



Deputy Headteacher Pack

October 2024



Heene Church of England Primary School

Together we Love, Grow & Learn

Table of Contents

Welcome to Heene 3

What We Need From You..... 5

Deputy Headteacher’s Person Specification..... 6

Deputy Headteacher’s Job Description..... 7

How to Apply..... 8

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Welcome to Heene

Thank you for expressing an interest in a vacancy at Heene Primary School. On behalf of the whole Heene Primary School community, we extend a very warm welcome.

We are blessed to be situated here in the heart of the central Worthing community. We have so much close by; our two churches (St Botolph's and St Matthew's) with whom we work so closely, our park opposite the school, local businesses, and the beach just a short walk away.

Our vision is 'Together we love, grow and learn'.

We are a vibrant community where everyone is valued and where all talents are celebrated. Every pupil is unique and together we form a harmonious and vibrant school.

Our newly revised values are:

- **Kindness**
- **Confidence**
- **Resilience**
- **Hope**
- **Curiosity**
- **Respect**

At Heene Primary School, we always put kindness first. We think this is a great rule for life.

These are the six values that we, the staff, and Governors, want to help your child develop during their time at our school. All our learning is linked to these values in some way.

Our newly created leadership team, and team of great teachers and support staff, are excited about the rapid improvements that we are making in our school now that we are part of the Diocese of Chichester Academy Trust and we are looking to expand the team with the right people to aid us on this journey.

Visits to the school are warmly welcomed and encouraged - please do contact the school office and one of us will be happy to show you around.

Mrs Laura Turner

Head of School

Mr Phil Matthews

Executive Headteacher



What We Need From You

We are looking for an innovative, passionate and dynamic Deputy Headteacher to complete our new leadership team and help drive us forward on our continued journey of improvement.

We are looking for someone who has:

- A proven track record of driving improvement in a mainstream educational setting.
- Experience of taking a lead role during an Ofsted Inspection.
- Knowledge, understanding and experience of aspects of high needs provision.
- Experience of managing and motivating staff.
- High levels of emotional intelligence deployed effectively when dealing with staff, children and parents.
- Confidence in using data forensically to inform and diagnose weaknesses that need addressing and the ability to effectively action plan to raise performance.
- Experience of developing and maintaining strong relationships with external stakeholders such as partner schools, employers and parents.

The children are looking for someone who:

- Will help make learning fun throughout our school.
- Is a little bit firm but kind.
- Is helpful and listens to them.

We can offer:

- A welcoming school community.
- Enthusiastic pupils who are eager to learn.
- Hardworking, motivated and positive colleagues.
- The opportunity to be a part of something bigger with our Academy trust.

Heene CE Primary school is part of the Diocese of Chichester Academy trust, a trust with an aim to "help every child achieve their God-given potential."

We strongly recommend that you visit us so we can share with you where we are on our journey, and you will have the opportunity to see what we have to offer. If you would like the opportunity to visit, please email HR@heeneprimary.co.uk or ring the office on 01903 201386.

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff to share this commitment. An enhanced DBS (Disclosure & Barring Service) check is required for all successful applicants. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.



Deputy Headteacher's Person Specification

CRITERIA	QUALITIES (E - ESSENTIAL OR D - DESIRABLE)
QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • Qualified teacher status E • Evidence of continuing professional development E • Ability to identify own learning needs and to support others in identifying their learning needs E • Experience of working with other schools/organisations/agencies E • Designated Safeguarding Lead/Deputy Designated Safeguarding Lead D
EXPERIENCE	<ul style="list-style-type: none"> • Successful leadership and management experience in a school or other relevant organisation E • Experience of managing safeguarding in a school or other relevant organisation, including: <ul style="list-style-type: none"> ○ Building relationships with children and their parents, particularly the most vulnerable E ○ Working and communicating effectively with relevant agencies E ○ Implementing and encouraging good safeguarding practice throughout a large team of people E • Demonstrable evidence of developing and implementing strategies to help children and their families E • Experience of handling large amounts of sensitive data and upholding the principles of confidentiality E • Experience working with children / young people with SEND and/or short-term difficulties (e.g., behavioral difficulties, mental health, physical disabilities) D • Experience supporting and working with parents of young people with SEND / additional needs D • Experience planning and delivering targeted interventions E
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies E • Ability to work with a range of people with the aim of ensuring the safety and welfare of children E • Awareness of local and national agencies that provide support for children and their families E • Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns E • Good IT skills E • Effective communication and interpersonal skills E • Ability to communicate a vision and inspire others E • Ability to build effective working relationships with staff and other stakeholders E • Understanding of the graduated approach to SEND E • Assessment of individual pupils E • Tailoring plans and interventions to individual pupils E • Assessment and other data analysis and tracking E • Knowledge of external agencies in the local area who may be called on E • Safeguarding of children and young people E
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Commitment to upholding and promoting the ethos and values of the school E • Integrity, honesty and fairness E • Ability to work under pressure and prioritise effectively E • Commitment to maintaining confidentiality at all times E • Commitment to equality E • Patient and calm E • Desire to provide the best possible opportunities for all pupils E • Able to create good relationships with children, staff, parents and external agencies E • Organisation, time management, proactive and self-motivated E



Job Description

Salary & Grade: Leadership Pay Scale 11 £62,908 - £64,356

Line Manager: Headteacher

The Deputy Headteacher will:

- Carry out all duties of a School Teacher as set out in the current School Teachers' Pay and Conditions document, the Professional Teachers' Standards and school policies
- Be able to teach across the Primary Age Range
- Be a member of the Senior Leadership Team
- Assist the Headteacher in leading and managing the school
- Undertake such duties as are delegated by the Headteacher
- In the absence of the Headteacher, to undertake the professional duties of the Headteacher
- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Support the Headteacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
- Support the Headteacher with monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including analysis of data to ensure consistency and quality
- Work with the Headteacher to ensure staff absence is covered

Safeguarding

- Effectively discharge the role of the Designated Safeguarding Lead (DSL) for the school, ensuring that safeguarding permeates all aspects of the school's work whilst overseeing their own training and ensuring that of others is at an appropriate level.
- Ensure the successful and consistent implementation of key policies that help provide a safe, calm and well-ordered environment for all students and staff, safeguard the welfare of students, and develop and maintain a positive and respectful culture across the school
- Lead and manage an effective Inclusion Team that responds to and supports students' needs, mental health and wellbeing; fosters excellent attitudes to learning; and promotes good behaviour that supports teachers - and therefore teaching - across the school.
- Ensure that the attendance of all groups of pupils is good or improving through the delivery of a carefully implemented and evaluated attendance strategy and the management of key teams and staff.
- To lead on pupil admissions, exclusion and alternative provision, liaising with all stakeholders as appropriate and ensuring compliance with statutory frameworks and school and Trust policies
- Designated Teacher, undertaking the responsibility to promote and lead on the educational achievement of Looked After and Previously Looked After Children.

Inclusion and SEND:

- Support the SENCO to oversee the provision and support for pupils with a range of learning needs, ensuring an inclusive environment for all strategies for inclusive teaching, keeping abreast of best practices and new developments in the field
- Lead on attendance monitoring, using best practice to work with families to reduce pupil absence
- Act as the schools 'Designated Teacher for Looked After Children'

Behaviour and Attitudes:

- To ensure full, effective and consistent implementation of the school's Rewards and Behaviour Policy.
 - To promote high standards of conduct, uniform, respect and encouragement of good behaviour.
 - To oversee the anti-bullying policy with the students to create a safe school environment.
 - To lead and manage on parental engagement, including by ensuring that parents and carers are well informed about their child's progress, behaviour, attendance and punctuality.
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- To oversee and work with multi-agency leads to promote positive behaviour strategies, along with liaison with other local schools where appropriate.
 - Develop and oversee programs and interventions addressing the social and emotional aspects of learning
 - Take lead responsibility for pupil's mental well-being
 - To oversee pupil enrichment activities within the school and school trips as the Educational Visits Co Ordinator.

Leading and Managing Staff

- Support the Headteacher in developing positive working relationships with and between all pupils and staff
- Support and secure the commitment of others to the vision, ethos and policies of the school and promote high levels of achievement in school
- Act as line manager for SENCO
- Provide support to Early Career Teachers, Supply Teachers, Teachers and Teaching Assistants who may be new to the school
- Ensure that the Headteacher and Governors are well informed about policies, plans and priorities, success in meeting objectives and targets, and any future development needs in relation to your phase/responsibilities
- Ensure consistent implementation of school behaviour and discipline policy throughout the school staff

Developing self and others

- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply teachers/volunteers/trainees in the school, in the absence of the Headteacher
- Support the Headteacher to deliver and appropriate programme of professional development for all staff, including high quality coaching and mentoring, in line with the school improvement plan and appraisals

Securing accountability

- Assist the headteacher in securing and improving standards of pupil attainment and achievement across the school. Support the staff and governors in fulfilling their responsibilities with regard to the school's performance and standards.
- Assist the headteacher in ensuring standards are consistently high in the school
- Support the headteacher in reporting the school's performance to its community and partners
- Promote and protect the health, safety and welfare of pupils and staff
- Act as the Designated Safeguarding Lead; maintaining the flow of records in and out of the school

Strengthening community

- To take an active role in developing links with the local community and school partnerships
- Support the Headteacher in developing the policies and practice which promote inclusion, equality and the extended services that the school offers
- Promote the positive involvement of parents and families in school life
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Attend governing body meetings, including liaison with and attendance at meetings of the Full Governing Body



How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Laura Turner, which clearly demonstrates your suitability for this role.

Applications can be submitted via email to hr@heeneprimary.co.uk

These can be downloaded from the school website www.heeneprimary.co.uk/web

Closing Date

Please ensure your application arrives by 9am Friday 18th October 2024

Interview

Interviews for the role will be held on **Wednesday 23rd October 2024**

Further details will be shared with candidates that have been successfully shortlisted closer to the interview date. References will be sought for shortlisted candidates prior to interview.

Visiting

Heene Church of England Primary School is conveniently located in the historic seaside town of Worthing. The school is a short walk away from Worthing train station. Travel direct by train in only 25 minutes from Brighton, approximately 30 minutes from Chichester and just over 50 minutes from Portsmouth.

