

Longsands Community Primary School



Deputy Headteacher Application Pack

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Longsands Lane
Fulwood
Preston
Lancashire
PR2 9PS

Tel: 01772 795676

Headteacher: Mrs C Lang
head@longsands.ngfl.ac.uk

WELCOME LETTER

Dear applicant,

The governors and I thank you for the interest that you have shown in Longsands Community Primary School and the new post of Deputy Headteacher. This opportunity comes at an exciting time of development for our school and we are keen for the right person to be a part of our journey. The successful applicant will be joining a vibrant, happy and welcoming school with teamwork at the heart of its culture. The Governing Body is seeking to appoint a Deputy Headteacher who will work alongside the Headteacher to build on the strong practices at Longsands CP School, while also bringing a fresh perspective to help the school advance to the next phase of its development.

We are a single form entry school in Fulwood and currently have 211 pupils on roll. We have an OFSTED rating of 'Good'. Our school is very popular and oversubscribed each year. We pride ourselves on our commitment to opportunities beyond the classroom and offer many opportunities for pupils to learn outdoors in our extensive grounds.

Staff at Longsands CP School are committed to high standards of teaching and learning and engage all of our pupils with a creative, balanced and challenging curriculum. Staff work closely together with a nurturing approach to enable all pupils to develop their potential. Our inclusive, nurturing environment, recognises the strengths and needs of individuals and promotes a culture of personal development for pupils and staff. Children are well supported and leave our school with a lifelong love of learning. The development of the whole child is central to our vision, fostering a sense of curiosity, confidence and resilience through our wider curriculum offer. We place great emphasis on pupils' wider social, emotional and physical development. Our school provides a wide range of enrichment opportunities that allow pupils to gain exciting and meaningful experiences, recognising that all individuals have different needs, interests and aspirations.

We have an active PTFA team that run several social and fundraising events throughout the academic year and provide additional resources and experiences for our pupils. We recognise and value of teamwork between staff, parents / carers and pupils in fulfilling our school motto of 'Together Everyone Achieves More'.

Longsands CP School provides a unique, distinctive ethos that leaves a lasting legacy on everybody who is a part of our community. In recruiting a new Deputy Headteacher, we are seeking someone who shares our distinctive values and ethos. The successful candidate will have the vision, enthusiasm and relevant experience to build on our existing provision, and the interpersonal skills to support and lead our staff in implementing school development priorities.

The school's website, www.longsandscp.org.uk, will give you an additional insight into all aspects of school life, as well as some of the policies adopted by the school.

If you would like a tour of the school, please email me (head@longsands.lancsngfl.ac.uk) to arrange a convenient time. I would like to thank you again for your interest in the post and I look forward to receiving your application.

Caroline Lang

Headteacher

Timetable

Initial meeting of the governing body	20.06.24 at 17:00
Advertisement appears	w/c 26.08.24
Closing date for applications	13.09.24 at 12 noon
Shortlisting meeting	19.09.24 at 17:00
Shortlisted candidates view the school	10.10.24
Interviews and appointment	11.10.24
New deputy headteacher takes up post	01.01.25

IPR (Individual Pay Range for DHT)

L2 – L7 (£48,366 - £54,816)

ADVERTISEMENT

Grade: Group 2

L2 – L7 (£48,366 - £54,816)

Term: Full-time.

Perm/Temp: Permanent.

Required: From 01.01.25

Closing date: 13.09.24 at 12:00 noon.

Location:

Longsands Community Primary School,

Longsands Lane,

Fulwood,

PRESTON,

Lancashire.

PR2 9PS

Tel: 01772 795676

School website: www.longsandscp.org.uk

Roll: 211

Closing Date for Applications: 13.09.24 at noon.

Shortlisting: 19.09.24 at 17:00

Pre-Interview Visit: 10.10.24

Interview Date: 11.10.24

The Headteacher and Governors of Longsands CP School are seeking to appoint a Deputy Headteacher who is a dedicated, enthusiastic and inspirational leader with a passion for improving outcomes for all. We wish to appoint an outstanding teacher and dynamic leader who has the energy and vision to work with the Headteacher to drive forward improvements with passion and care for the community. The successful applicant will take up a full-time post with a 0.6 teaching commitment, in Y6 in the first instance, and exercise responsibility as SENDCo.

If you are:

- an excellent communicator who is able to inspire and support colleagues;
- someone who has a passion and commitment for supporting pupils with SEND and their families;
- friendly and approachable with excellent communication skills and a sense of humour;

and you have:

- a proven track record of raising achievement and developing children to be caring, confident and resilient citizens;
- very high expectations of all and will inspire, challenge and encourage staff to achieve the best outcomes for themselves and our pupils

we would love to hear from you.

We are proud to be a school that can offer you:

- motivated, confident and happy pupils who are proud of and love their school;
- an inclusive ethos with a cohesive community, built on strong, positive relationships with parents, and a supportive and challenging governing board;
- the opportunity to develop your own skills and leadership experience in an environment dedicated to personal growth.

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

Please note that in line with Keeping Children Safe in Education 2023, an online search will be carried out as part of our due diligence on shortlisted candidates.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful, you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request. Lancashire County Council has a Handling of DBS Certificate Information Policy. This is available from the recruiting manager for applicants who are asked to complete a DBS application.

Lancashire County Council has a Policy Statement on the Recruitment of Ex-offenders and this is available to all applicants upon request.

We welcome visits to the school from potential candidates. To arrange a visit to the school or for an informal chat, please contact the Headteacher at head@longsands.lancsngfl.ac.uk.

Application packs can be accessed online. Please email applications to: head@longsands.lancsngfl.ac.uk by noon on 13.09.24.

Longsands Community Primary School

Deputy Headteacher Job Description

The appointment is subject to the current conditions of employment of Deputy Headteachers, contained in the School Teachers' Pay and Conditions document, other current educational and employment legislation, relevant Teacher Standards (2011) and Headteacher Standards (2020), and the school's Articles of Government.

JOB TITLE: Deputy Headteacher

ACCOUNTABLE TO: The Headteacher

MAIN PURPOSE:

The Deputy Headteacher will:

- Undertake the normal responsibilities of the class teacher.
- Be an active participant of the senior management/leadership team.
- Assist the Headteacher in the strategic leadership and management of the school.
- Assist the Headteacher in the day to day organisation and management of the school.
- Support and/or represent the Headteacher at meetings as and when required.
- If the Headteacher is absent from the school a Deputy Headteacher must undertake their professional duties to the extent required by the Headteacher or the relevant Board or, in the case of a foundation, voluntary aided or foundation special school, the Governing Board.
- Undertake such duties as are delegated by the Headteacher.
- Play a major role, under the overall direction of the Headteacher, in formulating and reviewing the Development Plan, aims and objectives of the school by:
 - (a) formulating the aims and objectives of the school;
 - (b) establishing the policies through which they are to be achieved;
 - (c) managing staff and resources to that end;
 - (d) Monitoring progress towards their achievement.

MAIN TASKS:

The specific nature and balance of these responsibilities will vary according to the needs of the school and may, in larger schools with more than one deputy, be shared. It will be necessary to specify the leadership, management, curriculum and subject/aspect co-ordination responsibilities/teaching commitment to be undertaken by the postholder.

1. Teaching and Learning responsibilities

- 1.1 To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- 1.2 To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including the provision of cover for absent teachers.
- 1.3 To be responsible for a specific class or age group of children to be decided on appointment.
- 1.4 To demand and demonstrate ambitious standards of achievement and attendance for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- 1.5 Demonstrate consistently excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.

2. The internal organisation, management and control of the school

- 2.1 To have specific responsibilities (e.g. for aspects of school management or the curriculum) to be agreed upon appointment.
- 2.2 To contribute to:
 - Maintaining and developing the ethos, values and overall purposes of the school.
 - Formulating the aims and objectives of the school and policies for their implementation.
 - A development plan which will translate school aims and policies into actions.
 - Monitoring and evaluating the performance of the school.
 - Implementing the Authority's and the Governing Board's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs.
 - The efficient organisation, management and supervision of school routines.
- 2.3 To assist in creating an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.

3. Curriculum Development

- 3.1 To assist in, and to lead when appropriate or when requested to:
 - The development, organisation and implementation of the school's curriculum.

- School policies on curriculum, teaching and learning styles, assessment, recording and reporting.
- Ensuring that the learning and teaching provided by different departments and teaching teams form a co-ordinated, coherent curriculum entitlement for individuals.
- Ensuring that information on pupil progress is used to improve teaching and learning to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid Governors in their future management of the school.
- Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided.
- The promotion of extra-curricular activities in accordance with the educational aims of the school.

4. Pupil care

- 4.1 To contribute to:
- The development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance.
 - The effective induction of pupils.
 - The determination of appropriate pupil groupings.
 - The promotion among pupils of standards of conduct/discipline and a proper regard for authority and the encouragement of good behaviour.
 - The development among pupils of self-discipline.
 - The handling of individual disciplinary cases.
- 4.2 Develop effective relationships with fellow professionals, colleagues in other public services, parents/carers to improve academic and social outcomes for all pupils.
- 4.3 Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society

5. The management of staff

- 5.1 To participate in the recruitment and deployment of teaching and non-teaching staff of the school.
- 5.2 To actively contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- 5.3 To participate in arrangements made in accordance with the regulations for the appraisal of the performance of staff in school.
- 5.4 To implement and develop staff development policies in relation to:
- The induction of new and newly qualified teachers and other staff.

- The provision of professional advice and support and the identification of training needs.
 - Students under training/work experience.
- 5.5 To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or bodies.
- 5.6 To maintain good relationships with individuals, groups and staff unions and associations.

6. The management of resources

- 6.1 To contribute to the formulation of the school's policies and procedures concerning resource management.
- 6.2 To allocate, control and account for those financial and material resources of the school which are delegated by the Headteacher.
- 6.3 To promote a whole school environment which stimulates learning and enhances the appearance of the school.
- 6.4 To participate in the arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety.
- 6.5 To maintain effective working relationships with external agencies and services contracted to the school and the Authority.

7. Relationships

- 7.1 To advise and support the Governing Board as required in the exercising of its functions including attending meetings and making reports.
- 7.2 To assist with the liaison with and co-operation with Authority officers and support services.
- 7.3 To promote and develop effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education.
- 7.4 To assist in liaison with other educational establishments in order to promote the continuity of learning, progression of achievement and curriculum development.
- 7.5 To assist in liaison with other professional bodies, agencies and services.

- 7.6 To develop and maintain positive links and relationships with the community, local organisations and employers:
- To promote a positive image of the school.
 - To ensure that the school plays a constructive role in the life of the community and that its curriculum draws on the nature and resources of that community.
- 7.7 Create outward-facing schools which work with other schools, organisations and the local community– in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.

The applicant will be required to safeguard and promote the welfare of children and young people. The Deputy Headteacher is expected to demonstrate this commitment to safeguarding and promoting the welfare of children and young people and to support the Headteacher in holding all staff and volunteers accountable for their contribution to the safeguarding regulations.

This job description forms part of the contract of employment of the person appointed to the 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 as they relate to Deputy Headteachers.

**Person Specification / Selection Criteria for
Deputy Headteacher at Longsands Community Primary School**

***The applicant will be required to safeguard and promote
the welfare of children and young people***

Selection decisions will be based on the criteria below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met and the ability to fulfil the job description for the post.

Candidates failing to meet any of the essential criteria will automatically be excluded at any stage of the process. The appointing panel will use a combination of assessment tools to determine each candidate's suitability and the extent to which the criteria have been met. These assessment tools include (but are not limited to) the application form, supporting statement, information gathered during the interview process and references.

[A] Qualifications

	Essential	Desirable
Qualified teacher status.	E	
Degree.	E	

[B] Professional Development

	Essential	Desirable
Evidence of ongoing leadership and management professional development.	E	
Up to date safeguarding training and knowledge of legislation for the protection of young people.	E	
Be a DSL, or be willing to undertake DSL training if appointed.	E	

[C] School leadership and management experience

	Essential	Desirable
Evidence of direct involvement in whole school self-evaluation and school improvement strategies.		D
Successful experience of leading one or more curriculum areas.	E	
To have led whole school initiatives.	E	
Experience of working effectively within staff teams.	E	
Experience of line management of staff.		D
To have had responsibility for policy development and implementation.		D
To have had experience of, and the ability to, support other staff with their professional development across the primary range (e.g. peer support, mentoring, delivering training).	E	
Work positively with parents and carers.	E	

	Essential	Desirable
To demonstrate an awareness of current national education policy.	E	
To hold the NPQ SENCO Award, or be willing to complete it if appointed.	E	

[D] Experience and knowledge of teaching

	Essential	Desirable
Proven excellence in teaching pupils within the primary phase.	E	
To have a working and current knowledge and understanding of all three Key Stages in the primary phase.	E	
Secure understanding of assessment strategies, data analysis and the use of assessment to maximise achievement.	E	
A proven commitment to ensuring inclusion and addressing diversity positively.	E	
A sound understanding of how children learn, how teachers can best teach and how to raise achievement for all pupils.	E	

[E] Professional Attributes

	Essential	Desirable
Ability to deal effectively and positively with a range of pupil behaviours.	E	
An ability to communicate effectively, both orally and in writing, with a range of audiences.	E	
To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice.	E	
A commitment to professional development for self and others.	E	
A desire to further develop as a primary leader.	E	
Ability to support and develop the vision of the school.	E	
Ability to motivate adults and children.	E	
Show a good commitment to sustained attendance at work.	E	

[F] Personal Qualities

	Essential	Desirable
A proven commitment to achieving the very best outcomes for all children.	E	
Excellent interpersonal skills.	E	
Be committed to working with a high level of integrity and professionalism.	E	
Excellent organisational skills and the ability to prioritise tasks, make decisions and manage time effectively.	E	

Ability to build and maintain good relationships with colleagues, parents and members of the wider school community.	E	
The ability to perform effectively under pressure.	E	
Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others.	E	
Demonstrate personal and professional resilience <i>and</i> flexibility.	E	

G] Safeguarding

	Essential	Desirable
Displays commitment to the protection and safeguarding of children and young people.	E	
The ability to form and maintain appropriate relationships and personal boundaries with young people.	E	
Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with and protection of children and young people.	E	
Will co-operate and work with relevant agencies to protect young people.	E	

[H] Professional Skills

Each candidate will be expected to demonstrate knowledge and understanding of the Headteacher Standards (2020) which also form the basis of the Job Description. Candidates will be expected to show evidence of having applied this knowledge and understanding in their current setting as well as an awareness of how this will be applied in Longsands Community Primary School.

[I] Confidential References and Reports

Positive recommendation from all referees, including current employer.	E
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[J] Application Form and Supporting Statement

*The form must be fully completed and legible. The supporting statement should be clear, concise (no more than two sides of A4) and related to the specific post. Please **do not** send CVs as these will not be considered.*

CHILD PROTECTION & SAFEGUARDING POLICY STATEMENT

In this school, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

STAFF ATTENDANCE POLICY STATEMENT

This school is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum.

Whilst supporting employees during periods of sickness, the School Management Team monitors levels of sickness absence in school regularly and acts in accordance with the Guidelines adopted by the school to deal with unacceptable levels and frequency of sickness.

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. All employees in this school must understand the importance of good attendance to the operation, performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance.