








# Claycots Primary School



Deputy Headteacher  
Application Pack

# Application Pack Contents

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## **How to apply:**

Please complete our application form, in full and email this to:

**Recruitment@Claycots.com**

Please note, we do not accept handwritten applications forms and CV's

Candidates **MUST** submit their application form by **12pm, Friday 24th November 2023. Any application received after this will not be considered.**

*Applicants will be required to demonstrate their commitment to promoting and safeguarding the welfare of children and young people in line with Claycots' policies and procedures, including any extremist views. A satisfactory Enhanced DBS disclosure is required for this role. The school will request references before interview.*

Please visit the [school website](#) to view our Privacy Notice.



# Headteacher's Letter to Candidates

Dear Candidate,

Thank you for your interest in the role of Deputy Headteacher and in joining the team at Claycots School. The role of Deputy Headteacher is a key post and a fantastic opportunity for a talented leader who wishes to make a positive difference to the lives of the children at our school. I hope that the information included in this pack encourages you to make an application for this post.

Claycots is a very large eight form entry primary school spread across two campuses in Slough serving two vibrant and diverse communities. Both campuses provide our pupils with a modern learning environment and the space to learn outside.

The aim of Claycots School is to be a high achieving school at the heart of the community where children and staff learn effectively and everyone is valued as an individual. We want our school to be a positive place where learning is exciting and everyone strives to be the best that they can be.

At Claycots, our core school values of Integrity, Respect, Curiosity and Kindness underpin our approach to learning, how we treat one another and the way we prepare our children to be confident, happy individuals ready to make a positive contribution to society when they leave us.

Claycots is a school that has been on a journey of improvement in recent years and we have made significant progress. Our end of Key Stage results are improving and most are now broadly in line with, or above National Standards. Our curriculum is designed to develop children's curiosity and provides opportunities for them to enjoy a range of educational visits, workshops and hands on, creative learning experiences.



# Headteacher's Letter to Candidates

I believe that all members of staff at Claycots have a role to play in ensuring that we can achieve the targets set out in the school improvement plan. All of us are equally important both in shaping the culture of our school and in making a positive difference to the lives of the children we are here for. Our staff team are positive, reflective and committed to ensuring the very best outcomes for our children.

We offer an effective CPD programme for all leaders that includes personalised profiling and bespoke leadership coaching to allow us to build strong relationships, achieve our potential and enable our teams to do the same.

The Senior Leadership Team at Claycots are a cohesive team fully committed to working together to build on our successes so that Claycots can be the great school we know it can be. We are looking forward to welcoming a new Deputy Headteacher to work alongside us to drive our vision forward. We look forward to receiving your application and working with you on your own professional journey.

## Vision Statement

**At Claycots we believe in excellence and we want the very best future for every child.**

We want children to leave our school ready to overcome challenges, lead fulfilling lives and make a positive contribution to society.

Our school values of integrity, kindness, respect and curiosity are at the heart of everything we do.



Sarah Mijatovich

Headteacher





# Benefits of Working at Claycots

- ◆ Effective induction programme for all new starters.
- ◆ Good ECT training which is a combination of in-house sessions and an external offer from TSH Berkshire.
- ◆ A responsive CPD programme for all staff including support staff.
- ◆ A strong line management structure which gives staff the opportunity to have regular 1:1 support from their Line Manager
- ◆ Opportunities for progression; Claycots is a very large school with a culture of developing staff to be the leaders of tomorrow. In 2023, the school had 4 middle leader vacancies and 100% of these were filled by internal applicants.
- ◆ Significant investment in Education Specialists to support Subject Leads with the creation of planning to minimize impact on workload.
- ◆ High quality and plentiful resources to support the curriculum.
- ◆ A motivated Wellbeing committee, made up of staff from various roles across the school, who meet regularly to advise the Leadership Team on promoting and ensuring the wellbeing of all staff at the school.
- ◆ Mental Health First Aiders who are available for staff to seek guidance and support from.
- ◆ Large staffroom space with free tea and coffee and vending machines



# Benefits of Working at Claycots

- ♦ An excellent Employee Assistance Programme, provided by Education Support Partnership, who are specialists in working with staff in schools. This service offers confidential and free, advice, guidance and support that includes:
  - Support for personal and work related issues
  - Financial guidance
  - Legal enquiries
  - Support and coaching for managers
  - Signposting and general help
  - Six free sessions of counselling which can be accessed quickly where necessary.
- ♦ Heavily subsidised lunch from the school's in-house catering team who have been recognized externally for their quality offer and extensive menu.
- ♦ Free lunch provided for staff on the duty rota and for staff INSET days.
- ♦ Subsidised end of term events which all staff are invited to attend.

## What our staff say:

In a recent staff survey, 95% of staff say that they are proud to work at Claycots school and would recommend it as a place to work.



# Deputy Headteacher Advert

## Deputy Headteacher

**Starting: April 2024**

**Location: Claycots School – Britwell Campus**

**Salary: L15 – 19 £67,928 - £74,811 (Fringe Area)**

**The Governing Body wishes to appoint a Deputy Head Teacher, to start in April 2024.**

Claycots School is a very large primary school serving a diverse community. Currently we have over 1700 pupils on roll split over two campuses, making us a unique school to work in.

You will be joining the school at an exciting time as we work collaboratively to ensure that we can offer the very best learning experiences for our children and the very best pastoral support for them and their families.

Our Senior Leadership Team are ambitious about driving standards of teaching and learning and improving outcomes for all children. This is a great opportunity for an experienced and influential leader to work alongside the Headteacher and SLT to deliver our vision for the school.

The role includes a significant whole school strategic responsibility as well as joint responsibility with the rest of the Leadership Team for improving the quality of education.

### **Do you:**

- Have the ability to bring out the best in your team?
- Have excellent interpersonal and leadership skills?
- Have high expectations for all children and put them at the center of all you do?
- Give feedback that enables reflection and improvement?

If so, then this may be the perfect opportunity for you.

**For further information, please contact us via email: [recruitment@claycots.com](mailto:recruitment@claycots.com) for an application pack. A downloadable application form is available on our school website.**

**Closing date:** 12pm, Friday November 24<sup>th</sup>, 2023

**Shortlisting:** Friday November 24<sup>th</sup>, 2023

**Interviews:** w/c December 4<sup>th</sup>, 2023

**We recommend that candidates visit the school, please contact 01753 521215 and speak to Shane Pearse to arrange a tour.**

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# Job Description

**Line Management:** Relevant Middle Leaders

## **Main Purpose of Job**

The fundamental task of the Deputy Headteacher is to have a strategic overview an area of whole school responsibility and a phase of the school including the line management and appraisal of the relevant middle leaders.

To have joint responsibility, with the other members of SLT, for developing, monitoring and evaluating the School Improvement Plan. To have joint responsibility for the monitoring of teaching and learning, pupil progress, assessment and data, and outcomes for children in receipt of Pupil Premium funding.

## **Main Accountabilities**

- Carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions Document.
- In partnership with the Headteacher and rest of the leadership team, ensure the safeguarding of all pupils, and that the safety and wellbeing of pupils and staff is promoted and maintained at all times.
- Support and contribute to the development and implementation of the school's vision and strategy.
- Promote a clear understanding of the aims and ethos of the school, and an awareness of its role in the community.
- Promote the school's values and ensure that other stakeholders to do the same.
- Take responsibility for day to day management of the campus alongside the Headteacher and SLT, and in the Headteacher's absence, take full responsibility for the campus.
- Support colleagues, including all other members of the leadership team, in their work for the development and improvement of the school, in order to achieve exceptional standards of behaviour and academic attainment and progress.
- In partnership with the SLT, manage school resources effectively.
- Ensure compliance with data protection rules and procedures.
- Undertake any professional duties, reasonably delegated by the Headteacher.

## **Securing Accountability**

- Contribute to a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Work with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
- Reflect on personal contribution to school achievements and take account of feedback from others.



# Job Description

## **Leadership & Management**

- Share responsibility for the operational management of the campus and contribute to the decision-making processes
- Together with the Senior Executive Team and other stakeholders, lead on the development of school's policies and procedures and ensure the implementation of all of the policies in daily practice.
- Actively promote the school and liaise with outside agencies as necessary, representing the campus or whole school as appropriate.
- Provide information, advice and perspective to the governing body as required.
- Support the Headteacher in the responsibility for the implementation of performance appraisal for all campus staff, including line-management of particular staff, setting targets and ensuring appropriate support and challenge is in place for these to be met.
- Lead meetings with prospective pupils and families, including information events and school tours.
- Lead visits for prospective employees and volunteers, including information events, school tours and recruitment activities.
- Develop and maintain contact with all specialist support services as appropriate.
- Act as the Headteacher's representative in dealing with initial pupil or parental enquiries when related to children.

## **Teaching and learning**

- Support the training and development of teaching staff so as to ensure the quality of teaching and pupil progress is extremely strong.
- Use regular assessments to monitor progress and set targets, and respond accordingly to the results of such monitoring.
- Respond to legislative and regulatory changes, developing school's systems of pupil progress assessment, always ensuring that the school leads the way in the innovative solutions for methodologies of progress monitoring and benchmarking.
- Support the Headteacher in leading whole school planning and assessment through accurate record keeping and robust data analysis.
- Have a clear understanding of high-quality teaching and learning and the ability to develop the practice of others holding them to account where necessary.
- Maintain regular and productive communication with parents, to report on progress, sanctions and rewards and all other communications.

## **Data Protection**

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the GDPR 2018.

# Job Description

## **School ethos and culture**

- Support the Headteacher in fostering a strong sense of school community and ethos among both staff and students.
- Promote consistent implementation of the behaviour policy and system of rewards and sanctions, characterised by positive behaviour and caring and respectful relationships
- Act as a positive role model to staff and students.
- Be active in issues of staff and student welfare and support and demonstrate a commitment to Equality of Opportunity for all members of staff.

## **Developing Self and Working with Others**

- Treat people fairly, equitably and with dignity and respect.
- Create and maintain a positive school culture.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Effectively use the school's strategies and procedures for staff induction, professional development and performance review.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and Individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectation for self and for others and take appropriate action when performance is unsatisfactory.
- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Manage own workload and that of others to allow an appropriate work/life balance.

## **Health & Safety**

You are required to be aware of and comply with the school's Health and Safety policy at all times and act proactively in matters relating to health and safety. To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

## **Confidentiality**

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Claycots School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

## **Safeguarding Children**

In accordance with the school's commitment to follow and adhere to the Department for Education guidance entitled "Keeping Children Safe in Education" (September 2018) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. You are required to have satisfactory Enhanced DBS clearance.

# Person Specification

KEY	E (Essential) D (Desirable) A (Application Form) I (Interview)				
	Qualifications	E	D	A	I
1	Qualified Teacher Status.	✓		✓	
	Successful Experience?	E	D	A	I
2	Degree or equivalent.	✓		✓	
3	Evidence of successful school leadership as an Assistant or Deputy Head Teacher, of improvement planning and self-evaluation.	✓		✓	✓
4	Evidence of successful school improvement planning and self-evaluation	✓		✓	✓
5	A minimum of five years teaching experience across the Primary age range.	✓		✓	
6	Evidence of a wide range of professional development and a willingness to undertake NPQH	✓		✓	
7	Experience of developing, leading or supporting pastoral initiatives that have significantly improved children’s discipline, behaviour and attitudes.	✓		✓	✓
8	Experience of school development, planning and implementing the vision to take the school forward.	✓		✓	✓
9	Evidence of successful leadership and management through monitoring and evaluation strategies to raise the standards of the quality of teaching and learning and children’s outcomes.	✓		✓	✓
	Professional knowledge and understanding, skills and attributes.	E	D	A	I
10	A clear and thorough understanding of the characteristics of an effective school.	✓		✓	✓
11	Specific evidence of successful classroom teaching, including a commitment and thorough understanding of how his/her subject specialism should be taught.	✓		✓	✓
12	Knowledge of the curriculum for EYFS, Key Stage 1 and 2 and the ability to provide feedback in order to improve teaching in all Key Stages	✓		✓	✓
13	The capacity to monitor and evaluate the quality of teaching and standard of pupils’ achievement, and use benchmarks to set targets for improvement.	✓		✓	✓
14	The ability to build and lead teams efficiently and effectively use skills of motivation, delegation and time management.	✓		✓	✓
15	The ability to implement change and plan strategically	✓		✓	✓
16	The ability to contribute effectively to the development of whole school policies, including evidence of involvement in whole school development/activities.	✓		✓	
17	The ability to lead on the analysis, understanding and interpretation of data, including the use of benchmark information.	✓		✓	✓
18	To be able to judge when to make a decision, when to consult and when to defer to the Headteacher as well as the capacity to deputise for the Headteacher.	✓		✓	✓
19	The ability to prioritise own time, work under pressure and to set and meet deadlines with a sense of balance and perspective.	✓		✓	
20	Effective administrative and organisation skills.	✓		✓	
21	An excellent knowledge of ICT for teaching and administration.	✓		✓	
22	An understanding of the implications of equal opportunities and a thorough knowledge of best practice and procedures for safeguarding children	✓		✓	
23	Clear knowledge and understanding of effective provision for pupils with SEND	✓		✓	✓
24	An understanding of appropriate strategies for managing pupils’ behaviour.	✓		✓	✓

# Person Specification—ROLE

	Personal skills and attributes	E	D	A	I
25	Leadership skills – leading and managing people to work towards common	✓		✓	✓
26	Decision making skills – the ability to investigate, solve problems and make	✓		✓	✓
27	Communication skills (both orally and in writing) - the ability to make points	✓		✓	✓
28	Ability to develop new ideas	✓		✓	
29	Personal impact, self-confidence and presence.	✓		✓	✓
30	High expectations of self and others and the ability to support others to	✓		✓	
31	Energy, determination and perseverance.	✓		✓	
32	An enthusiasm for and commitment to the involvement with pupils, par-	✓			
33	Reliability and integrity.	✓		✓	





# The Application and Recruitment Process

## Shortlisting

Shortlisting will take place on the shortlisting date outlined in the advert. Applicants that have completed their application forms in full will be shortlisted against the job role person specification. Those who score highest in the essential and desired criteria will be invited in for interview.

## Interview

If you are successfully shortlisted for interview, you will receive an email confirming that your application has been successful, followed by all details and information you will need to know for your interview.

## References

It is normal practice that references are obtained prior to interview. However, we do understand that you may not wish for us to contact current employers. You can make us aware that you do not wish for your current employer to be contact, by completing the necessary fields on your application form.

## Successful Appointments

Successful appointments are subject to at least two satisfactory references, Disclosure and Barring Service (DBS), Proof of right to work in the UK, Health Screening checks and other pre-employment checks.



Thank you for your time and interest in this position. We look forward to hearing from you.

