

## **Letter from the Chair of Governors and Headteacher**

Dear potential candidate,

Thank you for your interest in the post of deputy headteacher at Flamstead End School.

The head teacher has been in post since September 2019 and she would like to recruit a fulltime deputy headteacher to complement and strengthen the school development plan.

The role will involve some targeted teaching time where specific children can receive a boost in their learning to combat the impact of school closure on their learning.

We anticipate that the successful candidate will work in collaboration with our experienced and capable KS1 leader who is a part time assistant head based in our KS1 building.

An overhaul of the wider curriculum was underway when the country went into lockdown in 2020 due to the pandemic, we seek to appoint someone who has the enthusiasm and know how to understand our ethos and reboot this part of the school development plan.

Because Flamstead End School has a preschool and nursery, we expect to recruit a practitioner who understands and appreciates the foundation stage and the importance of learning in this unique phase. We also require experience in Key stage one and in Key stage two as these are areas where they will be expected to demonstrate skill and knowledge.

We look forward to showing you round our delightful setting and encourage visits before application for the post. We are very proud of our school, children and staff and their achievements!

Best regards,

*Max Dalton*

Headteacher

*Mike Howell*

Chair of Governors



**FLAMSTEAD  
END  
SCHOOL**

Longfield Lane, Cheshunt  
Hertfordshire, EN7 6AG

T 01992 308888 F 01992 308788  
E [admin@flamsteadend.herts.sch.uk](mailto:admin@flamsteadend.herts.sch.uk)

[www.flamsteadend.herts.sch.uk](http://www.flamsteadend.herts.sch.uk)

## About our school



Flamstead End School is a vibrant and well performing single academy trust school in Cheshunt. As well as having two classes per year group in both the infants and juniors, we also have a 60 place nursery. On site we also have our own busy preschool that works in conjunction with the nursery to offer 30 hours provision. Our school is always full with numbers on the waiting list.

Our staff are a long standing, very friendly group who enjoy their work and look after each other. We are a split site with a KS1 and KS2 building and a separate preschool building and make every effort to bring staff together where we can. We currently have an assistant headteacher in the KS1 building who works part time.

Our children receive a great offer with their education, in the reception and KS1 phases we use Read Write Inc successfully to ensure that our children can read by the time they transition to KS2. We follow a Maths mastery curriculum and teach English in KS2 through a 'real book' approach. We are developing our wider curriculum and have moved from a cross curricular approach to defined subjects. Within each subject however, we work in context and creatively making good use of practical and active learning so that children are stimulated and become proficient in these subject skills.

We have a school council via which our children enjoy sharing the views of their peers and having some influence in their school. We also have an eco council who meet regularly and undertake activities that promote awareness amongst the school community. We believe that children should have a voice that is heard and responded to.

At Flamstead End we have a non class based, part time SENDCO who works diligently for all of the children in our care, ensuring their needs are met and monitoring their provision through observation and Pupil Progress Meetings. We also have a full time Pupil Support Worker who offers therapeutic intervention for children who may be experiencing difficulties and to reach out to families who may be in need of support.

We are a steps trained school and whole heartedly believe that all behavior is a communication of an unmet need. We use the zones of regulation with all of our children daily to pre-empt any behaviour changes in our children. When children experience difficulties we use a restorative approach, this is in its infancy and is being developed across the school.

We currently have eight core values, which we revisit regularly: We are working towards refining these words to capture everything that our community feels is important to Flamstead End School.

Our site boasts extensive grounds, including a large field, 2 outdoor classrooms and 2 MUGAs, one large and one small. We have recently made excellent use for the sports premium to equip this area of the curriculum and to upskill all staff to teach PE to a high standard. Flamstead End children undertake the daily mile and mindfulness in the form of yoga. On site we have outdoor fitness equipment for our KS2 children.

Our extensive site is managed by a capable site team from 6am -6pm, supported by the admin and finance team and led by the School Business Manager.

We are extremely fortunate to have two school halls and two dining areas for our children. The children also have a lot of outside playground spaces to accommodate the 3 phases.

We have a breakfast club and an afterschool club on site which is run by a third party.

## Flamstead end school Deputy headteacher Job description

### Job details

**Salary:** L7-L11 £50190 - £55254

**Contract type:** Full time permanent

**Reporting to:** Headteacher and governing body

### 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
- › Mentoring and coaching staff
- › Monitoring academic attainment and progress across the school
- › Developing and implementing the wider curriculum across all phases
- › Directing and managing subject leaders
- › Monitoring progress towards the achievement of the school's aims and objectives
- › Assisting the Head teacher in the design and implementation of the SDP

If the headteacher is absent, the deputy headteacher will deputise, as directed by the governing board.

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). As an academy, we also refer to FES Articles of Association and Funding Agreement between Flamstead End School and the Secretary of State for Education and the Academies Financial Handbook.

### 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
- › Be a critical friend to all staff
- › Strive for the best possible academic outcomes for all pupils
- › Be a problem solver and able to act flexibly in any given circumstance

## Duties and responsibilities

### School culture and behaviour

Under the direction of the headteacher, the deputy headteacher will:

- 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 and promote self-efficacy amongst all staff
- Encourage high standards of behaviour from pupils 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 behaviour policy
- Encourage parental engagement through initiatives

### 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 such as lesson observation and work scrutiny
- Ensure teaching is underpinned by subject expertise
- Ensure that the wider curriculum is embedded as relevant and contextual in line with the school's ethos
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership
- To monitor the planning of the wider curriculum across the phases
- To develop and implement assessment procedures for the wider curriculum that is robust and fit for purpose

### Additional and special educational needs (SEN) and disabilities

The SENDCO will work under the direction of the headteacher and the deputy headteacher to:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- 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 board and through consultation with the school community
- Formulate and drive the school development plan
- 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
- Participate fully in the life of the school including participation in out of hours activities such as PTA events and governor meetings if needed

## 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 and share these with all staff
- Seek training and continuing professional development to meet needs
- Be willing to undertake NPQH or equivalent

## Governance, accountability and working in partnership

Under the direction of the headteacher, the deputy headteacher will:

- 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

- Will be a DDSPL and will work closely with parents, teachers, Pupil Support Worker and Headteacher to safeguard all members of the school
- To provide professional leadership and management of a key area of the School Development Plan as agreed, on an annual basis, with the Headteacher



- To be responsible with the Head Teacher for behaviour policy & practice across the school
- To provide with the Head Teacher professional leadership and management of the Primary Curriculum
- To take an active role in the Schools Leadership Team, contributing to the development of identified areas leading to high standards of teaching, effective use of resources and improved standards of learning and achievement for all children
- To lead the Performance Management of a group of teachers
- Teach in class when required

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 headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.





## Person specification

CRITERIA	QUALITIES E = ESSENTIAL, D= DESIRED	ASSESSMENT METHOD A (APPLICATION), I (INTERVIEW), R (REFERENCE)
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status E</li> <li>• Degree E</li> <li>• Further completed leadership qualification D</li> </ul>	A I R
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful leadership and management experience in a school E</li> <li>• Experience with data handling and interpretation E</li> <li>• Teaching experience with excellent practice E</li> <li>• Experience of teaching more than one phase and school E</li> <li>• Has experience of observing and feeding back to staff in order to improve further the quality of learning and teaching across the school E</li> <li>• Experience of coaching and mentoring staff to improve the quality of teaching and learning across the school through regular one to ones, shared learning and early support plan interventions E</li> <li>• Involvement in school self-evaluation and development planning E</li> <li>• Demonstrable experience of successful line management and staff development E</li> <li>• Experience of driving an initiative successfully through a setting E</li> <li>• Experience of engaging the parental community D</li> </ul>	A I R





**Skills and  
knowledge**

- Data analysis skills, and the ability to use data to set targets and identify weaknesses E
- Understanding of high-quality teaching, and the ability to model this for others and support others to improve E
- Effective communication and interpersonal skills E
- Ability to communicate a vision and inspire others E
- Ability to build effective working relationships E
- Understanding of school finances and financial management D

A I R

**Personal  
qualities**

- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school E
- Ability to work under pressure and prioritise effectively E
- Commitment to maintaining confidentiality at all times E
- Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position E

A I R

**Notes:**

This job description may be amended at any time in consultation with the postholder.

**Last review date:** 04.05.21

**Next review date:** 04.05.22

**Line manager's signature:**

**Date:**

**Postholder's signature:**

**Date:**

