



Ettington Church of England Primary School

DEPUTY HEADTEACHER CANDIDATE PACK



**A school where everyone is valued and
everyone is nurtured**

Ettington CofE Primary School
Churchill Close, Ettington, Stratford-upon-Avon, CV37 7SP
Website: ettingtonprimary.org/
01789 740236

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Our Aims

- Empower children to become respectful and responsible citizens
- Offer a broad and motivating curriculum that lays the foundations for skills and knowledge
- Enable children to make valuable contributions within the local and global community both now and in the future
- Nurture our children and embrace their individuality
- Offer every child, whether of Christian faith, another faith or of no faith, a life-enhancing opportunity to encounter both faith and values
- Provide a safe and secure environment in which to flourish

“The school is a close-knit community. A sense of belonging is evident in the pride with which pupils, staff and parents talk about their experiences. It is a school in which teachers enjoy teaching and pupils enjoy learning.

Ofsted November 2019

Learning for fullness of life

Application Information

Due to the restructuring of our leadership team, we are looking for an exceptional individual who shares our vision at Ettington Church of England Primary School in enabling our pupils to "Learn for the Fullness of Life".

An exciting opportunity has arisen for an innovative and inspirational senior leader who is passionate about working with pupils to join us. We are looking to appoint a Deputy Headteacher / SENCO to join our team from September 2023. The vision of our School 'Learning for the Fullness of Life' influences everything we do, and every opportunity the children receive.

The successful applicant would benefit from being an integral part of our leadership team and would be part of our exciting journey to providing the best education possible.

Applications will be welcomed from those with or without the National SENCO qualification; we would support the successful candidate in completing this qualification post-appointment if necessary. All applicants will need to demonstrate experience and understanding of strategies to support children with additional needs, across the primary age-range.

Thank you for your interest in this post. Candidates are invited to visit our school during week commencing 1 May 2023 before making an application. Please call 01789 740236 to make arrangements.

Closing Date: 10 May 2023 at 12.00pm
Interview Dates: 18 and 19 May 2023
Start Date: 01 September 2023 (negotiable depending on existing commitments)

In addition to the standard application form, we ask candidates to include one side of A4 outlining the following:

'Your educational philosophy and values relating to our Church of England school.'

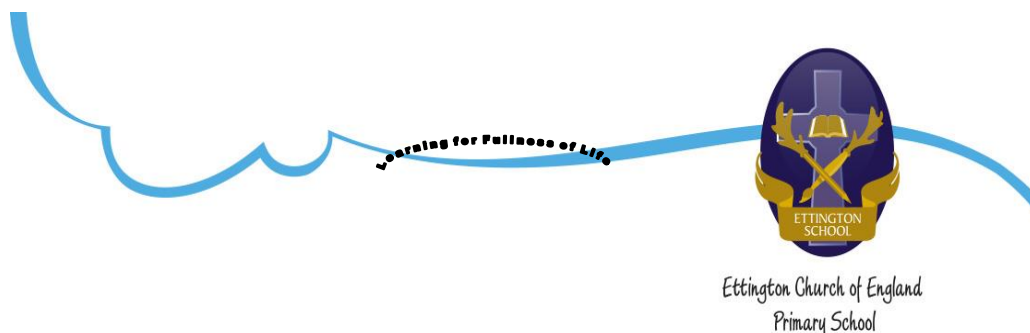
Applications can be emailed to admin3024@welearn365.com or posted to Mrs Jo Gray (School Business Manager), Ettington Church of England Primary School, Churchill Close, Ettington. CV37 7SP

If you do not receive acknowledgement of an electronic application within 24 hours please telephone 01789 740236.

“ Pupils know that staff believe in them and want them to do well. They rise to teachers' expectations by behaving well and working hard. Almost all pupils achieve very well as a result.

Ofsted November 2019

Letter from Our New Headteacher (1.9.2023)



Dear Candidate,

Thank you for your interest in applying for the role of Deputy Headteacher and SENCO at Ettington Church of England Primary School. Our school lies at the heart of the community in the village of Ettington, Warwickshire. We are a happy and thriving school with a strong family atmosphere and have very close links with our village Church - The Church of Holy Trinity and St Thomas of Canterbury in Ettington.

The staff team you would join is talented, hardworking and supportive of one another. We are committed to our pupils attaining the highest possible standards and we work closely with our governors, parents and the wider community in achieving this. Within this supportive culture we are able to develop our skills through CPD, have fun and enjoy ourselves whilst celebrating our many successes.

We are looking for a Deputy Headteacher / SENCO who is an outstanding and inclusive practitioner. The successful candidate will make a significant contribution in leading the school with imagination and creativity combined with a sound knowledge of current pedagogy and educational research. Our Christian foundation underpins the ethos and life of the school. We have a strong curriculum which is memorable, progressive and exciting. We have established strong professional development networks and enjoy good relationships with local schools thus allowing us to share good practice and further enhance our own performance. This exciting role at Ettington will provide you with a great opportunity to further develop your leadership skills, both strategic and managerial, within a dynamic and forward-thinking environment. We believe strongly that sustaining and continuing to build our happy and ambitious learning culture is key to our children 'Learning for the Fullness of Life'.

If you feel that your own values match those of ours, we very much look forward to hearing from you.

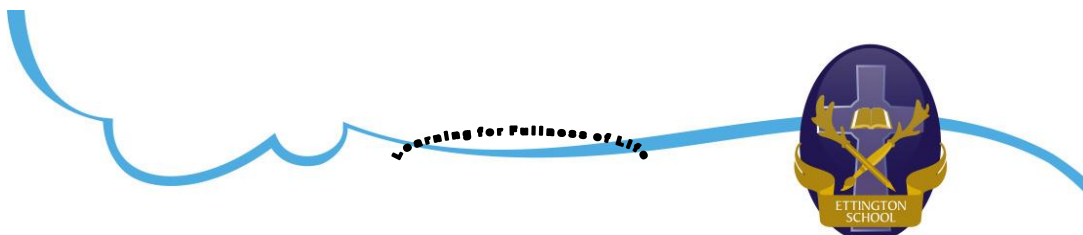
Please do not hesitate to contact the school to arrange a visit with us during the week commencing 1 May 2023.

We look forward to meeting you soon.

Best wishes,

Michelle Crowe

Letter from Our Chair of Governors



Ettington Church of England
Primary School

Dear Candidate

Thank you for your interest in the post of Deputy Headteacher at Ettington CofE Primary School. I am very pleased that you are considering applying to help lead our unique and wonderful school. The vacancy has arisen as a result of the reorganisation of our leadership team after the promotion of our current Deputy Headteacher, Mrs Michelle Crowe, to Headteacher of our school from September 2023.

We have put together this information pack, which also links to our main school website. In this pack we have provided a flavour of the school in order to give you an indication of the scope and range of opportunities and possibilities that the post offers. We are very proud of our school and the wonderful young people and community it serves. Our school is a dynamic, exciting place of learning where children are encouraged to become successful lifelong learners, responsible citizens and confident individuals.

We are seeking to appoint a Deputy Headteacher who is able to help build on the strengths that our school has achieved but also to bring fresh ideas to continue our drive forward. The person specification provides a more comprehensive list of the qualities we are looking for, but in essence, our new Deputy Headteacher should be a strong, approachable, compassionate and supportive leader who is passionate and knowledgeable about the pursuit of teaching and learning in schools and has a love of working with children. With both a vision for the future and enthusiasm for the ethos and values that have ensured the success of our school. You will be committed to monitoring and improving the quality of teaching and learning; someone who can maintain strong links within the community and engage well within the school and with parents within the role of SENDCO.

I hope that you find the information that we have provided of sufficient interest that you decide to apply for the post and I warmly encourage you to visit the school during week commencing 1 May 2023 to see the pupils and staff at work. Please contact the school office on 01789 740236 to make an appointment.

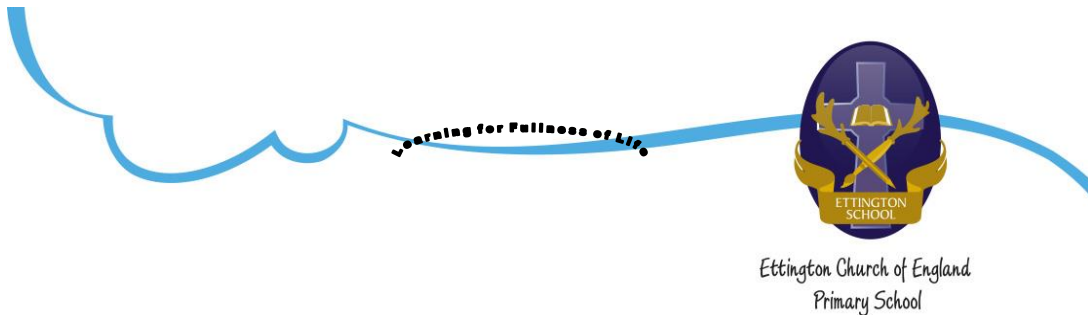
On behalf of the Governing Body of Ettington CofE Primary School, we thank you for your interest in our school and look forward to receiving your application.

Yours sincerely

Yolanda Franklin
Chair of Governors

Churchill Close . Ettington . Stratford-upon-Avon . Warwickshire . CV37 7SP . Tel: 01789 740236
Head : Mr D Johnson . Email: admin3024@welearn365.com

Letter from Our School Council



Dear Potential Deputy Headteacher

We are writing to you today to tell you what we think, as pupils, makes a good leader and what qualities we would like you to have.

As a Deputy Headteacher, you must be confident at speaking to a crowd as we have regular assemblies and you will need to represent our school. Following on from that, you need to be presentable and always polite and have good manners as you need to set a good example to your pupils and your staff. Next, you must be able to put yourself in other people's shoes (empathy) as you need to understand how other people might feel in arguments. You must accept when you've done something wrong and be patient as younger year groups may be less understanding.

Pupils here at our school like wide curriculums and like learning lots of different subjects. Encouraging them will help them to learn new skills and learn about the wider world. As pupils we work together to achieve common goals. You must respect and trust the pupils as that will help them to respect and trust you. You must have growth mind set so you can learn new skills and have a can-do attitude.

You must also be able to learn from your own mistakes. You also need to keep pupils and staff safe and make the school a friendly environment and be welcoming and friendly, as well you must be prepared and have a knowledgeable and good understanding of most subjects. A very important skill is to be confident at making good and beneficial decisions. A good personality is to be lively and fun to a certain point, but you must know when to stop.

We like that our field is very big but we would like you to let us on it more when the weather is right. We would like you to make lessons more involved and practical.

Our school is very inclusive. We enjoy school trips and sports tournaments with other schools and to be involved in the community. We would like you to enter us into more events with other schools and the community as we enjoy them very much. We have been told by another Year 6 that they would like you to let Key Stage 1 have more sporting opportunities to open more paths in their lives earlier on to help them in life.

The Year 6 school councillors interviewed some Year 6s and they said they like doing charity events to raise money. They also said they liked to have responsibilities like looking after their reception buddies and being able to walk home on their own. Another Year 6 said they like how the staff are really nice and friendly.

Our school is very creative and there is always something to do as teachers always make the lessons fun, we always come away learning something new. We also like art and we have great fun doing it - we think doing art in the afternoon is great to calm down. In lessons teachers help us know how historical figures lived their life and what they achieved.

The teachers here are open to ideas for this school and they listen to staff and pupils no matter what.

We look forward to meeting you.

Yours sincerely

Year 6 School Councillors

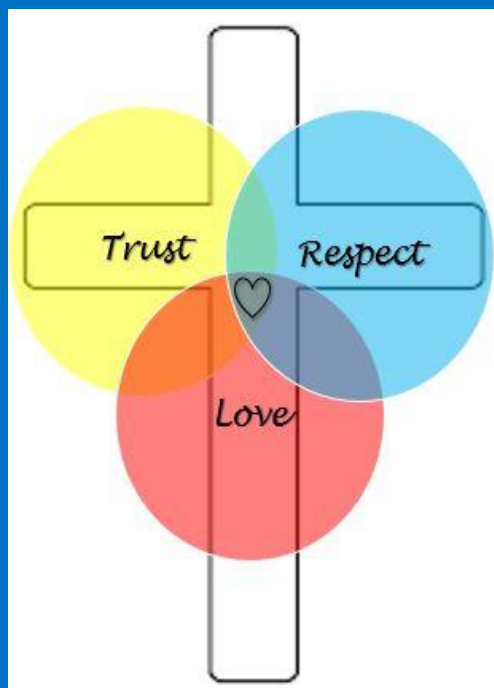
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“ The commitment of leaders, managers and staff enables the continuing development of the distinctive Christian character of the school.

SIAMS March 2016

Our Christian Vision



Learning for Fullness of Life John 10:10

Our Vision is to place the child at the heart of everything we do, learning for fullness of life. It is to work together, where everyone is a partner in learning; providing a safe, happy, caring and stimulating community, where children are given opportunities to reach their true potential.

Within our creative environment children will develop a thirst for knowledge, they will be encouraged to raise questions and develop their thinking and learning skills.

- ✚ Children will develop their physical, emotional and spiritual awareness, ensuring they are equipped for the ever-changing and demanding World in which we live.
- ✚ In our school we will share mutual respect for each other and the environment.
- ✚ In learning and teaching we will set high standards, and aspire for excellence in everything we do, ensuring that our Curriculum is relevant and purposeful.

We are determined to create an inclusive culture of learning where all children are challenged in their thinking, discover their talents, achieve to the best of their abilities and become motivated and resilient life-long learners.

“The school has a caring and welcoming Christian ethos which is securely based on Christian values. These permeate the life of the school.

SIAMS March 2016

What Our Children Would Like

We asked a mixture of our children from across the year groups what they would like their new Deputy Headteacher to be like. Below are some of the responses.

We would like a
Deputy
Headteacher who:

- is reliable and kind
- listens to you
- is kind, Caring, not really soft, a little strict but fun
- likes Children and is really funny
- makes us feel happy and welcome
- is sensible, not silly all the time or tired
- is helpful, an example would be helping the teachers
- is someone who treats us equally
- is funny and excited to be at our school
- is calm, so they don't get stressed
- is kind, responsible and funny - it just cheers you up
- is someone who gives us a warm feeling
- is someone I can trust and who will take care of us
- listens to us and puts our ideas into consideration
- is courageous, so they have the right to speak
- is helpful, so if we need help to get stuff done they can help

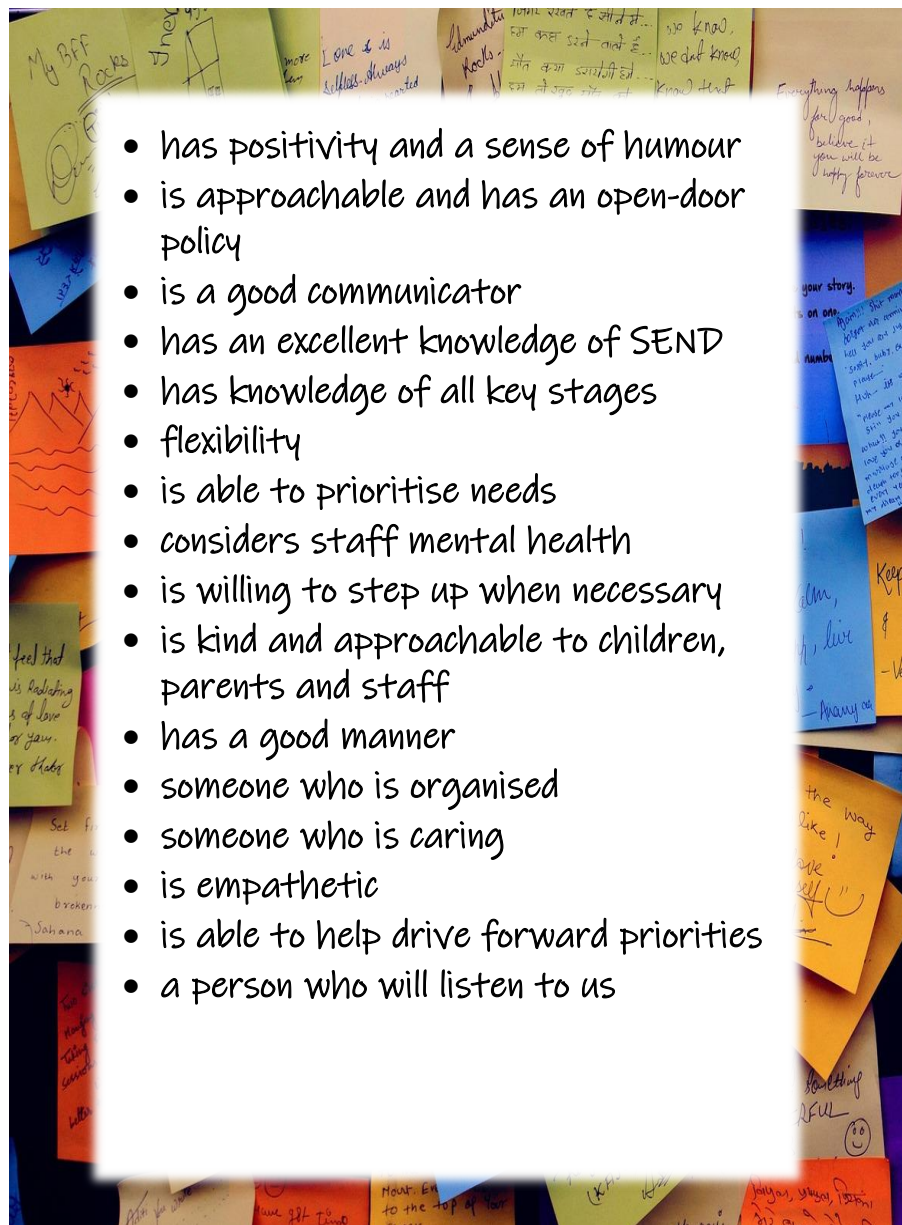


The school places pupils' welfare at its heart.

Ofsted November 2019

What Our Staff Would Like

Below are some of the responses:



- has positivity and a sense of humour
- is approachable and has an open-door policy
- is a good communicator
- has an excellent knowledge of SEND
- has knowledge of all key stages
- flexibility
- is able to prioritise needs
- considers staff mental health
- is willing to step up when necessary
- is kind and approachable to children, parents and staff
- has a good manner
- someone who is organised
- someone who is caring
- is empathetic
- is able to help drive forward priorities
- a person who will listen to us

organised

caring

hardworking

compassionate

fun

empathetic

consistent

kind

understanding

“The school provides a wide range of opportunities to broaden pupils’ horizons beyond the academic curriculum. The school’s leaders are always looking for ways to provide more, and better, experiences.

Ofsted November 2019

Message from Our Church

Dear Candidate

Thank you for your interest in the position of Deputy Headteacher at our village school.

As our village school is a Church of England school, the Vicars, Churchwardens, PCC members and parishioners of the local church have retained strong connections with the staff and children at the school.

We hope to continue to work together to educate the children and share the facilities at both the school and the church for the benefit of our community.

Past activities include:

- story tellers - members of the church family who come to the school and read bible stories to the children;
- use of the church for the Christmas and Easter festivals as well as Harvest Festival and term ends;
- supporting fund raising events for both organisations (and others);
- year 6 leaver services in the church;
- pre-school children coming into church at Christmas to decorate the tree.



Our ambition is to encourage more children and families into our church community through a shared vision and commitment to provide education, support and well-being. We know that children are the future and we will welcome new ideas and activities in achieving our mutual goals.

We wish you luck with your application and your next steps.

Yours faithfully

Philip Knight
Church Warden at Ettington Church on behalf of the PCC

“The secure links with the local church and community ensure the school is at the heart of its community.”

SIAMS March 2016

Our Diocese

Coventry Diocesan Board of Education seeks to serve and equip the church school family in a variety of ways. The Diocesan Director of Education, Mrs April Gold, is supported by a team of highly qualified, experienced and well-regarded professionals who aim to:

- 'be there' for our church school family and act as a central reference point supporting pastorally and professionally;
- facilitate creative and flexible networking between schools;
- promote excellence and distinctiveness within the family of church schools / academies and beyond;
- share best practice collectively;
- provide professional development: for staff at all stages of their careers and for governors;
- facilitate collaborative school improvement partnerships through the growth of our six CofE majority MATs;
- support the process of academy conversion;
- promote the establishment of new church schools;
- represent church schools to the wider church, to diocesan groups, in the press, and in public and community debate;
- champion inclusion and equality including advising on admissions policies and managing appeals;
- protect the status of church schools and promote the importance and the continuance of the voluntary sector



A message from the Bishop of Coventry

'I believe that schools are at the heart of the church's mission to the nation and play a very important role in the life of their own parishes and communities. The Diocese is proud of its Church of England Schools which educate about 18,300 children and young people. The headteachers, staff and governors strive to promote the highest quality in everything they do, living and working with the values of Jesus Christ every day. Our schools are a significant part of the church family of the Diocese. Seeking to build communities of care and understanding, they witness God's love for each person and reflect God's desire for the world to be a better place for us all to live in.'

“ Each individual is nurtured through challenge and support to achieve their potential. Children recognise that respect to teachers through listening and perseverance in their work enables them to make progress.

SIAMS March 2016

Job Description

Post title:	Deputy Headteacher
Salary range:	L9 – L13 (plus SEN Allowance)
Responsible to:	Headteacher, Governors

Main Purpose

The Deputy Headteacher, under the direction of the Headteacher, will take a major role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- Developing and implementing a clear and coherent vision for the provision of vulnerable students at Ettington CofE Primary School, ensuring that all vulnerable students receive the appropriate support to achieve their potential, academically, socially and emotionally.
- Ensuring the provision is compliant with all relevant legislation.
- Ensuring the school meets its legal responsibilities to students within the Equalities Act.

If the Headteacher is absent, the Deputy Headteacher will deputise, as directed by the governing body. The Deputy Headteacher will also be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

The following job description is for guidance only. All school leaders are expected to fulfil their duties of day-to-day school leadership and management.

Qualities

The Deputy Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils

Responsibilities

School culture and behaviour

Under the direction of the Headteacher, the Deputy Headteacher will:

- Provide leadership rooted in the Christian foundation of the school
- Promote and model Christian values that underpin the school's Church of England foundation
- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's Policy
- Maintain high standards of ethics, behaviour and professional conduct

Teaching, curriculum and assessment

Under the direction of the Headteacher, the Deputy Headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum

SENCO - Additional and special educational needs (SEN) and disabilities

- Develop a culture of aspiration to all students, with SEND, throughout Ettington, by clearly articulating the vision to all stakeholders.
- Ensure all staff understand their role in taking collective responsibility for all students with SEND.
- Develop a strategy for students, with SEND, to deliver the vision including the effective deployment of resources.
- Lead the department, and the deployment of the TA team, to ensure effective impact on students with SEND.

Ensure all students receive good, or better, teaching consistently throughout the curriculum by:

- Ensuring clarity of expectation for all staff and an understanding of effective and appropriate teaching of vulnerable students;
- Working with senior and middle leaders to ensure consistent expectations across the curriculum;
- Developing the skills of teachers through coaching, training and quality assurance activities;
- Ensuring high quality and personalised information which addresses the needs of students is shared with staff;
- Ensuring learning barriers are identified and strategies developed to address them;
- Monitoring the academic and social progress of vulnerable students through the analysis of all available data and evidence, intervening promptly and appropriately.

Develop systems within school which ensure students, with SEND, are supported appropriately including:

- Provision mapping which builds in aspiration;
- Use of personal targets which remove barriers to learning;
- Close liaison with parents/carers, students, staff and agencies to ensure a consistent and collaborative approach;
- Effective transition between phases;
- Clear entry and exit criteria for the SEND register which are understood by all stakeholders and which ensure accurate assessment of need.
- Ensure that school carries out its statutory responsibilities regarding students with EHCPs.
- Ensure that school meets all its legal duties under the Equalities Act and that staff are made aware of their legal responsibilities and any actions or provisions required.
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

Organisational management and school improvement

Under the direction of the Headteacher, the Deputy Headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing body and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

Professional development

Under the direction of the Headteacher, the Deputy Headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs

Governance, accountability and working in partnership

Under the direction of the Headteacher, the Deputy Headteacher will:

- Champion the relationship with the Foundation Governors, local church and the Diocese of Coventry
- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Other areas of responsibility

Teach for one day a week

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the deputy headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

The above is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

“ The commitment of leaders, managers and staff enables the continuing development of the distinctive Christian character of the school.

SIAMS March 2016

Person Specification

Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
Personal Qualities						
1	Passionate about creating a rich inclusive learning environment where every individual member of the school community is known and valued	✓		✓	✓	
2	Committed to leading the development of a distinctive church school ethos based on personal commitment to Christian values	✓		✓	✓	✓
3	Can articulate the vision to inspire, motivate, encourage and support the school community by creating a culture of aspiration and high expectation	✓			✓	
4	Ensures a good work life balance and well-being for all members of the school community including themselves	✓		✓	✓	✓
5	Is an outstanding, reflective practitioner who demonstrates evidence of learning from experience	✓			✓	✓
6	Has an active relationship with a Christian community		✓	✓	✓	✓
Qualifications and Training						
1	Honours degree or equivalent	✓		✓		
2	Qualified teacher status	✓		✓		
3	Relevant higher degree or equivalent / SENCO Award		✓	✓		
4	Evidence of continuous professional development relating to school leadership and management and curriculum/teaching and learning	✓	✓	✓		
Professional Experience and Knowledge						
1	Successful recent strategic leadership experience	✓		✓	✓	✓
2	Proven track record of managing successful improvement	✓		✓	✓	✓
3	Has experience of creating staffing models which build the organisation and encourage individual staff to grow and realise pupils' potential	✓		✓		✓
4	Experience of working in collaboration and/or partnership with all stakeholders, other educational bodies and the wider community to develop positive relationships and achieve strategic objectives	✓		✓	✓	
5	Proven track record of financial management against an agreed strategic plan in which educational priorities are met and value for money is ensured	✓		✓		✓
6	In-depth knowledge and experience of Child Protection, Safer Recruitment and Safeguarding procedures which promote emotional health and well-being	✓		✓	✓	

Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
7	A commitment to and evidence of promoting diversity and equal opportunities within the school curriculum and employment practices	✓		✓		
Leading Teaching and Learning						
1	A proven track record of ensuring the highest possible standards in teaching and learning with the ability to model excellent classroom practice	✓		✓	✓	✓
2	Able to model positive behaviour management and ensure the implementation of a student focused, inclusive and effective learning environment so that behaviour and attendance are outstanding	✓		✓	✓	
3	Experience of sustaining positive outcomes and improved life chances for all pupils	✓		✓		✓
4	Successful experience of developing and embedding the wider curriculum	✓		✓	✓	





**Our school is fun and friendly. We work hard,
support each other and celebrate our
achievements together. In our school we are all
valued and all nurtured.**

*Ettington CofE Primary School is committed to safeguarding and promoting the
welfare of children and young people and all appointments are subject
to enhanced DBS checks and satisfactory references.*