carers and local community to help Stowlawn Primary School and its children achieve success• support the Headteacher's community leadership role, inspiring the whole community to place the children of Stowlawn Primary School at its centre• assist the Headteacher to develop and secure School Improvement and collaborative working with other local schools• support the Headteacher in writing, implementing and reviewing an ambitious and realistic School Development Plan which will secure continuous school improvement
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<p>Strategic Direction and Development of the School – continued</p>	<ul style="list-style-type: none"> • assist in the evaluation of the school’s performance and development to inform the School Self-evaluation Form • support the school policy framework, where necessary evaluating the impact of, reviewing, adapting and implementing policies and practices which take account of national and local requirements as well as meeting the needs of the school, its staff and children • support in the robust monitoring and evaluation of the school’s performance, responding and reporting to the Governing Board on a regular basis • assist in the strategic management of the growth of the school from a one to a two-form entry • have shared responsibility for the day to day operational management of Health and Safety, alongside the School Business Manager. • provide support in ensuring that Stowlawn Primary School has a future- focussed, flexible workforce which is able to respond to local and national changing priorities and which meets the future strategic direction of the school
<p>Leading and Managing Staff</p>	<p>The Deputy Headteacher will:</p> <ul style="list-style-type: none"> • assist in setting a strong vision and direction for the school • lead by example; be a model of professionalism, conduct and presentation; demonstrate high standards of expertise and commitment • maximise the contribution of staff to improve the quality of education provided and standards achieved • ensure that constructive working relationships are formed between staff and children • support the Headteacher in the implementation of and sustainability of effective and robust procedures for the performance management of staff • motivate and enable all staff in the school to carry out their respective roles to the highest standard with the support of the Headteacher through high quality CPD, based on assessment of needs and systematic monitoring and evaluation • assist the Headteacher in effectively leading and managing school staff in ways that reflect and meet the policies of the Governing Board, ensuring that professional duties are fulfilled, as specified in the Teachers Pay and Conditions Document, including those of Headteacher Actively engage in the arrangements made in accordance with the

Leading and Managing Staff - continued	<p>regulations for Headteacher appraisal and embrace opportunities for their own continued professional development</p> <ul style="list-style-type: none"> • undertake the full responsibility for all matters relating to the school in the absence of the headteacher, in accordance with school policy and the agreed approach of the headteacher
Teaching and Learning	<p>The Deputy Headteacher will:</p> <ul style="list-style-type: none"> • be an ‘outstanding’ role model and act as a leading classroom practitioner inspiring and motivating staff • assist the Headteacher and SLT in sustaining high expectations and outstanding practice in teaching and learning throughout the school • maintain an environment which • take the lead in ensuring a consistent and continuous whole-school focus on pupil achievement through the development and implementation of a performance framework. Use a range of data to monitor and track pupil progress in order to maintain and improve pupil achievement • support the implementation and evaluation of positive strategies and programmes which ensure good pupil behaviour, conduct and discipline. Provide support and clear guidance on exclusions in accordance with school, local and national policy • ensure that learning is at the centre of strategic planning and resource management to ensure that all children achieve their full potential • Support in the building and development of an environment that promotes and secures excellent teaching, effective learning and high standards of achievement and where each child can learn more effectively with increasing independence • provide support in the determination, development and implementation of a policy for the spiritual, moral, social and cultural development of children and their personal and health education • promote British Values through respect and understanding of diverse cultures, languages, ethnic communities and faiths • monitor, review and evaluate the quality of teaching and learning, ensuring high standards of achievement for all pupils • promote pupil-centred extra-curricular activities in accordance with the educational aims of the school and which extend the horizons for pupils

<p>Efficient and effective deployment of staff and resources</p>	<p>The Deputy Headteacher will:</p> <ul style="list-style-type: none"> • support the Headteacher in partnership with Governors and senior colleagues, create an environment which attracts and retains staff of a high calibre who are passionate and strive for excellence, and share and contribute to the school ethos • in consultation with and by the direction of the Headteacher, deploy and develop staff effectively in order to improve the quality of education and raise standards • support the Headteacher in the management and organisation of the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations • assist the Headteacher in making arrangements for the security and effective management of the school buildings, their contents and the grounds, in partnership with Green Park and the Community • Support in the management and organisation of the school accommodation efficiently and effectively to ensure it meets the needs of the children , curriculum, community use and health and safety regulations • Support the Headteacher in producing and implementing clear, evidence -based improvement plans and policies for the development of the school and its facilities
<p>Safeguarding</p>	<p>The Deputy Headteacher will ensure that:</p> <ul style="list-style-type: none"> • he/she is the Deputy Designated Safeguarding Lead • sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including participating in other inter-agency meetings, and contributing to the assessment of children • all staff and volunteers feel able to raise concerns about poor or unsafe practice with regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices • promote best practice in safeguarding across the school in line with local and national guidance • support the Headteacher in ensuring that policies/ procedures adopted by the Governing Board are fully implemented and followed by all staff and volunteers

Accountability

The Deputy Headteacher will:

- support the Headteacher in continuing to develop the organisation and ethos of the school so that all staff, individually and collectively, recognise that they are accountable for its success
- Assist in the provision of information, objective advice and support to the Governing Board to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money
- in conjunction with the Headteacher present a coherent and accurate account of the school's performance to a range of audiences, including Governors, the Local Authority, the local community, OFSTED and others to enable them to hold the school to account
- support in the continued development and implementation of clear and transparent mechanisms which inform parents/carers and pupils about the curriculum, attainment and progress, as well as the contribution they can make in supporting their child's learning, striving for continuous improvement
- Carry out any such duties as may be reasonably required by the Governing Board

This job description forms part of the contract of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document.

Personal Specification

Assessed by: **A** Application
 I Interview
 R Reference

		Essential	Desirable	Assessment
Qualifications	Qualified to degree level	•		A
	Qualified teacher status	•		A
	NPQML/NPQSL		•	A
Professional Development	Evidence of recent safeguarding/inclusion CPD	•		
	Proven leadership skills	•		A I R
	Currently a highly successful Deputy Headteacher, Assistant Headteacher or Middle Leader in the Primary Phase (3-11 age range)	•		A I R
	Excellent communication skills	•		A I R
	Record of significant, recent, successful teaching experience within a range of UK schools	•		A I R
	Experience of working with pupils covering a broad range and degree of special needs		•	A I R
	Experienced in leading a whole school priority	•		A I R
	Experience of developing curriculum continuity and progression between Early Years, KS1 and KS2	•		A I
	Experience of using assessment data to inform decision-making	•		A I
	Experience of working with stakeholders including governors	•		A I
	Experience of teaching in at least two phases	•		A I R
Personal Qualities	Visible, approachable and empathetic and enjoys engaging with children, staff, parents and the wider community	•		A I R
	Able to be resilient and robust whilst also showing compassion in dealing with issues and is calm under pressure	•		I R
	Can effectively engage and communicate at all levels including listening to and inspiring children, staff, parents and the wider community, as well as having personal presence	•		A I R
	Flexible leadership style, being 'hands on' when required	•		I R

Personal Qualities - continued	Natural networker able to engage effectively within the school and local community	•		I
	Resourceful dealing with diverse education situations (e.g. resourcing, problem solving)	•		A I R
	Able to inspire high levels of performance in children and staff	•		A I R
Knowledge, skills and leadership	Able to delegate effectively to achieve outcomes and provide development opportunities for staff			A I R
	Be the designated Deputy Safeguarding Lead for the school		•	A I R
	Evidence of a commitment to promoting the welfare and safeguarding of children including the promotion of regular pupil attendance	•		A I R
	Able to articulate and share a clear vision for the future	•		I R
	Understand what contributes to successful learning and able to promote effective teaching strategies	•		A I
	Expertise in monitoring and evaluating children's progress to inform teaching and intervention planning and coaching	•		A I R
	Able to analyse complex issues relating to children's attainment and progress and develop effective and creative responses	•		A I R
	Skilled in delivering successful approaches to behaviour management	•		A I
	Knowledge of the SEND code of practice and related statutory regulations and other relevant legislation	•		A I R
	A good understanding of both the National Curriculum and assessment and progress systems for pupils	•		A I
	Proven track record in motivating, training and developing staff	•		A I R
	Involvement in the development and delivery of school improvement plans	•		A I R
	Experience of the Ofsted Inspection process in a leadership capacity	•		A I

Application and Selection Process

This vacancy is for a Deputy Headteacher to start on the 1st September 2021.

The starting salary will be in respect of:

L11 – L15 (£54,091 - £59,581) – Salary negotiable to reflect skills and experience

Your application form should be completed with reference to the job description and person specification, we ask that you limit your further information to two A4 pages.

The selection panel will take into consideration the qualifications and skills of each applicant as well as their experience and personal attributes.

Key Dates

Closing date for application: Thursday 29th April 2021 at 0900am

Any application received after this time will not be accepted.

Shortlisting of applicants: Wednesday 5th May 2021

Candidates chosen for the shortlist will be notified as soon as possible after the meeting. Unsuccessful applicants will also be notified.

Visits to school: Visits to the school are warmly welcomed. Arrangements for a safe tour can be arranged. Please contact Emma Balde, School Administrator, on 01902 556463 or by email: StowlawnPrimary.GroupEmail@wolverhampton.gov.uk for an appointment.

Assessment and Interviews: Wednesday 12th May 2021 and Thursday 13th May 2021

Full Governing Board decision: Thursday 13th May 2021

Applications: Please return your completed application form, to Services4Schools Ltd, HR Consultancy Team at the following email address: HRC@services4schools.org.uk

Contact Details

School Details

School Address	Stowlawn Primary School Green Park Avenue Bilston Wolverhampton West Midlands WV14 6EH
Email Address	StowlawnPrimary.GroupEmail@wolverhampton.gov.uk
Contact Number	01902 556 463

In School Point of Contact

Name	Emma Balde
Job Title	School Administrator
Contact Number	01902 556 463

Services 4 Schools Contact Details

HR Consultancy Mailbox	HRC@services4schools.org.uk
HR Consultancy Landline	0333 772 1272 (extension 7)



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