



# Alphington Primary School



Creating our Future

The appointment of a

## Deputy Headteacher

## Message from the Headteacher

Dear Applicant,

Thank you very much for your enquiry regarding the post of Deputy Headteacher at Alphington Primary School. We are looking for an inspirational leader who believes in an inclusive and ambitious education for all and who is committed to ensuring that all children achieve their potential.

Alphington is a welcoming family and school with an ethos of aspiration and achievement for all. We have a large, committed staff team with an experienced headteacher, SENDCO, phase leaders and a dedicated and talented staff team.

As part of the Exeter Learning Academy Trust, Alphington works closely and collaboratively with its partner schools and the senior leaders are a strong team. The school provides a broad and exciting curriculum and makes good use of the amazing city, moors and coasts we have on our doorstep.

Further details about visits to the school and the deadlines for applications etc. can be found on the next page of this booklet.

Thank you for your interest in the post and we look forward to receiving your completed application form.

Yours faithfully,

*Sharon Tarr*

Headteacher

## Deputy Headteacher

Alphington Primary School is looking to appoint a Deputy Headteacher who is committed to ensuring all children can be the best they can be. You will be able to lead by example and motivate and inspire others to work alongside you. This is an exciting opportunity to work alongside a motivated staff team, who share the same moral drivers for ensuring all of our children achieve well. You will be a member of the schools' senior leadership team and your expertise will be used to benefit children in all four of our Exeter schools.

Our geographical location enables us to work closely together, but we also enjoy the benefits of working closely with other Trusts, schools and organisations. The Trust is extremely supportive and has a good range of experience and expertise within the Board. Local Governors provide strong governance at school level and work closely with the school leaders in providing support and challenge. We are looking for an experienced and inclusive Deputy Headteacher who can build on the excellent leadership provided by the current post-holder.

The successful applicant will be able to demonstrate an effective track record in school leadership and be wholly committed to equity and providing the best outcomes for all children. You will be relentless in helping our children to achieve their ambitions by ensuring our staff become the best they can be.

### **We are looking to appoint an exceptional candidate who:**

- Is committed to ensuring that all children achieve the highest possible outcome.
- Can inspire and motivate children and staff and enable them to be the best that they can be.
- Has good curriculum knowledge of the primary phase
- Have a secure knowledge and understanding of how children learn and become highly independent and resourceful.
- Has energy, enthusiasm and a sense of humour.

The start date is: **April 2025**

The closing date is: **Friday 29<sup>th</sup> November 2024**

The interview date will be: **Tuesday the 10<sup>th</sup> and Wednesday 11<sup>th</sup> December 2024**

Exeter Learning Academy Trust (ELAT) is a partnership of primary schools based in Exeter. The Trust currently has four schools: Alphington Primary School, Bowhill Primary School, Ide Primary School, and St Thomas Primary School.

We are a people-focused organisation with strong principles of enabling every child and adult within our Trust to thrive. We have high aspirations for all our children, regardless of their starting point, and in turn, expect our staff to have high aspirations of themselves. We believe that our strength lies in working together and using our collective skills and expertise to benefit the children in our schools.

Full details of the job description, personal specification and application form can be found on the Exeter Learning Academies Trust website [www.exeterlearningacademytrust.co.uk](http://www.exeterlearningacademytrust.co.uk). If you would like to discuss this opportunity or receive any further information, please do contact us on 01392 254291. Please send your completed application form to [jobs@elatschools.com](mailto:jobs@elatschools.com)

***We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check. This role also requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English***



## Creating our Future

Alphington Primary School is a larger than average primary school on the outskirts of Exeter. We are a 2-11 school, and we pride ourselves in providing a caring friendly environment where it is possible to know all our children and their families. We believe that every child is different, yet equally important and valued.

This ethos is almost tangible and can be felt as soon as you walk into our building and the classrooms. We aim to give the highest priority to academic excellence through a broad-based, balanced and exciting creative curriculum.

At Alphington we strive to provide the optimum learning environment to enable children to aspire, achieve and be the very best they can. We aim to nurture happy confident children with enquiring minds who learn to succeed and to contribute to their class, their school environment and the wider community.

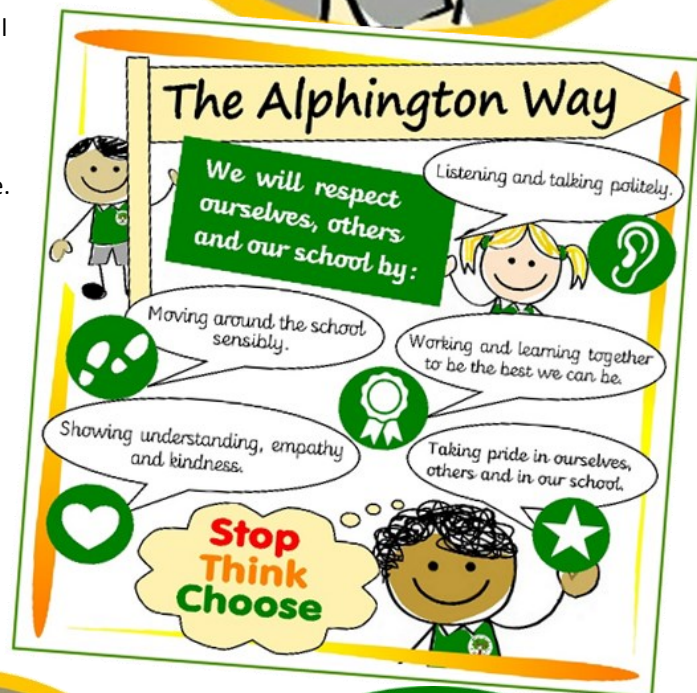
Alphington Primary School is a thriving school, where all are welcome and learning is inspiring, challenging and fun.

Our values and aims are built firmly on The Alphington Way where all are encouraged and supported to achieve their very best and where care and respect for one another are the norm.

We provide a safe and vibrant learning environment where our children are encouraged to ask questions and learn to be responsible. We give children the confidence to take risks and they are expected to challenge themselves as learners.

We aim to equip our children with the learning skills and mindset they will need to flourish throughout their lives to enable them to become lifelong learners.

We are ambitious for all our children; we have high expectations for their academic achievement as well placing a great deal of importance upon supporting their emotional well-being and developing the 'whole' child.





## About Exeter

Exeter is a vibrant city, full of historic buildings, cultural attractions and contemporary restaurants. The city has a real sense of individuality, its varied cultural scene is embraced by proud locals, and the diverse mix of eateries means it is renowned as one of the foodie capitals of the South West. Head to the West Quarter or the cobbled Gandy Street to discover a great mix of independent shops and boutiques, cafes and bars.

When it comes to culture, Exeter is renowned in the Southwest for its independent arts scene. It is also firmly on the map as a destination for top sporting events and music. A good mix of independent venues such as the Exeter Phoenix, and large venues such as nearby Powderham Castle, play host to a packed calendar of events and festivals throughout the year.

Exeter's unique location also makes it ideal for pursuing many leisure activities including moor walking, mountain biking, caving, rock climbing, white water kayaking and sea related sports/activities. Devon's many beautiful beaches and coastlines are just a short drive away.

With an airport and strong rail and road transport links, it is also a city that can open doors to many other places within the UK and further afield.



# About Exeter Learning Academy Trust (ELAT)



ELAT is a family of primary schools situated on the west side of the River Exe. We have high ambitions for our schools and are driven in our mission to ensure that no child is left behind and all are given the opportunity to succeed. Whilst we choose to work closely and align best practice, we also protect the uniqueness of each school and ensure they maintain their identity in order to best serve their community. We value the relationships we can build both within and beyond our school gates and are passionate about our role in supporting the development of a fair and just society.

The Headteachers, CEO and CFO form the Academy Trust Leadership team. We have a central team of staff who run finance, premises and HR operations for school leaders.

The Trust is run by a board of Trustees, but each school also has a local governing body comprised of parent, staff and community representatives. Their role is to ensure the school

As your employer, Exeter Learning Academy Trust will strive to ensure you are supported in your development and are able to work in a happy and stimulating workplace free from discrimination. You can find out more about the Trust by visiting our website [www.exeterlearningacademytrust.co.uk](http://www.exeterlearningacademytrust.co.uk).

## Trust vision and values

*Working together, we will provide an excellent education that enables all children to succeed and broaden their horizons.*

## Our values

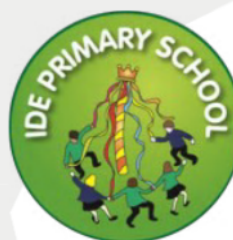
We have the **highest expectations** for every child and believe it is our job to ensure they have the opportunity to achieve their dreams and be the best they can be.

Building **strong relationships** are at the heart of what we do, and our children will know they are loved and have a role to play as future citizens in creating a fair and kind world.

Our staff team will be **successful and valued** in the workplace. They will strive to continuously get better and do their utmost to ensure all children reach their potential.

Our schools will be **inclusive**, ensuring all children can access a stimulating and broad curriculum that gives them the skills, knowledge and experiences they need to achieve well and become resilient learners.

Our schools will be **beacons in their communities** and reach out beyond the school gates to create positive relationships that will support our children's futures.



Creating our future together



## An Academy Leader

Taking on this role is not only about becoming the Deputy Headteacher at Alphington Primary School, but also about becoming a leader within Exeter Learning Academy Trust.

Our academy is dynamic, and we are all highly motivated to work creatively to provide excellence in education. Whilst each school retains their own individuality to ensure they meet the needs of their community, there are also aspects of work that the Team have chosen to standardise such as assessment, appraisal, safeguarding and teaching and learning approaches.



The Deputy Headteacher at Alphington Primary School will work in collaboration with other leaders and be accountable to the Headteacher. As Deputy Headteacher of Alphington Primary School, you will be responsible for supporting with the operational as well as strategic running of the school, liaising with stakeholders, developing the curriculum, raising standards and improving the quality of teaching and learning. The CEO will support in setting the strategic direction for the school and monitor overall performance.

Each school is also supported by a shared services team in finance, HR, premises, Health and Safety, GDPR and governance.



## Job Description

### DEPUTY HEADTEACHER—SALARY RANGE: 5-8

#### RESPONSIBLE TO: Headteacher

##### MAIN PURPOSE OF THE JOB

The Deputy Headteacher is accountable to the Headteacher and 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
- Monitoring progress towards the achievement of the school's aims and objectives
- Provide strategic leadership for teaching, learning and curriculum

If the Headteacher is absent, the Deputy Headteacher will deputise, as directed by the board of Trustees.

The Deputy Headteacher will also be expected to fulfil the professional responsibilities of a principal, as set out in the School Teachers' Pay and Conditions Document (STPCD).

Like all staff, the Deputy Headteacher must be responsible for promoting and safeguarding the welfare of children and young people. Staff must adhere to and ensure compliance with the relevant ELAT Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, staff identify any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the Designated Safeguarding Lead or to the Headteacher or to the CEO so that a referral can be made accordingly to the relevant third party services.

#### DUTIES AND RESPONSIBILITIES:

##### Qualities and knowledge

Under the direction of the Headteacher:

- Communicate the school's vision compellingly and support strategic leadership
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all students
- Build positive relationships with all members of the school community, showing positive attitudes to them
- Support with the day-to-day management of the school
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Work with political and financial astuteness, translating policy into the school's context
- Seek training and continuing professional development to meet own needs
- Ensure good liaison with parents to maximise the achievement of the students



## **Pupils and staff**

Under the direction of the Headteacher:

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on student outcomes
- Ensure excellent teaching in the school, including through training and development for staff
- Establish a culture of 'open classrooms' as a basis for sharing best practice
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice
- Lead the Middle Leadership Team to ensure they create a positive ethos and contribute towards the policies, plans and aspirations of the School

## **Systems and processes**

Under the direction of the Headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding students and developing exemplary behaviour
- Address underperformance of staff and support them to improve and value excellent practice
- Work with the local governing board as appropriate
- Ensure effective use of budgets and resources
- Monitor the effectiveness of the curriculum in ensuring it meets the needs of all pupils
- Support distribution of leadership throughout the school

## **The self-improving school system**

Under the direction of the Headteacher:

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education

## **Other areas of responsibility**

- Leading on curriculum development and assessment
- Supporting the safeguarding role as a Deputy Safeguarding Lead
- Overseeing the organisation of timetabling across the school

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect changes in the job requirements.

## Person Specification

The following outlines the key skills and experience required for this position. The selection panel will assess each candidate against the criteria listed below, expecting candidates to demonstrate knowledge and understanding of each area and show evidence of having applied (or awareness of how to apply) this knowledge and understanding in the school context.

Factors	Criteria
<b>Qualifications and experience</b>	<p>Essential</p> <ol style="list-style-type: none"> <li>1. Substantial and relevant senior leadership experience (at least 3 years)</li> <li>2. Teaching qualification (BEd, PGCE, GTP, Teach First)</li> <li>3. Relevant recent professional development that prepares the applicant for this post</li> <li>4. Record of successful class teaching with at least three years teaching experience in a United Kingdom primary school</li> </ol>
	<p>Desirable</p> <ol style="list-style-type: none"> <li>1. NPQSL/NPQH qualification or other relevant leadership qualification</li> </ol>
<b>Leadership</b>	<p>Essential</p> <ol style="list-style-type: none"> <li>1. Successful leadership and impact in an area of school improvement</li> <li>2. Ability to motivate and line manage other staff</li> <li>3. Ability to leading by example to promote the school's vision and values for the pupils, staff, Governors and parents of the school</li> </ol>
<b>Knowledge</b>	<p>Essential</p> <ol style="list-style-type: none"> <li>1. Sound understanding of how children learn and effective teaching methods</li> <li>2. Track record of assessing, monitoring and evaluating the quality of teaching standards and the delivery of the curriculum across the board</li> <li>3. Evidence of using data, benchmarks and feedback to monitor progress in children's learning</li> <li>4. Evidence of a sound knowledge of the current major curriculum issues, legislative changes and their significance for the management and leadership of a primary school</li> <li>5. Secure knowledge of the National and Early Years Curriculum</li> </ol>

Factors	Criteria
<p><b>Personal Attributes</b></p>	<p>Essential</p> <ol style="list-style-type: none"> <li>1. Able to demonstrate optimistic personal behaviour.</li> <li>2. Able to build positive relationships rooted in mutual respect.</li> <li>3. Committed to valuing, supporting and encouraging the professional development of all staff.</li> <li>4. Able to build and nurture a strong, positive and collaborative team culture that enables all staff to carry out their roles to the highest standard and for all staff to work together to deliver school improvement.</li> <li>5. Committed to building and maintaining effective and positive relationships with parents, governors, and the wider school community.</li> <li>6. Able to inspire and influence others, within and beyond the school, to believe in the fundamental importance and value of education in young people’s lives.</li> <li>7. Able to foster an open, transparent and equitable culture and deal effectively with difficult conversations and conflict at every level.</li> <li>8. Able to show tolerance and respect for the rights of others, recognising differences and cultural diversity, while upholding the fundamental British values.</li> <li>9. Able to ensure that personal beliefs are not expressed in ways which exploit their position, pupils’ vulnerability or might lead to pupils breaking the law.</li> </ol>
<p><b>Safeguarding</b></p>	<p>Essential</p> <ol style="list-style-type: none"> <li>1. Evidence of a commitment to promoting the welfare and safeguarding of children</li> <li>2. An enhanced DSB certificate with barred list check</li> <li>3. At least two valid professional references</li> </ol>

***The Local Governing Body and Trust Board are committed to safeguarding and promoting the welfare of children and young person and Headteachers must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people.***

