



Deputy Headteacher Recruitment

January 2023

Willow Brook Primary School

01159149889

office@willowbrook.notts.sch.uk



Deputy Headteacher Vacancy

Deputy Headteacher required for April 2023

Salary points L4 – L8

Willow Brook Primary is a thriving 1-form-entry school on the edge of Keyworth. Bordering open countryside and sitting within easy reach of Nottingham City Centre and Leicestershire, the school is at the heart of a growing village environment. Our staff team and governors work hard together in pursuit of our 5 Cs: Care, Confidence, Creativity, Commitment and Community and to ensure that we create an environment where our pupils' personal, emotional and academic needs are met.

Following the promotion of our existing Deputy Head Teacher, we are looking to appoint a new senior leader who will share our ethos and add inspiration and enthusiasm to our aims. They must be ambitious and have the knowledge, skills and experience to lead on teaching and learning across the whole school.

The successful candidate will also have a teaching commitment in upper key stage 2 and will be given leadership release time on a weekly basis.

Whilst it is not an essential requirement, having an ambition to take a leading role in continuing to develop reading and writing across the school would be of interest to us.

We are looking for a practitioner who:

- Has experience at a leadership level and the ability to work in a wide range of roles.
- Is a highly skilled teacher with the determination, energy and creativity to make learning memorable and inspiring.
- Is organised, adaptable and able to demonstrate initiative and team spirit in equal measure, understanding the importance of leading by example and working with professionalism.
- Has excellent communication skills and the ability to challenge, motivate and empower others.
- Can develop effective working relationships with governors and parents.
- Has ambition for every child and puts their well-being at the heart of all they do.
- Demonstrates an inclusive ethos and has high ambitions for all children.
- Is keen to contribute to their own learning and professional development.



In return we can offer you:

- Children who are rewarding to teach and who thrive on success and positive relationships.
- A dedicated and positive staff team who have a shared commitment to our goals.
- A curriculum and environment that truly values creativity learning and unique experiences.
- Professional development and support towards your goals, as well as the time and opportunity to hone your own unique perspective to shape the school's future.
- Weekly leadership release time.

Willow Brook Primary School is committed to providing a safe environment and to promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. All applications and offers of employment will be subject to satisfactory relevant safer recruitment and DBS checks in line with our safeguarding policy. All applicants must have the right to work in the UK and proof of this will be required. Online searches may be conducted on short-listed candidates.

Visits to school are strongly encouraged. Please email head@willowbrook.notts.sch.uk or call 0115 149889 to arrange a meeting with the headteacher. If you have any questions at any time, please get in touch.

The school website is a great source of information and should help you to appreciate our priorities and character.

Completed applications should be returned to office@willowbrook.notts.sch.uk together with a covering letter outlining your reasons for wanting to apply for the role at Willow Brook.

Paper applications should be sent to

Willow Brook Primary school,
Willow Brook
Keyworth
NG12 5BB

Closing date: 12 noon **on Monday February 19th 2024**

Interviews are likely to take place on: **Monday February 26th 2024**



Deputy Headteacher Job Description

As a Deputy Head Teacher, you will carry out the professional duties of a school teacher as circumstances may reasonably require and will support the Head Teacher with the strategic management and direction of the school.

- In addition to the duties specified within the section 'main duties and responsibilities' you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post.
- You are required to carry out your duties in line with the stated ethos and principles of the school and in line with your responsibility for promoting and safeguarding the welfare of children and young persons for whom you are responsible or come into contact with.

Main Duties and Responsibilities

In addition to the requirements of a class teacher, areas of responsibility and key tasks:

A. Strategic direction and development of the school - in co-operation with, and under the direction of, the head teacher to:

- support the vision, ethos and policies of the school and promote high levels of achievement.
- support the creation and implementation of the school development plan within the national and local context, and to take sole responsibility for appropriately delegated aspects of it.
- support all staff in achieving the priorities and targets which the school sets for itself, and to provide them with support and guidance in implementing schemes of work.
- support the evaluation of the effectiveness of the school's policies and developments.
- ensure that parents are well informed about the school curriculum, children's attainment and their part in the process of improvement.

B. Teaching and learning - to:

- develop a classroom environment and teaching practice which secures effective learning across the breadth of the National Curriculum and provides a professional model, clearly demonstrating effective teaching, classroom organisation and display, and high standards of achievement, behaviour and discipline.
- take responsibility for the development and monitoring of a curriculum area(s) or whole school curriculum aspect(s), as agreed from time to time.
- support the Head Teacher in the monitoring of the quality of teaching and children's

achievements including the analysis of performance data.

- support the head teacher in developing links with parents, other schools, educational institutions and the wider community, including business and industry, in order to enhance teaching and learning and children's personal development.

C. Leading and managing staff - to:

- support the Head Teacher in developing positive working relationships with and between all staff and provide and sustain motivation.
- lead groups of staff in developmental activities, delegate appropriately and evaluate outcomes.
- support the Head Teacher in the implementation of the school's performance management policy.

D. Effective deployment of staff and resources - to:

- support the head teacher in the appointment, deployment and development of staff to make most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities.
- manage the school effectively in the absence of the head teacher.
- support the head teacher in the management and organisation of relevant groupings of children to ensure effective teaching and learning takes place and that children's personal development needs are met.
- work with the head teacher and governors in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources with a view to achieving value for money.

E. General – to:

- act as "critical friend" and provide effective professional challenge and support to the Head Teacher.
- provide information and advice to the Head Teacher and Governing Board and support proper accountability processes throughout the school.
- promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures.
- attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school.



Job Specification

	Essential	Desirable
QUALIFICATIONS, EDUCATION AND TRAINING		
• Degree level qualification	X	
• Qualified Teacher Status	X	
• Further professional qualification		X
• Evidence of recent CPD relevant to the post		X
• Evidence of awareness of national developments in education	X	
EXPERIENCE, SKILLS AND KNOWLEDGE		
• Substantial knowledge and understanding of teaching and learning across the primary age range	X	
• Record of successful class teaching with at least five years teaching experience	X	
• Experience in more than one school		X
• Has had a leadership role in a school for a minimum of two years	X	
• Experience of leading whole school developments and/or successfully managed projects which contribute to self-evaluation and school improvement	X	
• Experience of data analysis and understanding how this links to school improvement priorities		X
• Experience of overseeing the successful delivery of teaching and learning against agreed strategic plans and able to demonstrate a strong commitment to raising standards of achievement for all pupils	X	
• Experience of conducting training/ leading staff training, including INSET	X	
• Experience of managing and developing staff		X
• Evidence of clear and up to date understanding of child protection/ safeguarding issues	X	
LEADERSHIP SKILLS		
• A good understanding of school leadership and confidence to accept day to day responsibility for running a school	X	
• Ability to lead by example, be highly driven and motivated	X	
• Ability to develop and promote the school's vision and values to the pupils, staff, governors and parents at the school	X	
• Ability to be flexible in a constantly changing work environment	X	
• Ability to work in close partnership with external agencies and the Governors	X	
• Ability to use whole-school data, benchmarks and reports to monitor progress	X	
• Ability to delegate responsibility and coach, mentor and develop others.	X	

OTHER SKILLS AND ABILITIES		
• Able to communicate clearly and effectively in written and spoken English in order to engage effectively with the school and local community	X	
• Ability to apply analytical thinking to solve problems and/or resolve conflict	X	
• Ability to provide a model of excellent teaching	X	
• Able to lead the school in positive performance management and related initiatives, interventions and records	X	
• Possess a thorough understanding of issues related to attainment and achievement of different groups of pupils within the school and able to analyze performance data and evaluate it in order to improve performance		X
• Ability to contribute to the design, implementation and review of the whole school curriculum	X	
• Ability to maintain positive behaviour management practices	X	
• Can effectively manage time and priorities and deliver to deadlines	X	
PERSONAL QUALITIES		
• Ability to maintain a professional and confident manner and remain calm under pressure and demonstrate resilience	X	
• Ability to inspire the respect and trust of all stakeholders	X	
• Demonstrates warmth and empathy together with high expectations and rigour	X	
• Able to work on own initiative and as part of a team, understanding the investment of time required to work collaboratively	X	
• Displays self-confidence, a sense of humour and a positive approach	X	
• Is approachable by all members of the school community and is a good listener	X	
• Demonstrates high standards of professional conduct	X	



Our School

Willow Brook has the best of both worlds on its doorstep – spacious grounds that sit on the edge of open countryside; a vibrant village community where amenities and rich resources are to hand and a city centre that provides plenty of learning opportunities.

Our school is equally diverse and unique. Our 5 C's ethos promotes Creativity, Care, Community, Confidence and Commitment and these values sit at the heart of all that we plan and deliver. Our curriculum is our own... we believe that its strength lies in how it was written and continues to evolve to match the children we nurture. Whilst we value academic achievement, we promote creative thinking and learning, and do our utmost to guard against losing quality time for the arts.

Three whole school topics during the year ensure that staff collaborate and plan together. At other times teachers have the autonomy to use their own strengths and unique approaches to plan independently. We know the value of providing quality resources to inspire learning – you will not find mass-produced downloaded worksheets in our classrooms.

Willow Brook offers a rich calendar of extra-curricular activities, and every member of staff is encouraged to add to an ever-evolving timetable.

Our Teaching Assistants are very much a part of the team - each year group has a key additional adult working alongside the class teacher. Our T.A.'s also take on subject leadership roles alongside the teaching staff. They are passionate, positive and experienced – you will feel well supported.

Our recent Ofsted feedback underlined that our children have a strong start to their education and that our 5 C's are visible, known and effective. Amongst so many other positives, they also highlighted the fact that *'staff are happy and enjoy working at a school that feels like family. They feel well supported by leaders with their well-being and workload.'* Long may that continue!

<https://willowbrook.notts.sch.uk/wp-content/uploads/2023/11/Willow-Brook-Primary-School-ofsted-report-2023.pdf>

Again, we invite you to take the time to browse our website to get a flavour of Willow Brook. I hope that it will inspire you to visit the school and find out more.

Louise Ballard

Head teacher

