



Glenfield Infant School  
*Together we are brilliant*

## Candidate Briefing Pack

Deputy Headteacher





---

## Glenfield Infant School Introduction

---

Dear Prospective Applicant,

On behalf of the children, staff and Governors at Glenfield Infants, thank you for considering the position of Deputy Headteacher. Please find within this welcome pack details of the application process, information about the school and this position. We are seeking to appoint an inspiring leader to join our Infant school and work with our experienced staff to provide the best possible education for the children in our care.

Glenfield Infant school is a three-form entry Infant School set within beautiful forest school type grounds. Glenfield Infant school is a part of the Edwin Jones Partnership (EJP) along with 7 other schools who work closely together to support the community of schools. Our school was judged to be a good school by Ofsted at its most recent inspection. The school is fortunate in having dedicated teams of staff, governors, parents and pupils who work tirelessly and enthusiastically to ensure consistently strong outcomes for all children. The school has a strong team ethos, and everyone works very closely together. We hope that you feel that you would like to become a significant part of that team.

The governors and staff are looking for a professional who believes in inclusion, sees education as a basic right for all children and who is flexible and creative in their approach to a wide range of situations. You will need to be somebody who is enthusiastic and committed to working as part of a team while also being reflective and evaluative. Most of all we want you to care for and enjoy working with our children and families and be passionate about their future.

Visits to the school are warmly welcomed. To arrange a visit, please contact Clare Clifford, Headteacher, on [cclifford@glenfieldschool.co.uk](mailto:cclifford@glenfieldschool.co.uk)

Yours sincerely



Clare Clifford, Headteacher



## The role

### We are seeking a Deputy Headteacher who:

- Has the highest expectations for every member of the school community and be a skilled communicator
- Has proven experience of excellent primary practice
- Has a relentless drive for the highest standards across all aspects of the curriculum for all pupils
- Is an integral member of the Senior Leadership Team, shaping and executing the school development plan
- Is committed to Safeguarding in the role of DSL
- Effectively leads the professional development of teams
- Operates strategically and systematically and takes calculated risks
- Leads, challenges and motivates others
- Is committed to working with parents and the wider community
- Has the ability to challenge underperformance
- Has exceptional interpersonal, communication and leadership skills
- Is an exceptional teacher, able to cover classes as required

### What we can offer:

- Be part of a strong team ensuring our infant school provides a quality education to all
- Be an integral member of the Senior Leadership Team
- Excellent CPD opportunities and Training and Development Programmes
- A dedicated and hard-working staff team who are keen to continue to promote inclusive teaching
- Families that engage with the school and are supportive of the aims for their children
- An effective Governing Body who are proactive and work in the best interests of the children
- The support of a large, well-established Trust with outstanding CPD and staff development opportunities
- Eligibility to join the Teachers' Pension Scheme or Local Government Pension Scheme
- Generous holiday entitlement for staff working 52 weeks per year which increases with length of service
- Free eye tests up to the value of £25 for users of VDU equipment and contribution up to the value of £60 towards the purchase of glasses specifically for the use of display screen equipment (where all conditions are met)
- Opportunity to become a school workplace Health and Wellbeing representative, meeting with other schools on a termly basis and feeding into the Health and Wellbeing strategy
- Access to the Trust Health and Wellbeing pages
- Access to a staff benefits portal
- Free confidential telephone and face to face counselling for staff



## Information for applicants

### Vision and Aims

Within Glenfield Infant School we believe every child is unique and has a right to an education that equips them to fulfil their ambitions. We will support this within our inclusive and diverse community through a broad and creative curriculum.

### Our school vision is:

To be the best infant school in Hampshire where we inspire each child to be confident, ambitious and to be proud of achieving great personal targets.

### Our Strategy to achieve this is to:

- Create a 21<sup>st</sup> century learning environment and make the most of our unique surroundings.
- Increase the extent of our provision and become a valued community hub.
- Further develop our curriculum, governance and teaching to achieve an outstanding Ofsted rating.
- Continue to work effectively with the Edwin Jones Partnership to improve standards and sustain a succession of high-quality staff by supporting ECTs and developing teachers

### Our Values are:

Developing Resilience and Kindness.

We provide a safe, caring, nurturing and stimulating environment for all pupils, challenging them to achieve their full potential through equal access to an appropriate, balanced and differentiated curriculum that develops their skills for lifelong learning. Children will have success today and be prepared for tomorrow.



## About our Curriculum

At Glenfield Infant School our intent is that learning should be a rewarding and enjoyable experience for everyone; it should be engaging, meaningful and fun. Through our teaching aim to develop effective learning behaviours that enable children to develop positive dispositions and attitudes to their learning. At the heart of our curriculum is a focus on developing children's language and literacy skills. Our wider school curriculum has been planned so that knowledge in core and foundation subjects are built upon. Learning is therefore enriched and deepened across the Early Years Foundation Stage and Key Stage One.

Our curriculum is carefully linked to the National Curriculum and its expectations. It progressively builds on knowledge and skills from EYFS to Year 2; with clear learning intentions for each year group to develop sequential learning.

Our curriculum is personalised to meet the needs of the children within our community. We design the curriculum to enable our children to have engaging, hands-on learning, which they may not otherwise have the opportunity to experience.

Our curriculum aim is to be ambitious for all children and is designed to inspire future goals. We recognise that each child is an individual and may have different talents and skills which are promoted through our broader curriculum. To ensure excellent provision across the curriculum, some subjects, such as music, are delivered by specialists.

Our curriculum develops with the aim that our children become life - long learners.





## Hamwic Education Trust

Glenfield Infant School is part of the Edwin Jones Partnership. The Edwin Jones Partnership is a multi-academy partnership based in Southampton and is part of the Hamwic Education Trust.

The Edwin Jones Partnership is one of six partnerships across the trust. The Trust believes in creating academic excellence through community engagement and the aim is to establish self-improvement systems by creating local communities of schools where Headteachers take a collective responsibility for student outcomes.

## Our Vision & Values

At Hamwic Education Trust we have tried to capture the essence of what we are about in two simple statements:

### *All about the child*

We aim to put the child at the centre of everything we do. We believe that by doing this, it drives our ethos and values to do the best we can for our children.

### *What about Sam?*

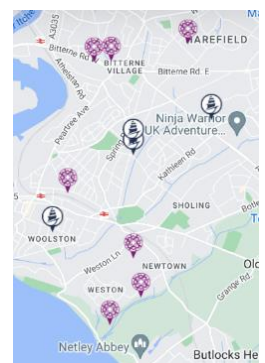
Sam is the name we have given to the notional Hamwic child. By asking ourselves 'what about Sam?' we ensure that we put our pupils at the heart of our decision making.

## Benefits of being part of Hamwic Education Trust

- The utilisation of local expertise
- CPD and training opportunities for staff across the Multi Academy Trust
- Highly trained staff including an experienced advisory team, National and Specialist Leaders of Education working with schools in order to raise standards, monitor progress and attainment for individual schools and across all phases
- Provision of managed services to support in school business functions including finance, HR, Health and Safety and IT solutions
- Qualified staff ensuring statutory compliance requirements are met
- Maximising best value by using economies of scale in the procurement process
- Implementation of proven governance structures
- Experienced academy conversion team
- A collective responsibility for academic excellence in the community
- Procurement of shared services providing lower costs for schools within the MAT

### Edwin Jones Partnership

Beechwood Junior School  
Glenfield Infant School  
Harefield Primary School  
Ludlow Infant School  
Townhill Infant School  
Weston Park Primary School  
Weston Secondary School  
Weston Shore Infant School





## Advert



**Role:** Deputy Headteacher

**Location:** Glenfield Infant School

**Start Date:** 1<sup>st</sup> January 2025

**Salary Range:** L 9-13

**Closing Date:** 16<sup>th</sup> September 2024

**Shortlisting:** 16<sup>th</sup> September 2024

**Interviews:** 25<sup>th</sup> September 2024

***An exciting opportunity has arisen for the role of Deputy Headteacher to join our experienced leadership team at Glenfield Infant School, part of Hamwic Education Trust (HET).***

HET is a large, fast-paced Trust with currently 35 academies across the South Coast. Linked to 6 community-based partnerships, there are 32 primary academies, 2 secondary and 1 hospital school.

This is an exciting time to join the Leadership team and to have the opportunity to shape and develop the future of the school alongside our new Headteacher, Clare Clifford. Whilst the school has a Good Ofsted rating (October 2021), the school continues to evolve and grow to ensure that every child can reach their potential.

We are seeking to recruit a highly motivated and experienced individual to play a significant role in formulating, articulating and delivering the aims of the school alongside other members of the Leadership team. The role of Deputy Headteacher is pivotal, and one where you will have every opportunity to provide excellent leadership to a unique school community. If you are ready for a new challenge and enjoy working with an organisation where no day will be the same, then please apply.

### ***'All about the Child'***

At HET, we aim to put the child at the centre of everything we do. We believe that by doing this, it drives our ethos and values to do the best we can for our children.

### ***'What about Sam'***

Sam is the name we have given to the notional Hamwic child. By asking ourselves 'What about Sam?' we ensure that we put our pupils at the heart of our decision making.

### **JOB/PERSON SUMMARY:**

The Deputy Headteacher will be responsible for:

- Contributing to the formulation of the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Leading curriculum entitlement and provision alongside assessment across all phases
- Monitoring the implementation and effectiveness of the curriculum
- Responsible for quality of teaching and learning across the Key Stage One
- Be the Pupil Premium Champion
- Monitoring progress towards the achievement of the school's aims and objectives. The Deputy Headteacher will deputise in the absence of the Headteacher, as directed by the governing board. The Deputy Headteacher will also be expected to fulfil the professional responsibilities of the Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).
- Be a leading member of the safeguarding team as DSL
- Be a high-quality practitioner who can cover classes as required

### **WE ARE SEEKING A PROFESSIONAL INDIVIDUAL WHO:**

- Has the highest expectations for every member of the school community
- Has proven experience of excellent primary practice
- Has a relentless drive for the highest standards across all aspects of the curriculum for all pupils
- Has the ability to operate strategically and systematically and to take calculated risk
- Is able to lead, challenge and motivate others
- Is committed to working with parents and the wider community
- Has the ability to challenge underperformance
- Has exceptional interpersonal, communication and leadership skills

### **WE CAN OFFER YOU:**

- Be part of a strong team ensuring our infant school provides a quality education to all
- An integral member of the Senior Leadership Team, working alongside the team to shape and execute the school development plan
- Excellent CPD opportunities and Training and Development Programmes
- A dedicated and hard-working staff team who are keen to continue to promote inclusive teaching
- Families that engage with the school and are supportive of the aims for their children
- An effective Governing Body who are proactive and work in the best interests of the children
- The support of a large, well-established Trust with outstanding CPD and staff development opportunities
- Eligibility to join the Teachers' Pension Scheme or Local Government Pension Scheme
- Generous holiday entitlement for staff working 52 weeks per year which increases with length of service
- Free eye tests up to the value of £25 for users of VDU equipment and contribution up to the value of £60 towards the purchase of glasses specifically for the use of display screen equipment (where all conditions are met)
- Opportunity to become a school workplace Health and Wellbeing representative, meeting with other schools on a termly basis and feeding into the Health and Wellbeing strategy
- Access to the Trust Health and Wellbeing pages
- Access to a staff benefits portal
- Free confidential telephone and face to face counselling for staff and family members



## **APPLICATION PROCEDURE:**

Should you wish to apply for this vacancy, please view the job description and complete the application form which can be found at [www.hamwic.org](http://www.hamwic.org) or on our school website <https://www.glenfieldschool.co.uk/page/?title=Job+Vacancies&pid=63> and return to Lois Gennings on [lgennings@glenfieldschool.co.uk](mailto:lgennings@glenfieldschool.co.uk)

## **SAFEGUARDING:**

All schools with the Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

## **THE EDWIN JONES PARTNERSHIP**

The Edwin Jones Partnership is part of an umbrella Trust called the Hamwic Education Trust. At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our pupils and to do so we must employ **outstanding** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.



---

## Job Description

---

<b>Job title:</b>	Deputy Headteacher
<b>Grade:</b>	L 9-13
<b>Accountable to:</b>	<b>The Headteacher</b>
<b>Place of Work:</b>	Glenfield Infant School
<b>FTE:</b>	1.0 FTE (Full Time)

### ***Role Remit:***

The Deputy Headteacher will be responsible for:

- Contributing to the formulation of the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Leading assessment across all phases
- Curriculum lead across the school in terms of entitlement for all and provision
- Being Key Stage one leader and responsible for the quality of teaching and learning
- Leading as Pupil Premium champion
- Monitoring progress towards the achievement of the school's aims and objectives. The Deputy Headteacher will deputise in the absence of the Executive Headteacher, as directed by the governing board. The Deputy Headteacher will also be expected to fulfil the professional responsibilities of the Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD)
- Be a leading member of the safeguarding team as DSL

### ***Key Responsibilities:***

#### **Leadership**

- Support the Headteacher with the day-to-day management of the school
- 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 pupils
- Build positive and respectful relationships with all members of the school community
- 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

#### **Pupils and staff**

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil 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

### **Systems and processes**

- 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 pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the governing board as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school
- To manage the day to day running of the school including organising PPA, creating rotas and delivering assemblies.

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

- 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
- To coach and support middle leaders in their leadership of a subject
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and exciting curriculum
- Secure understanding of statutory assessments and moderation within EYFS and KS1
- Effectively use monitoring to improve the quality of teaching and learning and tackle any weaknesses swiftly and effectively
- Evaluate the effectiveness of the pupil premium spend
- To ensure robustness of data through effective moderation exercises
- 

### **Governance, accountability and working in partnership**

- Take an active role on the Governing Body as a staff member
- Work with governors providing information, advice and support to enable them to meet their requirements
- Understand and welcome the role of effective governance
- Ensure 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
- To effectively manage pupil premium budget to ensure those in receipt of pupil premium funding make excellent progress.
- Works successfully in partnership with other school and organisations
- Maintains working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

### **Other areas of responsibility**

- The Deputy Headteacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

### **Other Duties:**

At an appropriate level, according to the job role, grade and training received, all employees in the Trust are expected to:

- Support the aims, values, mission and ethos of the Trust and participate to the team approach of the Trust
- Attend and contribute to staff meetings and training days as required, and identify areas of personal practice and experience to develop
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately
- The post holder at all times, whether or not in the employ of our schools or Trust and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our schools or Trust and its customers/stakeholders, products and product lists
- Be aware of health and safety issues and act in accordance with the Health and Safety Policy
- To liaise with other staff, contractors and outside agencies/organisations as appropriate



## PERSON SPECIFICATION





2. Ability to work under pressure and prioritise effectively	E
3. Commitment to maintaining confidentiality at all times	E
4. Commitment to safeguarding and equality	E