



Latchingdon

C of E Primary School

Appointment of Deputy Headteacher

Information for Candidates

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Appointment of Deputy Headteacher

School	Latchingdon C of E Primary School
Telephone	01621 740328
Website	www.Latchingdonprimary.co.uk
School Group Size	Group 1
Salary Range	Leadership Grade 3 - 7
Start Date	1 st September 2021

Selection Arrangements – The Process

Thank you for your interest in the Latchingdon Church of England Primary School & Nursery Deputy Headteacher post. There will be a teaching commitment in this role which can be discussed at interview.

Following feedback from colleagues and previous candidates, who have told us that using the Essex School's Website to apply for posts that they are interested in is easy and fast, applying for this position is straightforward. The first step is to download our application form and submit it to jenny.kemp@dcvst.org

Once you have submitted your application form you will receive an email confirming that your application has been received.

Prior to appointment, the successful candidate will be sent an Occupational Health medical self-assessment form, a childcare disqualification form and an SD2 criminal convictions for which they will need to complete and return to the office.

We look forward to receiving your application: please do not hesitate to contact Jenny Kemp at the above email address if you have any queries.

Closing date: Midday on Monday 12th April 2021

Shortlisting Date: Tuesday 13th April 2021

Interview Date: Week beginning 19th April 2021

Referees

In order to comply with the guidance on safer recruitment, you are requested to provide referees in line with the following guidance:

- Existing Headteachers or Acting Headteachers currently employed in a community, voluntary controlled school, an academy, foundation or voluntary aided school are required to provide:
 - One reference from the Chair of Governors/Chair of Trustees of their current school
 - One reference from their previous employer if employed by them within the last 5 years, otherwise one from another professional.

- Existing Deputy Headteachers and others currently employed in any school or academy, are required to provide:
 - One reference from their current headteacher
 - One reference from their previous employer if employed by them within the last 5 years, otherwise from another professional.



FROM THE CHIEF EXECUTIVE OFFICER

Dear Applicant

On behalf of the Governors of Latchingdon and the Directors of the Vine Schools Trust, we would like to thank you for the interest you have shown in responding to our advertisement for the position of Deputy head teacher at Latchingdon C of E Primary School.

Latchingdon is a large village situated in the Dengie Peninsula in Essex. The primary school and the local church are at the heart of the community. Children come to our school mainly from the village of Latchingdon, with some travelling from the surrounding villages.

Latchingdon Primary School admits children aged from 4 years to 11 years. We have an onsite pre-school which admits children from the age of 2 years. The Published Admission Number for the school is 25 pupils per year group and currently, 123 children attend the school. Since being built in 1852 the building has been extended and improved on three occasions.

The pleasant working environment consists of five class rooms, four art areas; special needs room, group teaching area, changing rooms and hall. The school is set in attractive grounds and has a large playing field providing ample space for a wide range of summer and winter games. There are safe, adventure play areas for the children to use at break times and sheltered areas to provide shade in the summer. The school also has an environmental area and pond for wildlife studies.

At Latchingdon we are very proud of our Christian ethos and have strong links to Latchingdon Church who regularly support our daily acts of worship. We are an inclusive school and strive to ensure that everyone in the school community is given the opportunity to be the best they can be. Our last Ofsted inspection, in July 2018 and SIAMS inspection in December 2016, judged our school as Good in all areas. We are looking for a Deputy Headteacher who will be keen to develop their skills and support our school in its journey. The right person will have the exciting opportunity to make a significant impact on moving our school forward.

We look forward to receiving your application and thank you once again for your interest.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Emma Wigmore'.

Emma Wigmore
CEO Vine Schools Trust



FROM THE CHAIR OF THE LOCAL SCHOOLS BOARD

Dear Applicant,

Latchingdon CofE Primary School is situated at the heart of the village of Latchingdon, on the edge of The Dengie. It is an ideal setting to provide a good quality of education for a well-supported cohort of children.

As part of the Vine Schools Trust there is significant support for developing leaders and continuous opportunity to draw on the expertise of SLE's, the School Improvement Lead, and other professionals. The Trust is committed to providing governance, educational support, and continuous professional development for all staff.

The school has had a change of leadership with the previous deputy stepping up to take on the role of Head Teacher. There is therefore a permanent vacancy for a much-needed deputy.

If you are looking for a deputy headteacher role that will enable you to make a significant impact in a school with much potential this is the place to be! Continuing to develop the team, and making the most of every opportunity to provide leadership in partnership with the Headteacher you will be supported and able to develop your career. As a Church school and in a Trust committed to the Church of England vision for education being "deeply Christian, serving the common good" you can make a genuine difference to the lives of children and their families.

In the current circumstances' arrangements can be made for a virtual or in-person visit to the school.

I look forward to receiving your application.

MRS T E BOOTHMAN
Chair of the Dengie Local Schools Board

Deputy Headteacher Job Description

Job Title	Deputy Headteacher
Grade	Leadership Grade 3 - 7
Character of the School	As the Deputy Headteacher of a Church of England School that is part of the Vine Schools Trust you are required to have regard to their Christian character and historic Foundation and to undertake not to do anything in any way contrary to the interests of the Foundation or Trust.
Reports to	Headteacher
Liaison with	Headteacher, Local Schools Board, Vine CEO & Central Team, External Agencies
Job Purpose	<p>To work in partnership, with the Headteacher of Latchingdon Church of England Primary School in the strategic leadership and deputising for the Headteacher in all aspects of management, control, safeguarding and discipline as required.</p> <p>To carry out the professional duties of a Deputy Headteacher as set out in the current Pay and Conditions Document and as an active member of the School Leadership Team.</p>
Duties (in partnership with the headteacher)	<ul style="list-style-type: none"> a) actively support the development of the Christian ethos of the Vine Schools Trust and as a Church of England primary school, including the spiritual development of pupils and the school's role in the community; b) support and secure the commitment of others to the vision, ethos, direction and policies of the schools in order to secure school improvement; c) maintain, review and develop the aims and objectives of the schools, d) establish the policies through which they shall be achieved; e) manage and lead staff and resources to that end; f) monitor and evaluate progress towards their achievement including, but not limited to: <ul style="list-style-type: none"> a. learning observations b. work and planning scrutiny c. climate walks d. moderation of teacher assessment e. data analysis f. pupil voice g. staff appraisal; g) report to the Local Schools Board and, therefore the Vine Schools Trust Board of Directors, on local policies, plans, priorities, success in meeting objectives and targets, and any future development needs; h) undertake the role of Deputy Designated Safeguarding Lead (DDSL) for Latchingdon Church of England Primary School. i) promote the aims of the school and seek to provide the best possible education for all children within the context of an inclusive and caring community build positive and effective relationships with all stakeholders; j) undertake the professional duties and associated responsibility of the headteacher when he or she is not present at Latchingdon Church of England Primary School, fulfilling those aspects of the Headteacher

	<p>Standards which are pertinent to the role, including those that relate to exclusions.</p> <p>k) undertaking any professional duties of the headteacher reasonably delegated to him/her by the headteacher;</p> <p>l) ensure that all duties and services provided are in accordance with the School's Equal Opportunities policy.</p> <p>Main areas of responsibility & duties – subject to ongoing review by and with the headteacher</p> <p>Teaching</p> <ul style="list-style-type: none"> • lead by example as a teacher (as set out in the current School Teachers' Pay and Conditions Document), maintaining the highest standards of teaching and learning; • planning and preparing curriculum and lessons; • teaching, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupil in school and elsewhere; • assessing, recording and reporting on the development, progress and attainment of pupils; • provide professional leadership and management of Teaching and Learning throughout the school; • support the Headteacher in determining, organising and implementing the curriculum and the assessment of it; monitor and evaluate its implementation in order to identify and act on areas for improvement; • support the Headteacher in identifying, planning and delivery of appropriate INSET for all staff. Lead groups of staff in development activities and evaluate outcomes; • closely monitor pupil progress and provide advice and support for staff so that they are enabled to swiftly address pupils' barriers to learning; • work collaboratively with parents and carers and across multiple agencies for the well-being of all children; • take the lead in the day to day positive behaviour management of all pupils in school. Celebrate achievement so that pupils' morale and self-esteem are high. <p>Other activities</p> <ul style="list-style-type: none"> • promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to them; • providing guidance and advice to pupils on educational and social matters; • making relevant records and reports including the personal and social needs of pupils; • communicating and consulting with the parents and carers of pupils; • communicating and co-operating with the Vine Schools Trust, other organisations and individuals outside of the school; • participating in meetings arranged for any of the purposes described above; support the headteacher in the deployment of staff and support those staff in their duties;
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	<ul style="list-style-type: none"> • work with the headteacher in establishing priorities for expenditure, and in monitoring the effectiveness of spending and usage of resources. <p>Assessments and reports</p> <ul style="list-style-type: none"> • providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils; • providing or contributing to oral and written assessments, reports and references relating to the management and leadership of the school. For example, monthly behaviour analysis reports. <p>Performance management</p> <ul style="list-style-type: none"> • participating in arrangements made in accordance with regulations for the appraisal of his/her performance and that of other teachers; • undertaking performance management of staff as directed by the headteacher; <p>Review, induction, further training and development</p> <ul style="list-style-type: none"> • reviewing from time to time his/her methods of teaching and programmes of work; • participating in arrangements for his/her further training and professional development as a teacher, manager and leader; <p>Educational methods</p> <ul style="list-style-type: none"> • advising and co-operating with the headteacher and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements; <p>Discipline, health and safety</p> <ul style="list-style-type: none"> • deputising for the headteacher in relation to fixed-term and permanent exclusions. • maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere; <p>School Improvement Meetings</p> <ul style="list-style-type: none"> • participating in and leading meetings at the school which relate to the teaching and curriculum for the school or the administration or organisation of the school, including pastoral arrangements; <p>Public examinations</p> <ul style="list-style-type: none"> • participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; • participating in arrangements for pupils' supervision during such examinations; <p>Management and Leadership</p> <ul style="list-style-type: none"> • leading the school so that all learning and teaching is at least good; line managing teachers and HLTAs /LSAs, leading phase meetings and working in coordination with other leaders; • leading the school in regard to learning and teaching and/or a curriculum area, as agreed with the headteacher; • being a role model of effective leadership and sharing effective practice with others
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	<ul style="list-style-type: none"> • undertaking the role of Deputy Designated Safeguarding Lead • proactively engaging with parents, the PTFA and the wider community • contributing to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new teachers and teachers serving induction periods pursuant to the Induction Regulations; • assisting the headteacher or an assessor in carrying out threshold assessments of other teachers for whom he/she has management responsibility; • co-ordinating or managing the work of other teachers; • taking such part as may be required of him/her in the leadership review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school; Suggest there should be a greater emphasis on leading the curriculum – development, implementation, review; <p>Administration</p> <ul style="list-style-type: none"> • participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons • providing support for the teachers in the school and the ordering and allocation of equipment and materials; and • leading and attending collective worship, • registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.
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The Vine Schools Trust and Local Board of Governance is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

Educational Qualifications and Training	
Essential	<ul style="list-style-type: none"> • Qualified Teacher Status • Degree
Desirable	<ul style="list-style-type: none"> • Evidence of further study • NPQH • NPQSL • NPQML
Experience	
Essential	<ul style="list-style-type: none"> • Varied experience and understanding of teaching and learning across the primary age range • Previous recent experience in a senior leader or middle leader role in a primary school which includes a proven track record of raising standards • Experience of data analysis • Responsibility for improving, monitoring and evaluating an aspect of school provision • Experience of leading and managing people, to good effect • Experience of contributing to self-evaluation and school improvement • Experience of leading training and other staff development activities, including performance management
Desirable	<ul style="list-style-type: none"> • Experience of teaching in more than one key stage • Experience of working in at least two schools • Experience of coaching and mentoring • Experience of working with governors, parents and the wider community • Experience of leading aspects of formal personnel procedures • Experience of financial management • Experience of working in a Church School context
Knowledge and Understanding	
Essential	<ul style="list-style-type: none"> • Empathy with and willing to actively support the vision and values of the Vine Schools Trust and both schools • A proven track record as an outstanding teacher • Subject Leadership of a core subject • Knowledge of the curriculum for Foundation Stage, Key Stage 1 and 2 • In-depth knowledge of curriculum development and effective pedagogy • Sound understanding of assessment, recording and reporting • Understanding of strategies for school improvement • Knowledge of how the effective use of data and target setting can raise standards • Up-to-date knowledge and understanding of current educational issues • In sympathy with and actively support the Christian foundation of the Vine Schools Trust and schools
Desirable	<ul style="list-style-type: none"> • Evidence of highly effective teaching in more than one year group or phase • Knowledge of school and national data sets

	<ul style="list-style-type: none"> • SEND experience (for oversight) • PPG (oversight) • Experience of innovation and developing ideas. • Familiar with the specific knowledge and understanding related to leading a church school. • Familiar with the training of teacher students -NQTs, SCITT, Teach First etc.
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Skills	
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Essential	<ul style="list-style-type: none"> • Ability to positively influence others • Ability to motivate, lead and manage people to work both individually and in teams • Ability to implement change and plan strategically • Ability to have challenging conversations which lead to good outcomes for children • Ability to identify strengths and weaknesses of teaching, their impact on learning and how to remove weaknesses seen in the teaching of colleagues • Outstanding communication skills, with a range of audiences both orally and in writing • Understanding, analysis and interpretation of school performance data • Ability to prioritise work under pressure and meet deadlines • Effective problem-solving skills • Effective administrative and organisational skills
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Safeguarding	
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Essential	<ul style="list-style-type: none"> • Child protection trained • PREVENT trained • Familiar with e-safety procedures
Desirable	<ul style="list-style-type: none"> • CSE designated person trained • Designated child protection person trained • PREVENT designated person trained • Safer recruitment trained

Personal Attributes	
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Essential	<ul style="list-style-type: none"> • Value all children and committed to the development of the whole child • A belief that all children can make outstanding progress whatever their background • Relate well to pupils, staff and parents and care about their individual needs • Able to adapt to changing circumstances and new ideas in a positive and creative manner • Ability to deal with sensitive issues in a professional manner • High standards of self and others • Good judgement • Energy and enthusiasm • Integrity and loyalty • Personal and professional resilience and persistence • A good sense of humour
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The Vine Schools Trust and Local Board of Governance is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Recruitment and Selection Policy Statement

1. The Diocese of Chelmsford Vine Schools Trust is committed to:

- safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;
- promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;
- promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs.

The Vine Trust expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

2. The Trust Board recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient and effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy, gender re-assignment, disability or health, race(which includes colour, nationality and ethnic origin), religion or belief.
3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.
4. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.
5. The following pre-employment checks will be required:
- receipt of satisfactory references*
 - verification of identity
 - a satisfactory DBS disclosure if undertaking Regulated Activity

- verification that you are not on the DBS Children's barred list and therefore not barred from working with Children verification that you are not prohibited from teaching verification of medical fitness
- verification of qualifications
- verification of professional status where required e.g. QTS status
- the production of evidence of the right to work in the UK
- verification of successful completion of/exemption from statutory induction period
- verification that you are not subject to any s128 directions preventing you from holding a management position within a school
- a declaration that you are not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2009 or that you have provided a disqualification waiver from Ofsted

NB It is illegal for anyone who is barred from working with children to apply for, or undertake Regulated Activity.

*In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. Where it is agreed to defer, referees will be contacted immediately after interview before an offer of employment is made.

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the DfE requirements.
7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police).

Applicants will be required to sign a DBS consent form giving consent for the DBS Certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service

The Trust Board is committed to ensuring that people who have convictions / cautions / reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2009 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the school (unless a waiver can be obtained from Ofsted).

Positive disclosures will be managed on a case by case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information e.g. was it a caution or a conviction.
- How long ago did the incident(s) occur?
- Whether it was a one-off incident or part of a repeat history/pattern.
- The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.
- The country where the offence/caution occurred.
- Whether the individual shows or has shown genuine remorse.
- If the offences were self-disclosed on the SD2 form or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

When making a recruitment decision The Trust Board will disregard any filtered convictions/cautions/reprimands which were disclosed in error.

A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate checks have been satisfactory.

The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. This Governing Body is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information.

A copy of our Recruitment Procedure is available upon request.