

## Deputy Headteacher Decoy Primary School



# Inspiring Positive Futures

Required for: September 2018

## ADVERT

Following the promotion of our current Deputy Headteacher, the Governors of Decoy Primary School are seeking to appoint a positive and inspirational Deputy Headteacher to start September 2018.

### **The successful candidate**

- Is an excellent classroom practitioner with high expectations
- Has vision, drive and energy
- Is decisive, consistent and has a focus on solutions
- Is dynamic, resilient and hard working.
- Has a keen understanding of what constitutes excellent learning and teaching
- Is able to demonstrate how they have contributed to school improvement and raising achievement in a primary school setting;
- Enjoys leading, supporting, challenging, inspiring and empowering others in search of excellence
- Is an excellent communicator who relates well to others and is able to secure teamwork and establish positive relationships
- Uses their initiative to respond to school needs
- Is prepared to contribute to the wider opportunities for children

### **We can offer:**

- A welcoming school community with a strong values-led ethos
- Children who are polite, happy and motivated to learn
- Supportive and committed governors and parents
- A supportive staff team who genuinely want the best for our pupils
- A commitment to your own personalised professional development and leadership opportunities

Applicants with experience are encouraged to apply.

An application pack is available to download from our website [www.decoyschool.co.uk](http://www.decoyschool.co.uk)

Interested candidates are strongly encouraged to visit the school. To arrange a visit, please contact Donna O'Halloran, Administrator, by email at [admin@decoyschool.co.uk](mailto:admin@decoyschool.co.uk) or contact the school on 01626 353282

We are committed to safeguarding and promoting the welfare of children and vulnerable adults, and expect all staff and volunteers to share this commitment.

This post is subject to an enhanced DBS and all relevant pre-employment checks.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

**Closing date: Friday 16<sup>th</sup> February by noon**

**Interview date: 19<sup>th</sup> and 20<sup>th</sup> March**

## KEY DATES

**Deputy Headteacher required from September 2018**

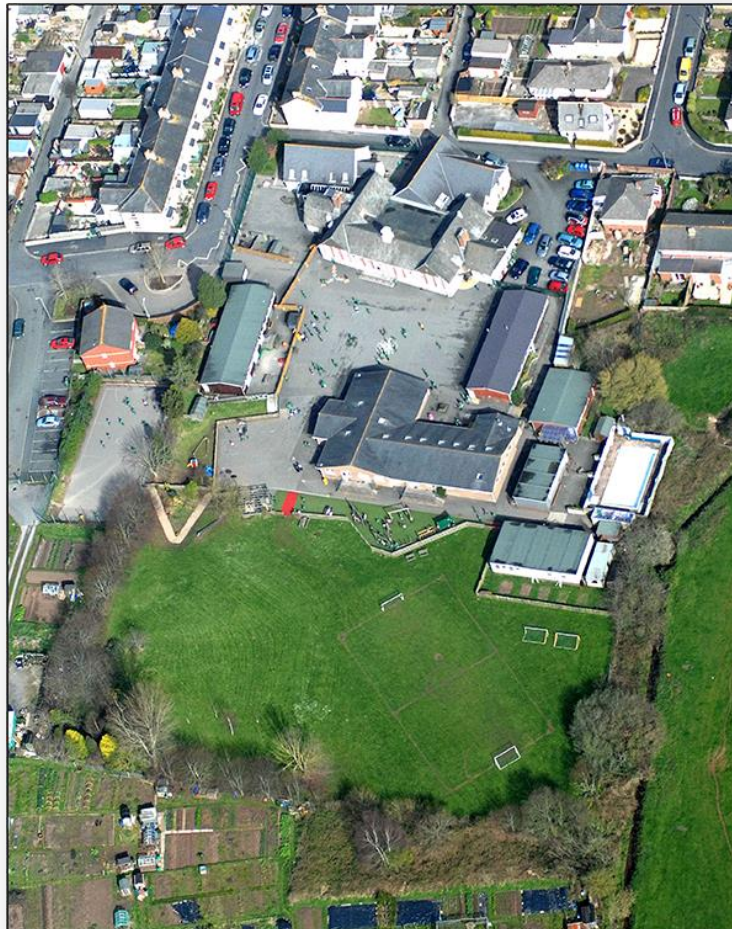
**Application close at: Noon Friday 16<sup>th</sup> February 2018**

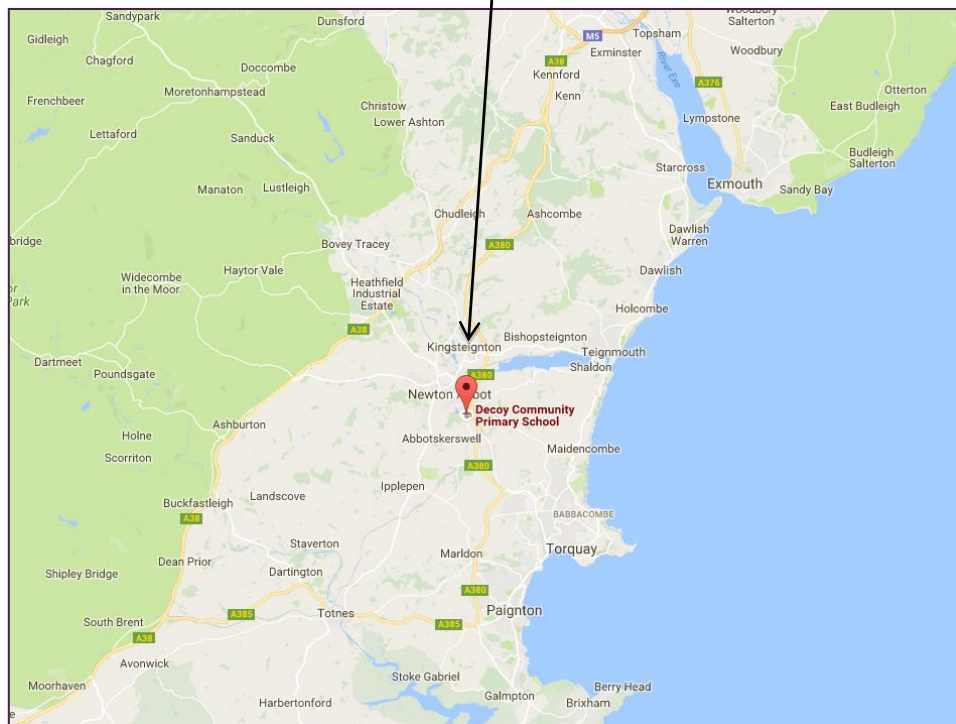
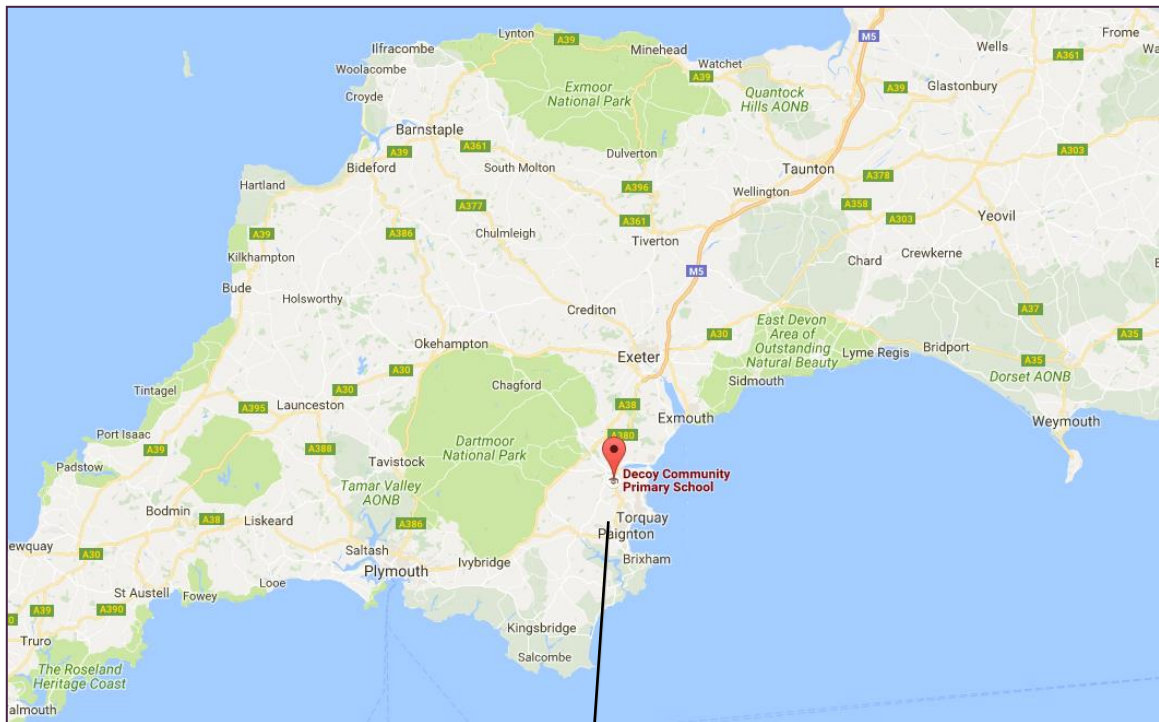
**Long-listing: Week beginning 19<sup>th</sup> February 2018**

**Visits to meet long-listed candidates: 26<sup>th</sup> – 7<sup>th</sup> March**

**Shortlisting: 12th March 2018**

**Interviews will take place on: Monday 19<sup>th</sup> and Tuesday  
20<sup>th</sup> March 2018**





## Contact Details:

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 Deer Park Road  
 Newton Abbot  
 Devon  
 TQ12 1DH  
 Tel: 01626 353282  
[admin@decoyschool.co.uk](mailto:admin@decoyschool.co.uk)

Website: <http://decoyschool.co.uk>

Twitter: @DecoyPri







# Decoy Community Primary School

Deer Park Road, Newton Abbot, Devon TQ12 1DH

Tel: (01626) 353282

**Headteacher:** Mrs. H Poustie (B. Ed Hons.)

[admin@decoyschool.co.uk](mailto:admin@decoyschool.co.uk)

January 2018

Dear Applicant,

Thank you for your interest in the Deputy Headteacher vacancy at Decoy Primary School.

The Deputy Headteacher post is central to the success of our school. It could be the next step for career progression as there is no doubt at all that this post will equip the successful candidate for Headship. However, aspiration for Headship should not be the overriding motivator for applying but rather it should be the commitment to becoming involved in all aspects of life at Decoy Primary and to secure the best possible outcomes for all our children.

The Deputy Headship role provides significant opportunities to lead with dedicated leadership time to enable this to be effective. It is however, essential that applicants are highly effective teachers with the ability to model good practice and support colleagues. The proportion of direct class teaching time will vary, in response to the school's key priorities over time. This will be discussed in further detail as part of the appointment process.

I hope that the application pack gives you a flavour of our school and helps you to decide if you are the right candidate for the job and whether Decoy Primary School is the right place for you. More information about the school is available on the school website [www.decoyschool.co.uk](http://www.decoyschool.co.uk)

Unfortunately, due to the large numbers of applications we receive for vacancies we will be unable to respond individually to unsuccessful applicants who are not long listed for the post.

Yours sincerely

Heather Poustie  
Headteacher



# Introduction to Decoy Primary School

## Catchment Area

The catchment area for our school can be found by visiting:

<https://new.devon.gov.uk/educationandfamilies/school-information/apply-for-a-school-place/school-designated-areas>

The proportion of pupils eligible for the pupil premium is below the national average and the number of pupils with special educational needs is also below the national average.

## Pupil Numbers

The number of children on roll currently stands at 437. Our PAN is 60 for Reception to Year 6.

## Key School Data

Type of Establishment	Primary School with Nursery
Age Range	3 - 11
Location	Decoy, Newton Abbot The school is situated on the southern, rural edge of Newton Abbot
Number on Roll	437
Last Ofsted Inspection	November 2016
Number of Teaching Staff	17 (FTE)
Number of Support Staff	5.5(FTE)
Number of Teaching Assistants	20 (FTE)
% of children with Pupil Premium	11%
% of children with SEND	16%
% of children with EAL	1%
Attendance (Sept 17 – Jan 18)	96.4%

# Overview of Ofsted

## Main findings

This is a good school. The Headteacher and deputy Headteacher set high expectations for staff and pupils which have led to improved progress and attainment for the school since the previous inspection. Leaders, staff and governors have created a culture where pupils' well-being and educational success go hand in hand.

Relationships between pupils and teachers are excellent. Pupils have total belief in their teachers to support them and help them to achieve their best.

Pupils are proud of their school. Their friendly, respectful and welcoming attitudes towards each other and adults reflect the care and respect shown to them by all staff.

Teaching, learning and assessment are good. Teachers use their strong subject knowledge to promote high achievement in a wide range of subjects.

## What does the school need to do to improve further?

Continue to improve teaching to raise pupils' achievement by ensuring that staff create more opportunities to challenge pupils' understanding in all subjects to achieve greater depth.

Improve the quality of leadership and management by strengthening the work of middle leaders and ensuring that the curriculum provides more opportunities for pupils to gain an informed understanding of diverse faiths and cultures to help prepare them for life in Britain today.

## Curriculum & Learning across the school

At Decoy School we all strive to produce a vibrant and creative curriculum, which is enhanced by active learning. Additionally, our children can participate in a wide variety of activities including residential trips, sporting events, music, dance and drama performances and creative workshops.



Decoy is a Community Primary School and we work closely with families to support all children to achieve the best outcomes for them. Our highly trained staff work to meet the needs of children of all abilities and provide a full range of additional support where identified. Monitoring progression and the implementation of early intervention measures are central to our approach.

Decoy School provides a high quality learning environment and our children are offered a rich and varied experience that will inspire and motivate them. We consider that the development of our children as individuals, with their own strengths, interests and aspirations, is paramount in order for them to play a fulfilling and caring role in society.

## Staffing Structure

1 x Headteacher  
1 x Deputy Headteacher  
1 x Pupil Premium Champion and Thrive Lead  
1 x SEND Co-Ordinator  
21 x Class Teachers  
34 x Teaching Assistants  
1 x Business Manager  
1 x Admissions and Attendance Officer  
1 x Receptionist  
8 x Meal Time Assistants  
1 x I.T. Support  
1 x Resources Classroom Support

Breakfast and After School Club  
1 x Out of School Play Leader and Breakfast Club Play Leader  
6 x Out of School Play workers

## Pupil Voice

The school has an active school council and this is complimented by Young Sports Leaders and Year 6 leaders. Pupils support each other through peer mediation and leading play.

## Pastoral Care

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We work diligently to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support and justice.

The arrangements for safeguarding are effective. There is a strong culture of vigilance, open relationships between all staff, good training and strong community links (Ofsted November 2016).

## Location & Facilities

Decoy Community Primary School has occupied a site of some 1.2 hectares of land on the southern edge of the market town of Newton Abbot since being founded in 1911. It is a larger maintained primary school – with two classes in every year group. Additionally, we have a maintained nursery offering flexible provision for up to 52 children. The school also runs a Breakfast and After School Club which enables the school to support parents who need additional childcare.



The buildings and facilities have been amended and added to piecemeal over the years. Approximately 18% of the site is covered with buildings, which are of various constructions, sizes and vintages, ranging from the original 1911 brick building to a modern modular build community room opened in September



2014. Hard surfacing covers 30% of the site area, mostly as car parking, pathways and external play surface, leaving the remaining half of the site with tended grass cover and some trees around the southern and easterly boundaries. The school is bordered to the north and west by residential roads and to the south and east by allotment gardens and meadowland.

## Governing Board

We have a committed team of governors who work tirelessly alongside staff to secure the best outcomes for the school. Apart from the Governing Board we have two sub-committees that meet half termly. These are the Learning and Wellbeing Committee and the Business Management Committee.



## Community Links

Decoy is a Community Primary School and we work closely with families to support all children to achieve.

Our active and dedicated Parent Teacher Association support the school, organising fund raising and social events such as the Summer Fete, Easter Fayre, Christmas Bazaar, school disco's, quiz nights and the monthly lottery to name a few. The money raised allows us to further enrich our children's time at the school and keep the school at the heart of the community.

We work closely with a small group of local schools. Teachers, leaders and governors are working on a shared action plan in order to jointly improve teaching and learning.

The school is a member of the local School Sports Partnership. Our pupils take part in training events, tournaments and festivals.

At Decoy, we are committed to helping to train teachers of the future, through our long-standing partnership with Devon Primary SCITT.

## Looking Forward

Our vision statement is to 'Inspire Positive Futures'. By this we mean that we want to encourage all children to believe that they can be successful. We do this in a school which strives to support all children, in a culture of mutual respect. We want a new Deputy Headteacher to see every child as an individual and to support them and help them to achieve their best.

## Policies

We believe in being open and transparent in our relationships with others. Decoy School website contains an up to date policy section where all of the statutory and many local policies can be viewed.

## Ethos

Decoy Community Primary School actively encourages its children to become caring, hardworking, creative and interesting citizens of the future. Pupils are supported to develop respect for each other and positive relationships.

## Aims

At Decoy Community Primary School, we aspire to:

- Provide a happy and stimulating learning environment which promotes curiosity, creativity, enjoyment and interest in all aspects of learning;
- Provide high quality education suitable for the needs of each child using a wide range of teaching methods and experiences;
- Ensure all members of the school staff are confident in their respective roles, working together as a team, co-ordinated by effective leadership;
- Provide a personal and social education which will encourage children to become independent, confident, self-disciplined and courteous;
- Create a school environment which is welcoming, visually inviting, and which is safe and secure for all members of the school community.



## Values

At Decoy Community Primary School our four values (Try your best, Think of others, Make the right choices, Have a go) enable the children to become effective members of the school community. Our values are embedded in our school environment in addition to our teaching and learning to ensure that they are at the forefront of what we do.

As well as supporting our children with how they relate to others, our values also enable our children to become better learners. Children are taught that the purpose of our values is to support them to achieve in school and also in life.

Our four values are merely headlines for a wide range of 'Learning to Learn' skills. These skills are taught discretely and referred to regularly and explicitly so that over time the children develop a deeper understanding of the skills they need to learn in relation to the four values. These skills are referred to as the key skills.

## JOB DESCRIPTION



<b>School</b>	Decoy Primary School
<b>Job Title/Post</b>	Deputy Headteacher
<b>Salary Scale</b>	L8 – L12
<b>Responsible to</b>	Headteacher

### Role

To assist the Headteacher in providing leadership of the school to secure its success and improvement, ensure high quality education for all pupils, and to improve standards of learning and achievement.

### Key Responsibilities:

- To play a key role in the leadership, management and development of the school.
- Be a positive role model in all aspects of leadership, management, teaching and learning to pupils and staff;
- To play a leading role in the co-ordination of assessment across the school.
- To play a leading role in securing outstanding personal development, behaviour and welfare
- To lead and manage staff development which includes appraisal, mentoring and coaching.
- To assist in the efficient and effective deployment of staff and resources.
- To establish good working relationships with staff, pupils, parents and, governors
- Take full responsibility for the smooth running of the school in the absence of the Headteacher.

### Specific Tasks and Responsibilities:

#### Strategic direction and development of the school

##### The Deputy Headteacher will:

- Lead by example; provide inspiration, motivation, vision and leadership for the school community.
- Contribute to the maintenance of a school ethos in which effective teaching, learning achievement and progress are seen as high priorities.
- Play a key role in the long-term strategic planning for the school, through active involvement in the development of the School Improvement Plan and take responsibility for the implementation and evaluation of identified areas of the Plan.
- Help to ensure that policies and practices take account of national, local and school data, and be aware of relevant inspection research findings.
- With the Headteacher, monitor, evaluate and review the effects of policies, priorities and targets and help to plan for appropriate action.
- assist the Headteacher in the strategic leadership, management and operational development of the school;
- Contribute to the school's on-going self-evaluation cycle and quality assistance procedures across the school, including: contributing to the School's SEF and providing relevant evidence;

## **Teaching and Learning:**

### **The Deputy Headteacher should:**

- Take an active role in the Senior Leadership Team, contributing to the development of identified areas leading to highest standards of teaching, effective use of resources and improved standards of learning and achievement for all children;
- Ensure an outstanding learning environment which is engaging for all learners;
- Demonstrate exemplary classroom practice.
- Work alongside the senior leadership team; contribute to the monitoring and evaluation of the quality of Teaching and Learning throughout the school.
- Lead and manage a subject as required
- Develop, with the support of the Headteacher and other colleagues, effective ways of overcoming barriers to learning;
- Contribute to the in-service training of staff;
- Lead on assemblies, as required.

## **Assessment & Standards**

### **The Deputy Headteacher will:**

- Have a secure knowledge of Assessment Criteria, be able to assess pupils' work and support the moderation process across Key Stages against National Curriculum Standards.
- Be secure in using local and school tracking data in the analysis of standards.
- Be competent in utilising the results of the analysis to support teams in their efforts to bring standards in line with Age Related Expectations, (ARE) and to increase Value Added (VA).
- Participate in cross-school "benchmarking" to moderate judgements;
- Interpret and act upon pupil performance and prior attainment data;

## **Safeguarding and Behaviour**

### **As the Designated Safeguarding Lead for the school the Deputy Headteacher will:**

- Lead safeguarding across the school
- Have tried and tested behaviour management strategies which help to maintain an ethos and code of behaviour which promotes and secures good teaching, effective learning, high standards of achievement and a caring, nurturing atmosphere.
- Participate in the day-to-day management of the school by being a visible and effective presence and contributing to the duty rota;
- Develop policies that manage pupils behaviour and focus on building strong, mutually respectful relationships;
- Advise the Senior Leadership Team and Governors on the strategic development of behaviour management in school including planning, policy writing, advising and supporting other staff;

## **Leading and Managing Staff**

### **The Deputy Headteacher will:**

- Support induction of new staff and NQTs
- Establish and develop an on-going programme of professional development, working closely with the Headteacher and Senior Leadership team in the organisation, planning and delivery of staff meetings, whole staff INSET days and individual staff development activities.
- Play a key role in staff appraisals and performance management, as required, of teachers and support staff.
- Participate in the recruitment of personnel and ensure effective induction of new staff;
- Be responsible for the day to day organisation and deployment of staff, including rotas and timetables as appropriate.

- Provide related professional guidance to colleagues with the aim of securing highest quality teaching and support for pupils with additional needs;
- Provide related professional guidance to SCITT as required;

### **Accountability –**

#### **The Deputy Headteacher will:**

- As appropriate, provide information, advice and support to the governing body about the management of the school, the deployment of resources and the curriculum, which should enable it to meet its statutory responsibilities.
- Prepare reports for Governors' meetings;
- Provide information to a range of audiences, including governors, the trust, LA, the local community, OFSTED, DFE and others, about the attainment of pupils and the performance of the school as appropriate.
- Contribute to effective communication between school, parents and the community.

The above responsibilities are subject to review and may be modified in the light of personal or professional development and changing School needs.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons that they are responsible for or come into contact with.

**Not all of the above duties will need to be performed all of the time and will vary according to the needs of the School at different points. The specific focus for the Deputy Head's work programme will be negotiated and agreed at the beginning of the performance management cycle.**



# DECOY PRIMARY SCHOOL

## PERSON SPECIFICATION DEPUTY HEADTEACHER



Category	Essential	Desirable
<b>1. Qualifications/ Professional Development</b>	<ul style="list-style-type: none"> <li>▪ Qualified teacher status</li> <li>▪ Evidence of continuing professional development relating to school leadership and management, and curriculum/teaching and learning</li> <li>▪ Experience of working with other schools/organisations/agencies</li> </ul>	<ul style="list-style-type: none"> <li>▪ NPQH award or Leadership Pathways certification</li> </ul>
<b>2. Experience</b>	<ul style="list-style-type: none"> <li>▪ Successful experience of leading one or more subject areas</li> <li>▪ Teaching experience across the primary range</li> <li>▪ Teaching and working with pupils with a wide range of complex needs</li> <li>▪ Successful experience in a leadership or management role</li> <li>▪ Experience of leading professional development</li> </ul>	<ul style="list-style-type: none"> <li>▪ Curriculum leadership in one or more core subjects</li> <li>▪ Policy development and implementation, leading to improvement in pupil outcomes</li> </ul>
<b>3. Strategic Leadership</b>	<ul style="list-style-type: none"> <li>▪ Ability to create and share a vision</li> <li>▪ Ability to inspire and motivate staff, pupils, parents and governors to achieve the aims of the school</li> <li>▪ Commitment to continuous school improvement</li> <li>▪ Outstanding organisational and time management skills</li> <li>▪ Excellent interpersonal skills</li> <li>▪ Evidence of successful strategies for planning, implementing, monitoring and evaluation school improvement</li> <li>▪ Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge of the role of the governing body</li> <li>▪ Experience of working with governors to enable them to fulfil whole school responsibilities</li> <li>▪ Evidence of having successfully translated vision into reality at whole school level</li> </ul>
<b>4. Teaching and Learning and Assessment</b>	<ul style="list-style-type: none"> <li>▪ Evidence of personal outstanding teaching</li> <li>▪ A secure understanding of the requirements of the National</li> </ul>	<ul style="list-style-type: none"> <li>▪ Successful experience in creating an effective learning environment</li> <li>▪ Whole school curriculum leadership</li> <li>▪ Promoting SMSC of pupils across the</li> </ul>

Category	Essential	Desirable
	<p>Curriculum and Early Years development</p> <ul style="list-style-type: none"> <li>▪ Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils</li> <li>▪ A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning</li> <li>▪ Experience of effective monitoring and evaluation of teaching and learning</li> <li>▪ Secure knowledge of statutory requirements relating to the curriculum and assessment</li> <li>▪ High expectations of pupils' learning and attainment</li> </ul>	<p>curriculum</p>
<b>5. Safeguarding and Behaviour</b>	<ul style="list-style-type: none"> <li>▪ Understanding of and commitment to promoting and safeguarding the welfare of pupils</li> <li>▪ Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge and understanding of multi-agency working</li> <li>▪ Successful experience in developing and implementing policy and practice relating to behaviour management</li> </ul>
<b>6. Leading and Managing Staff</b>	<ul style="list-style-type: none"> <li>▪ Experience of working and leading staff teams</li> <li>▪ Ability to delegate work and support colleagues in undertaking responsibilities</li> <li>▪ Experience of appraisal and performance management</li> <li>▪ Experience of supporting the professional development of colleagues</li> </ul>	<ul style="list-style-type: none"> <li>▪ Successful involvement in staff recruitment, appointment/induction,</li> <li>▪ Understanding of effective budget planning and resource deployment</li> <li>▪ Experience of offering challenge and support to improve performance</li> </ul>
<b>7. Accountability</b>	<ul style="list-style-type: none"> <li>▪ Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, pupils, parents, governors,</li> <li>▪ Experience of effective whole school self-evaluation and improvement strategies</li> <li>▪ Ability to provide clear information and advice to staff and governors</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of presenting reports to governors</li> </ul>

Category	Essential	Desirable
	<ul style="list-style-type: none"> <li>Secure understanding of current practice in performance management, including capability</li> </ul>	
<b>8. Skills, Qualities &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Strong commitment to school improvement and raising achievement for all</li> <li>Ability to remain positive and enthusiastic when working under pressure</li> <li>Ability to organise work, prioritise tasks, make decisions and manage time effectively</li> <li>Empathy with children</li> <li>Good communication skills</li> <li>Good interpersonal skills</li> </ul>	

## How to Apply

**Your application form must be completed in full.**

You must give details of all employment, training and unemployment since leaving secondary education to the present day. Any additional information which you wish to bring to the notice of the School Governors should be included in your supporting statement.

As well as postal addresses for your referees please provide correct email addresses for us to contact them.

Please inform your referees when you apply that they may be contacted. References are normally requested immediately following short listing by email and sometimes with only a few days' notice.

You may submit your application and any declaration forms either by email, by post or in person.

### **Application sent by email**

Your application should be sent to [vacancy@decoyschool.co.uk](mailto:vacancy@decoyschool.co.uk)

### **Application by post**

Decoy Primary School  
Deer Park Road  
Newton Abbot  
Devon  
TQ12 1DH