

# Sauncey Wood Primary School

## Deputy Headteacher Recruitment Pack

Summer Term 2024



HFL

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# Welcome letter from our Co-Chairs of Governors

Dear Applicant,

On behalf of the children, staff and Governors of Sauncey Wood Primary School, we would like to extend a warm welcome to you and thank you for your interest in joining our school as our Deputy Headteacher.

Sauncey Wood is a one form entry, friendly school with much to offer including a specialist Special Resource Provision (SRP) speech and language and Autism facility. We have high expectations of our children: in their work and in their behaviour. Simply put, we expect the children to work to the best of their ability, to show kindness to those around them, to take care of their environment and to grow their curious mind.

Our vision at Sauncey Wood is to be an excellent school of choice providing children from Harpenden and the wider community with an individual education whilst teaching children to learn in an enjoyable way. We aim to encourage all of our pupils in growing and nurturing their minds in a safe and inclusive environment. Our aim is that all our children will become life-long and confident learners.

Our curriculum is broad and balanced and adapted to meet the needs of our children. We encourage the children to take risks with their learning and we support them in seeing mistakes as being part of the learning process. We are an inclusive school, where all are valued within an atmosphere of mutual respect and trust, and we strive to

make each child's time with us purposeful, challenging and enjoyable. Our learning powers of Curiosity, Perseverance, Co-operation, Reflection and Resourcefulness underpin our holistic approach to education. The Governors are proud to be part of a good school. The relationships fostered between all stakeholders and being at the heart of our community is part of our success.

If you wish to discuss the role, please contact our Chairs of Governors [cnoakes@saunceywood.herts.sch.uk](mailto:cnoakes@saunceywood.herts.sch.uk) or Co-Chair Michelle Saas [msaas@saunceywood.herts.sch.uk](mailto:msaas@saunceywood.herts.sch.uk).

Thank you for your interest in Sauncey Wood Primary School. We look forward to meeting and interviewing motivated candidates interested in taking on this important and exciting new challenge.

Best wishes,

*Colin Noakes and Michelle Saas*

Co-Chairs of Governors

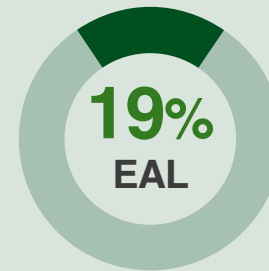
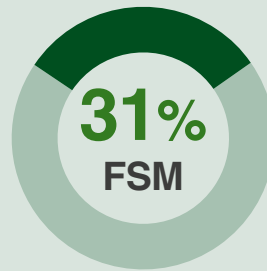
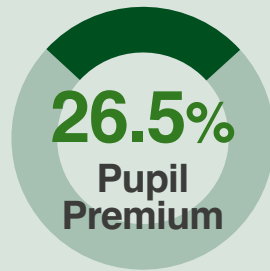


# Key facts and statistics

Type of School:  
**Maintained  
Primary**

**4-11yrs**  
Age Range

**203**  
Number  
on Roll



Ofsted rating:  
**GOOD** June 2018



# About our school

Sauncey Wood is a one form entry primary school serving the community of Harpenden. We are situated on a generously sized site to the east of the town.

Our school is a lively and diverse place where children thrive, driven by enthusiasm and a keen desire to expand their curious minds. With a focus on their happiness, confidence, and security, we make decisions centred around providing opportunities that are not only relevant to their present development but also pave the way for a promising future.

We are dedicated to delivering a well-rounded and inspiring curriculum that recognises and nurtures individual talents, ensuring that every child experiences success, and reaches their full potential. Our focus extends beyond academics, incorporating our values: resilience, reflection, cooperation, mindfulness, perseverance, and curiosity. We aim to equip children with the characteristics essential for effective learning and life.

Our school values the partnership between home and school, considering parents as active partners in their child's education. We place high importance on maintaining

successful relationships with parents, the local community, and beyond.

We are fortunate to sit in expansive grounds, which encompass a large playing field, a netball court, two hard play areas with an activity trail, and a woodland walk utilised for outdoor learning and Forest School activities. Additionally, we take pride in our all-weather running track, utilised for the 'Daily Mile,' and an outdoor gym. The Foundation Stage features an all-weather outdoor area with a climbing frame, and our school garden, where we grow fruits and vegetables, is set to undergo further development.

In addition to the fantastic outdoor facilities, we boast eight classrooms, each equipped with interactive whiteboards. The school also features a sizable hall with a stage, a library, dining area, and a music room. We also offer a breakfast club before school, and an after-school club, managed by Apex.



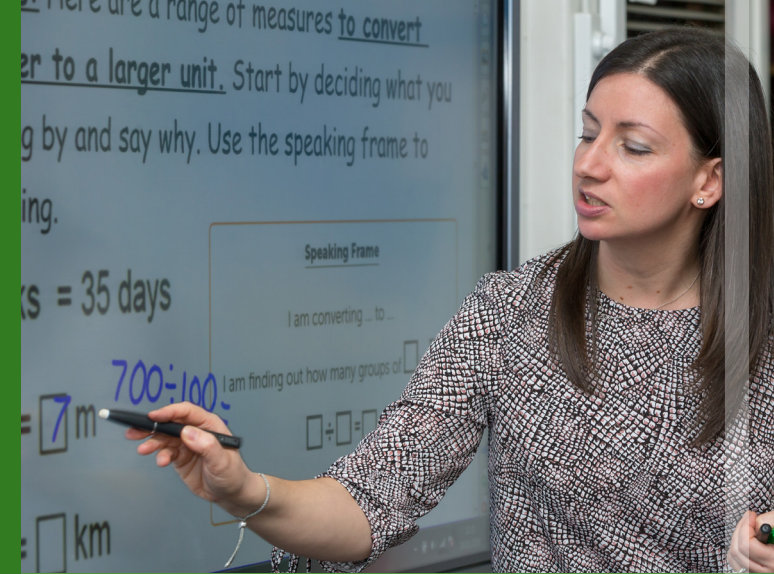


# Our mission and values

At Sauncey Wood, we strongly believe in nurturing children's curiosity about learning. Our mission is to 'GROW CURIOUS MINDS,' achieved through our engaging and personalised curriculum. We strive to instil a passion for learning, fostering high aspirations and creating lasting memories.

## Our values

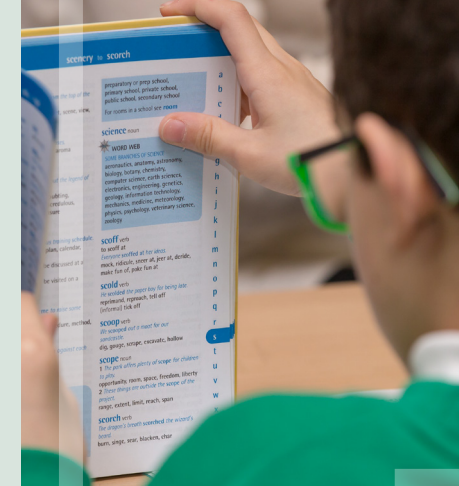
- Co-operation
- Resourcefulness
- Reflectiveness
- Perseverance
- Curiosity



# Our new Deputy Headteacher

We are looking for someone who:

- Shares our child-centred approach and will help to nurture all our pupils to be the best they can be.
- Has teaching and leadership experience and is looking to develop those skills further.
- Is invested in our school and looking to make a long term impact, coupled with the drive and enthusiasm to help us develop further.
- Can help to shape and share our vision and ethos.
- Can both lead and support our staff to further develop their practice.
- Has the knowledge, experience, and organisational skills to support the Headteacher in the smooth running of the school.



# What we can offer

This is a great opportunity for the right person to join us and create their own imprint on the school.

We can offer:

- A school that is successful and thriving, but keen to keep improving and evolving.
- Happy children who are confident and eager to learn.
- Dedicated, talented, friendly, and hard-working staff.
- A strong, supportive leadership team.
- Engaged and experienced governors.
- An active and successful PTA.
- Ongoing support for CPD opportunities for both you and your staff.





# Job description

## The deputy headteacher will:

- Under the direction of the headteacher, help to formulate, deliver and promote the aims and objectives of the school.
- Undertake the professional duties of deputy headteacher reasonably delegated by the Headteacher.
- Undertake the professional duties of headteacher in the event of their absence.
- Fulfil the professional responsibilities of a teacher, as set out in the school teacher's pay and conditions document (STPCD).
- Have responsibility, as with all staff, to promote and safeguard the safety and welfare of children and young people.

N.B. The duties listed below are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.



## Key Responsibilities:

- The deputy headteacher will have delegated responsibilities which are both school-wide and of considerable weight and will be in addition to carrying out the professional duties of a teacher.
- Managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement.
- Provide leadership and management of teaching and learning throughout the school.
- Take a lead role in monitoring and evaluating standards across the whole school, actively promoting effective teaching and learning practices.
- Contribute significantly to the direction of the School Improvement Plan, taking account of the priorities of the school.
- Work closely with the headteacher to ensure that the school offers a high quality and engaging curriculum for its pupils.
- Be an active participant of the school's senior management team.

When you enter Ash class;

You are *curious*.

You are *readers*.

You are **IMPORTANT**.

You are *creators*.

You are **EXPLORERS**.

You are *kind*.

You are *scientists*.

You are *a friend*.

You are *leaders*.

You are **special**.

You are *risk takers*.

You are *respectful*.

**YOU** are the real



## 1. Teaching and Learning

- Be responsible for the quality of the teaching and learning of all assigned pupils.
- Plan and teach well-structured lessons to assigned classes, following the school's plans and curriculum.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Participate in arrangements for preparing pupils for examinations.
- Work with the headteacher to raise the standards of teaching, learning and attainment.

## 2. Whole-school organisation, strategy and development

- Ensure the school's vision is clearly articulated, understood and acted upon effectively by all.
- Demonstrate the vision and values of the school in everyday work and practice.
- Assist the headteacher in the ongoing review of standards of leadership and teaching and learning, working with others on curriculum and/or pupil development to secure coordinated outcomes.
- Create costed subject development plans which

contribute positively to the achievement of the school development plan, which actively involves staff in its design and execution.

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures.

## 3. Health and Safety

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person.
- Promote the safety and wellbeing of pupils.
- Promote self-discipline, high standards of behaviour and positive attitudes on the part of all children and promote policies and procedures to foster them.

## 4. Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.



## 5. Management of staff and resources

- Direct, supervise and provide support to staff assigned to them.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff to enhance performance.
- Monitor quality and standards of resources delegated to them.

## 6. Professional development

- Take part in the school's appraisal procedures.
- Take part in further training and development in order to improve own teaching and overall performance.
- Where appropriate, take part in the appraisal and professional development of others.

This job description will be reviewed annually as part of the performance management programme.

The deputy headteacher will have access to a range of professional development activities, including deputy headteacher conferences, support groups and appropriate training courses.

## 7. Communication

- Communicate effectively with pupils, parents/carers, colleagues, wider school community and governors.
- Advise and assist the governing board as required in the exercising of its functions including attending meetings and making reports.
- Support fully the life and work of the school and promote a positive image of the school always.



# Person specification

A candidate will only be considered for shortlisting and move forward in the remaining person specification criteria if they meet the initial **essential** criteria under qualifications, knowledge and experience.

It is important to provide examples using the STAR acronym (**s**ituation, **t**ask, **a**ction, **r**esult) relating to the person specification criteria.

Qualifications, knowledge and experience	Essential/ Desirable	Application form	Assessment stage
Degree and Qualified Teacher Status	<b>E</b>	✓	✓
Experience of outstanding teaching across at least two key stages (FS/ KS1/KS2)	<b>E</b>	✓	✓
Successful experience of leading one or more area/ subject leadership, resulting in school improvement	<b>E</b>	✓	✓
Evidence of recent training in whole school leadership and management	<b>D</b>	✓	✓
Experience of effective involvement with parents and governors	<b>E</b>	✓	✓
Experience of leading whole school Ofsted areas	<b>D</b>	✓	✓

Safeguarding	Essential/ Desirable	Application form	Assessment stage
Thorough understanding of Child Protection and Safeguarding and commitment to safeguarding as part of the duty of care	<b>E</b>	✓	✓
Has received Designated Safeguarding Leader training	<b>D</b>	✓	✓
Up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	<b>E</b>	✓	✓
Will co-operate and work with relevant agencies to ensure the appropriate safeguarding of children	<b>E</b>		✓





School Culture	Essential/ Desirable	Application form	Assessment stage
Demonstrates an awareness of the wider education context	<b>E</b>	✓	✓
Ability to work effectively in partnership with the headteacher	<b>E</b>		✓
Proven record of delegating, supporting and monitoring the work of others	<b>E</b>		✓
Experience of managing change across a subject area or the whole school	<b>E</b>	✓	✓
Experience of leading the professional development of staff within the context of school improvement	<b>E</b>		✓
Proven record of inspiring, enabling and motivating others, promoting positive and respectful relationships across the school	<b>E</b>		✓
Upholds ambitious educational standards for all pupils	<b>E</b>		✓

Teaching, curriculum & assessment	Essential/ Desirable	Application form	Assessment stage
Experience of curriculum planning, implementation, assessing and recording	<b>E</b>		✓
Ability to analyse, understand and interpret school performance data	<b>E</b>		✓
Involvement in whole school improvement initiatives	<b>E</b>	✓	✓
Be able to demonstrate outstanding classroom practice and articulate what constitutes effective teaching and learning	<b>E</b>		✓
Understanding of the needs of children with SEN as well as those more-able learners	<b>E</b>	✓	✓
Understanding of the key characteristics of an effective learning environment	<b>E</b>		✓



<b>Organisational management / continuous school improvement</b>	<b>Essential/ Desirable</b>	<b>Application form</b>	<b>Assessment stage</b>
Be able to demonstrate outstanding classroom practice and articulate what constitutes effective teaching and learning	<b>E</b>		✓
Ability to influence the quality of teaching and learning	<b>E</b>		✓
Ability to inspire, lead and motivate children and staff	<b>E</b>		✓
Understanding of the needs of children with a range of behaviours including SEND	<b>E</b>		✓
Commitment to extra-curricular activities	<b>E</b>		✓
Evidence of successfully mentoring or coaching teachers and ECTs	<b>D</b>		✓
Understanding of effective budgeting and resource deployment	<b>D</b>		✓

<b>Personal Qualities / Ethics and professional conduct</b>	<b>Essential/ Desirable</b>	<b>Application form</b>	<b>Assessment stage</b>
Excellent organisational skills, the ability to initiate new ideas, work effectively under pressure, prioritise appropriately and meet deadlines	<b>E</b>	✓	✓
Ability to maintain confidentiality	<b>E</b>		✓
Good communication skills at all levels	<b>E</b>	✓	✓
Commitment to personal and professional development	<b>E</b>		✓
Ability to build effective relationships with staff, parents, governors and the wider school community	<b>E</b>		✓
Ability to work on own initiative, make decisions and solve problems	<b>E</b>		✓
Ability to work effectively as part of a team of staff and governors	<b>E</b>		✓
Demonstrate a positive and professional attitude at all times	<b>E</b>		✓



# Important information

<b>Pay range:</b>	L5 - L11 Fringe (£53,383 to £61,789)
<b>Start date:</b>	September 2024
<b>Closing date:</b>	Friday 10th May 2024 at 9am
<b>Shortlisting date:</b>	Monday 13th May 2024
<b>Interview date:</b>	Monday 20th May 2024
<b>Visit to the school:</b>	Please email Miss Eileen Anderson at <a href="mailto:head@saunceywood.herts.sch.uk">head@saunceywood.herts.sch.uk</a>
<b>School website link:</b>	<a href="http://www.saunceywood.herts.sch.uk">www.saunceywood.herts.sch.uk</a>
<b>Send your completed application:</b>	<a href="mailto:leadership.recruitment@hfleducation.org">leadership.recruitment@hfleducation.org</a>

*Sauncey Wood Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check as well as other pre-appointment checks, including an online check, as outlined in Keeping Children Safe in Education (September 2023).*



# Application process

## How to apply

This recruitment is managed by HFL Education, in line with the latest guidance on safer recruitment. Please apply online at [www.teachinherts.com](http://www.teachinherts.com) or send your completed application form to: [leadership.recruitment@hfleducation.org](mailto:leadership.recruitment@hfleducation.org)  
You can also contact us on 01438 544476.

## Application Form

Applicants must use the standard application form provided (CVs are not accepted). Please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education. Include all the training you have completed, particularly those in recent years which have helped to prepare you for headship.

## Person Specification and Personal Statement

When writing your personal statement, it is important you address each of the requirements in the person specification. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

## References

Please make sure your referees are aware of your application and that they are able to provide a swift turn around. Preferred referees are your last two employers, and you should provide their official organisation email address for us to contact. One referee will be your last Headteacher or Chair of Governors.







Sauncey Wood Primary School,  
Pickford Hill, Harpenden, Herts. AL5 5HL

01582 621514  
[admin@saunceywood.herts.sch.uk](mailto:admin@saunceywood.herts.sch.uk)  
[www.saunceywood.herts.sch.uk](http://www.saunceywood.herts.sch.uk)