

Old Park Primary School and Nursery



Recruitment Pack: Deputy Headteacher

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Headteachers welcome:

As headteacher I am extremely passionate about education and ensuring that all students achieve their best. I believe education is about more than simply learning, it is about creating well-rounded individuals who develop a thirst for knowledge that will grow into life-long learning.

Our vision of 'reaching for success', is one that I want everyone in the school community to fully embrace, and we promote our core values of belonging, respect and responsibility in everything that we do across the school.

At Old Park we believe in creating a nurturing environment where children can thrive through promoting values such as kindness, respect and tolerance.

We are all committed to putting the children's wellbeing first and striving to make sure all their needs are met. We were delighted that Ofsted recognised this in March 2023, highlighting that *"creativity and community are the heart of Old Park. It is a happy and friendly school, where everyone is welcome and valued as individuals."* We see every student as an individual and want to help them discover and nurture their talents and interests.

We want to deliver a broad, balanced, and rich curriculum which is enhanced by a range of great projects, external visitors, and extra-curricular activities. Through our curriculum we expect all students to make a positive contribution to the school, the local community and wider society.

We are so proud of our staff who go the extra mile to inspire children, creating lifelong memories through offering creative and exciting opportunities where children can work together, support and learn together.

Music is central to life at Old Park, and our In Harmony programme provides specialist music lessons for all children. Children from year 2 to year 6 will learn an instrument and play in one of our 5 orchestras. This programme is fully funded, all lessons and instruments are provided free of charge.

We extend a warm invitation to anyone who would like to learn more about our school and would encourage tours of the school at the times shown on page 4 of this document.



Mr J Foster
Headteacher





Old Park Primary School



Mission statement

Reaching for success

Vision

At Old Park Primary we aim to foster a nurturing and inclusive environment where every child is empowered to **dream**, encouraged to **believe** in themselves, and supported to **achieve** their full potential. Through our rich and creative curriculum, we inspire curiosity, confidence and a love of learning, equipping our pupils with the skills to grow into independent, responsible and successful individuals. Together, we aim to create a safe and caring community where all children feel valued and motivated to contribute positively to society.



Old Park Primary School VALUES



Belonging

1. I am proud to be part of the Old Park family.
2. I am a special and important part of our school.
3. I feel happy and valued.
4. I feel safe in school.
5. I help others through my support and friendship.

Respect

1. I treat everyone the same.
2. 'Everyone is awesome'.
3. We are all allowed different views and opinions.
4. I do not disturb the learning of others, and I help others to learn the best they can.
5. I care for myself, the school, the community and the wider world.

Responsibility

1. I always try my best with my learning.
2. I make good choices.
3. I am honest.
4. I know that my actions will have consequences.
5. I am a good role model to others.



Deputy headteacher – Old Park Primary School & Nursery

Required from September 2025

Salary: Leadership scale L12-L17

Full time/Permanent Position

We are seeking to appoint a highly motivated, dynamic and enthusiastic Deputy Headteacher to join our team.

This is an excellent opportunity to work in a school that is committed to achievement for all its pupils, supporting staff through ongoing professional development and to make a positive impact in raising standards and the quality of education for all our children.

Old Park Primary is a large primary school in the centre of Telford which is currently organised into 19 classes (Reception to Year 6), with an additional 3 classes within our nursery. We are the lead school for the In Harmony project across Telford and Stoke, which is a whole school programme based on the El Sistema approach to changing communities through music and orchestra.

We are looking someone who is:

- an innovative, creative and strategic thinker
- able to lead, motivate, challenge and inspire the whole school community
- committed to achieving the highest standards for teaching and learning
- dynamic, enthusiastic and with the vision to help lead the school forward
- a team player with excellent communication skills and will demonstrate excellent working relationships with colleagues across the school
- experienced in school improvement with a proven track record of success and strong leadership

In return we offer:

- Highly motivated and engaged children who enjoy coming to school.
- A strong team of dedicated staff who are committed to maintaining high standards.
- A supportive and friendly Governing Body committed to continuing school improvement.
- Leadership support and professional development opportunities.

We are fully committed to the safeguarding and wellbeing of all pupils.

Visits to the school: Friday 21st March at 9:30am, Monday 24th March at 9:30am or Wednesday 26th March at 2pm. Please contact the school office to book a visit (01952 387250).

Please complete applications and email for the attention of **Lorraine Pilgrim, School Business Manager** lorraine.pilgrim1@taw.org.uk

Closing date: Wednesday 2nd April at 1pm.

Interviews: Wednesday 9th April

Please refer to this information pack for the job description/person specification and recruitment process.

Please note that we will be seeking references from your current employer prior to interview. All staff must undergo a safeguarding screen via the Disclosure and Barring Service and an online check will be conducted on all candidates that are shortlisted. CVs will not be accepted.

Old Park Primary School and Nursery
Job description

Name of post holder: Vacancy

Title of post: Deputy Headteacher

Salary: Leadership scale L12 - 17

Working hours: 195 days per year. Full time. (1265)

Terms and conditions

- a) The terms and conditions as set out in the current Teachers Pay and Standards Documents and any orders made under it.
- b) The other terms and conditions set out in the various national collective agreements in force from time to time.
- c) The Local Authority's Rules and Conditions including any local agreement entered into with recognised trade unions.
- d) The school's Instrument and Articles of Government as appropriate.

Description of general teaching post

A teacher must:

- 1. Set high expectations which inspire, motivate and challenge pupils**
 - establish a safe and stimulating environment for pupils, rooted in mutual respect
 - set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
 - demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.
- 2. Promote good progress and outcomes by pupils**
 - be accountable for pupils' attainment, progress and outcomes
 - be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these
 - guide pupils to reflect on the progress they have made and their emerging needs
 - demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching
 - encourage pupils to take a responsible and conscientious attitude to their own work.
- 3 Demonstrate good subject and curriculum knowledge**
 - have a secure knowledge of the primary curriculum areas, foster and maintain pupils' interest in the curriculum areas, and address misunderstandings
 - demonstrate a critical understanding of developments in the curriculum and curriculum areas, and promote the value of hard work and determination to succeed
 - demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulation and the correct use of standard English
 - when teaching early reading, demonstrate a clear understanding of systematic synthetic phonics
 - when teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies.
- 4 Plan and teach well-structured lessons**
 - impart knowledge and develop understanding through effective use of lesson time
 - promote a love of learning and children's intellectual curiosity
 - set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired
 - reflect systematically on the effectiveness of lessons and approaches to teaching
 - contribute to the design and provision of an engaging curriculum

- 5 Adapt teaching to respond to the strengths and needs of all pupils**
- know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
 - have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these
 - demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development
 - have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; those who are vulnerable and be able to use and evaluate distinctive teaching approaches to engage and support them.
- 6 Make accurate and productive use of assessment**
- know and understand how to assess subject and curriculum areas, including statutory assessment requirements
 - make use of formative and summative assessment to secure pupils' progress
 - use relevant data to monitor progress, set targets, and plan subsequent lessons
 - give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.
- 7 Manage behaviour effectively to ensure a good and safe learning environment**
- have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy
 - have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
 - manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them
 - maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- 8 Fulfil wider professional responsibilities**
- make a positive contribution to the wider life and ethos of the school
 - develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
 - deploy support staff effectively
 - take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
 - communicate effectively with parents with regard to pupils' achievements and well-being.

Description of deputy headteacher post

The post holder must be able to:

- Deputise for the Headteacher in all aspects of their role.
- Manage the day-to-day overview of the school, ensuring that the school runs efficiently and safely.
- Work alongside the SLT to maintain the smooth daily running of the school.
- Work as part of the Senior and Wider Leadership Teams to promote the strategic leadership of the school.
- Fully commit to the vision and ethos of the school as determined by the Headteacher and Governors and communicate this compellingly
- Contribute to the writing of the school development plan.
- Contribute to school self-evaluation.
- Fulfil the role in line with the National Standards and National Code of Practice.
- Be an excellent role model for all members of staff and students and maintain a positive and visible presence around the school.
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Lead by example and take a leading role in developing leadership in others.
- Help students to become confident and successful learners.
- Strive to establish productive and supportive partnerships with parents and carers.
- Report/contribute to Governor meetings as required.
- To assist with, or lead as appropriate within relevant areas of responsibility, the delivery of assemblies to further promote the ethos of the school.
- To actively engage in the school's support systems to ensure an SLT presence throughout the day and during extended school activities.
- To manage a budget appropriate to your role, where required.
- To present reports on the effectiveness of your role and produce plans to further develop your role.
- To contribute towards School Improvement Planning.
- To liaise with key staff to ensure that effective intervention is in place for identified students.
- Contribute to school Quality Assurance systems.
- Contribute, as appropriate, to staff training and development.
- Contribute to all aspects of school management and attend meetings outside the 1265 hours.
- Be responsible for the oversight of all policies and procedures
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally

The main purpose of the Deputy Headteacher – Role to be determined and JD written dependent on experience of the successful candidate.

Leadership and management

- To create a safe calm, orderly and positive environment in school
- To ensure that pupils consistently have highly positive attitudes and commitment to learning.
- To ensure that pupils are highly motivated and persistent in the face of difficulties.
- To plan and lead whole school assemblies regularly as required

Teaching and learning

- Monitor the quality of teaching and learning, in line with school policy. This may include lesson observations, monitoring of planning and scrutiny of children's work.
- Provide support to colleagues in the teaching of the school curriculum across the school.
- To work within the framework of national legislation and in accordance with the provisions of the School Teachers Pay and Conditions Document. In addition, the post is subject to compliance with:

- School policies and guidelines on the curriculum and school organisation
 - County policies
 - National Standards for Qualified Teachers
 - The Conditions of Service for School Teachers in England and Wales and with locally agreed conditions of employment
 - SEND Code of Practice
 - Common core of skills and knowledge for the children's workforce.
- To manage high impact staff CPD through both internal and external strategies that target whole school and individual staff areas for development.
 - Strategic overview of ...
 - To secure a fluid learning transition through EY → KS1 → KS2
 - Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

Standards and quality assurance

- Support the aims and ethos of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Attend and participate in school functions as appropriate.
- Uphold the school's behaviour code and uniform regulations.
- Participate in staff training.
- Participate in continuing professional development.
- Lead and attend team and staff meetings.
- Develop links with Governors, LAs and other schools.

Other duties and responsibilities

- Support and monitor any teachers needing intensive support
 - Carry out any other reasonable duties as directed by the head teacher in conjunction with the leadership
 - To provide information for parents such as letters and booklets, in line with school policy and in consultation with the Head Teacher.
 - To lead parent/carers meetings/workshops, in consultation with the Head Teacher.
 - Appraisal for agreed members of the primary management team and other staff if required
 - Work with Governors on all areas of JD responsibilities
 - To carry out any other duties reasonably requested by the Head Teacher or Deputy Head. The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Head Teacher.
- This job description does not form part of the contract of employment. It describes the way in which the Deputy Headteacher is expected and required to perform and complete the particular duties as set out above.

Line managed by and reporting to

Headteacher

Performance Management

Headteacher - Lead

Review arrangements

This document will be reviewed following end of year Performance Management reviews and in conjunction the arrangements stated in the campus policy. However, either party may raise issues at any time that is appropriate.

Person specification

Criteria	Qualities
Qualifications and training	<ul style="list-style-type: none">• Qualified teacher status• Degree
Experience	<ul style="list-style-type: none">• Successful leadership and management experience in a school for at least two years.• Teaching experience for at least 6 years.• Involvement in school self-evaluation and development planning• Demonstrate experience of successful line management and staff development• Experience in development curriculum
Skills and knowledge	<ul style="list-style-type: none">• Data analysis skills, and the ability to use data to set targets and identify areas for improvement.• Understanding of high-quality teaching, and the ability to model this for others and support others to improve.• Understanding of school finances and financial management• Effective communication and interpersonal skills• Ability to communicate a vision and inspire others• Ability to build effective working relationships.
Personal qualities	<ul style="list-style-type: none">• A commitment to getting the best outcome for all pupils and promoting the ethos and values of the school.• Ability to work under pressure and prioritise effectively.• Commitment to maintaining confidentiality at all times.• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.