

KS2: Waddington Drive, West Bridgford, NG2 7GX

KS1: Swithland Drive, West Bridgford, NG2 7UN

Head Teacher: Lynda Noble

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Heymann Primary and Nursery School Application Pack

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Deputy Head Teacher vacancy from September 2024

Thank you for expressing an interest in the vacancy at our school. The vacancy has arisen due to the early retirement of one of our Deputy Head Teachers.

Heymann Primary & Nursery School has a dedicated staff, committed to raising standards and taking the school forward. You will find our staff very welcoming, the children keen to learn and that there is a friendly and positive ethos throughout the school. We are a founding school within Equals Trust.

We are looking to welcome a new Deputy Head Teacher to the leadership team at Heymann Primary and Nursery School from 1st September 2024. The new Deputy Head will work alongside the Deputy Head who is based at KS2, two Assistant Head Teachers and the Head Teacher. We are looking for an outstanding and inspirational practitioner to support the team with confidence. This position will be based at our KS1 site which is a few minutes' walk from our KS2 site. We are seeking someone who has KS1, EYFS and leadership experience.

The successful candidate will be a non-teaching Deputy Head Teacher with some teaching responsibility for PPA and releasing subject leaders so that they can monitor the curriculum.

We are looking for an excellent leader who will:

- Be committed to achieving the highest standards and have a strongly held belief that all children can achieve.
- Be highly skilled in teaching and learning and have the confidence to lead and model this particularly at KS1.
- Be able to support, mentor and coach colleagues building a culture of professional trust and positivity across our dedicated team of teachers and support staff.
- Have excellent communication and interpersonal skills and be able to inspire staff and pupils.
- Have a good knowledge of Early Years practice.
- Be proactive and solution focused.
- Be reflective about your own practice and keen to contribute to your own learning and professional development.
- Have leadership experience and be forward thinking.
- Have excellent organisational skills.
- Have an in-depth knowledge of the curriculum across the primary age range including EYFS.
- Be energetic, passionate and enjoy working in a busy 3-form entry school.
- Enjoy working as part of a large team.

We can offer you:

- Children who are rewarding to teach and who thrive on success, nurture and positive relationships.
- A dedicated and highly motivated staff who have strong relationships with pupils, parents and the local community.
- Professional development, collaboration and support through being a partner in Equals Trust.
- A friendly working environment
- Employee Assistance Programme
- An experienced leadership team.
- A supportive and innovative staff
- A welcoming ethos where everyone is valued.
- Committed and supportive governors and parents



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Heymann Primary and Nursery School is committed to providing a safe environment and to promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. All applications and offers of employment will be subject to satisfactory relevant safer recruitment and DBS checks in line with our safeguarding policy. All applicants must have the right to work in the UK and proof of this will be required. Online searches will be conducted on short-listed candidates.

Visits are most welcome and can be arranged with the school office. Please email Annabel.pett@heymann.notts.sch.uk or telephone 0115 9145035 Key stage 1 option.

Our school website will also give you a flavour of Heymann Primary & Nursery School which also has a link to our blog. (www.heymann.notts.sch.uk). You may also be interested in Equals Trust (EQT). Click here to find out a little more about EQT www.equalstrust.org

Please complete your application on our on-line portal [Vacancies - FaceEd \(face-ed.co.uk\)](http://Vacancies - FaceEd (face-ed.co.uk)) by **midday Wednesday 13th March 2024** with an accompanying letter embracing the following theme (no more than 2 sides of A4 paper):

‘What experiences and skills do you bring that would make you an excellent Deputy Head Teacher at Heymann Primary and Nursery School’

As part of the selection process, we plan for the current headteacher to observe each of the short-listed candidates teach in either their current setting, or teach a class at Heymann, prior to the interview day. If you are successfully shortlisted you will be contacted to arrange this.

Interviews will be held on Tuesday 26th March 2024.

We look forward to receiving your application.

Lynda Noble

Head Teacher

Our School

Heymann Primary & Nursery School is situated in West Bridgford, a popular suburb of Nottingham lying south of the River Trent. Built in 1958 the school has grown over the years, to become a large primary with 630 pupils presently on roll across two sites plus a 39 place Nursery. The school is set in extensive grounds with excellent facilities for outdoor activities.

Our intake has changed dramatically over the last few years going from an average of 12% of children in each year group from ethnic minorities to 52%. We have an increasing number of children with EAL, currently 47%. This is an exciting time for our school and the work we have been doing with our EAL children is held in high esteem by Nottinghamshire County Council.

We are a Talk for Write Showcase School. This means that we open our doors each term to schools who are interested in adopting Talk for Write. We use Talk for Write to teach writing from Nursery to Year 6. It is an exciting approach and has had a positive impact on our writing outcomes.

At Heymann, we try to build a strong sense of community through living out, in our day to day activities, a set of shared values. We encourage all involved with the school to be caring, tolerant, honest, hardworking and self-disciplined. We value the culture and contribution of all pupils and look to build confidence and self-esteem. All children need to have a sense of achievement and we help our pupils to set and achieve aspirational goals. Our learning culture is underpinned by our Heymann Highway. The school recognises the important contribution that parents/carers make to the life of the school.

The school was last inspected in April 2019. The inspection team concluded that Heymann Primary continues to be a good school with some outstanding features. We are a caring school which values the contribution the children make to their own education.

We would like to recruit people who are:

- Keen to contribute to existing very good practice and to introduce their own ideas and initiatives
- Able to work sensitively and co-operatively with children, colleagues and parents
- Willing to enter into the full life of the school

The children are keen to work with friendly teachers who are brilliant at inspiring everyone to enjoy learning and get on well together.

The successful candidate will join a hardworking, friendly, supportive and committed team of pupils, staff, parents and governors. Support will be given and relevant CPD opportunities. Equals Trust offers a wide variety of subject leader training and deputy head and assistant head training. Our Trust School Improvement Advisor and his team work closely in collaboration with all of the Trust schools. We pride ourselves on the exciting opportunities given to staff to develop teaching and leadership skills. Being part of Equals Trust gives lots of opportunities for collaborative work across the schools in the Trust.

Closing date for this post is **midday Wednesday 13th March 2024** and interviews will take place on Tuesday 26th March 2024. Please complete the application on our recruitment platform and submit with an uploaded accompanying letter. Thank you for your interest in this post. I look forward to hearing from you.

Job Description: Deputy Head Teacher.

Job Purpose

- As a Deputy Head Teacher, you will carry out the professional duties of a school teacher as circumstances may reasonably require and support the Head Teacher with the strategic management and direction of the school.
- In addition to the duties specified within the section 'main duties and responsibilities' you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post.
- You are required to carry out your duties in line with the stated ethos and principles of the school and Trust and in line with your responsibility for promoting and safeguarding the welfare of children and young persons for whom you are responsible or come into contact with.

Main Duties and Responsibilities

In addition to the requirements of a class teacher, areas of responsibility and key tasks:

A. Strategic direction and development of the school - in co-operation with, and under the direction of, the head teacher to:

- support the vision, ethos and policies of the school and promote high levels of achievement.
- support the creation and implementation of the school development plan within the national and local context, and to take sole responsibility for appropriately delegated aspects of it.
- support all staff in achieving the priorities and targets which the school sets for itself, and to provide them with support and guidance in implementing schemes of work.
- support the evaluation of the effectiveness of the school's policies and developments.
- ensure that parents are well informed about the school curriculum, its targets, children's attainment and their part in the process of improvement.

B. Teaching and learning - to:

- develop a classroom environment and teaching practice which secures effective learning across the breadth of the National Curriculum and Nottinghamshire Entitlement Curriculum and provides a professional model, clearly demonstrating effective teaching, classroom organisation and display, and high standards of achievement, behaviour and discipline.
- take responsibility for the development and monitoring of a curriculum area(s) or whole school curriculum aspect(s), as agreed from time to time.
- support the head teacher in the monitoring of the quality of teaching and children's achievements including the analysis of performance data.
- support the head teacher in developing links with parents, other schools, educational institutions and the wider community, including business and industry, in order to enhance teaching and learning and children's personal development.

C. Leading and managing staff - to:

- support the head teacher in developing positive working relationships with and between all staff and provide and sustain motivation.
- lead groups of staff in developmental activities, delegate appropriately and evaluate outcomes.
- support the head teacher in the implementation of the school's performance management policy.

D. Effective deployment of staff and resources - to:

- support the head teacher in the appointment, deployment and development of staff to make most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities.
- manage the school effectively in the absence of the head teacher.
- support the head teacher in the management and organisation of relevant groupings of children to ensure effective teaching and learning takes place and that children's personal development needs are met.
- work with the head teacher and governors in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources with a view to achieving value for money.

E. General – to:

- act as "critical friend" and provide effective professional challenge and support to the head teacher.
- provide information and advice to the head teacher and governing body and support proper accountability processes throughout the school.
- to promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures.
- to report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team.
- to attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school.

Person Specification: Deputy Head Teacher

Essential

Desirable

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Education to degree level or equivalent DfE recognised QTS Evidence of further professional development 	<ul style="list-style-type: none"> Up to date safeguarding training
Experience	<ul style="list-style-type: none"> Successful teaching experience in the primary age range. Substantial knowledge and understanding of learning and teaching at Key Stage 1/ EYFS. Recent experience of working successfully as a senior leader or middle manager in a school. Leadership of a significant area or phase including responsibility for raising standards across the whole school and contributing to self-evaluation and school improvement. Successful experience of developing early reading at Key Stage 1. 	<ul style="list-style-type: none"> Experience of teaching in more than one key stage. Experience of data analysis. Experience of teaching in a range of settings Experience of teaching children with EAL Recent experience of mentoring ECTs Experience of working with pupils with a high level of need
Knowledge & Understanding	<ul style="list-style-type: none"> A clear understanding of the essential qualities necessary for effective teaching and learning. A clear understanding of the latest educational theory with regards to effective teaching and learning Confident in whole school self-evaluation. Up to date knowledge & understanding of the current national education agenda. A clear understanding of the benefits of systematic phonics teaching 	<ul style="list-style-type: none"> Knowledge of current safeguarding child protection procedures. Knowledge and understanding of data analysis and the ability to use data to set targets for improvement.
Skills and abilities	<ul style="list-style-type: none"> Demonstrate excellent practice. Use a range of evidence, including data, to inform the school improvement plan. Inspire, motivate, challenge and empower staff to improve. Lead and manage people to work towards common goals. Ability to investigate, resolve problems and make decisions. Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate). Ability to ensure that the school atmosphere is welcoming and that parents are encouraged to take an active part in the life of the school and their child's education. Expecting and facilitating all children to reach their potential irrespective of social background. Ability to manage pupil discipline effectively and have a commitment to a high level of pastoral care. Effective administrative and organisational skills and time management and the ability to work under pressure and to tight deadlines. 	<ul style="list-style-type: none"> Be confident in the use of new technologies to enhance teaching and learning Be confident in supporting staff to develop adaptive teaching strategies and matching teaching tasks to learning intentions
Personal Skills/Attributes	<ul style="list-style-type: none"> Creative, enthusiastic and proactive, keen to embrace new ideas and challenges. Energy and enthusiasm. Loyalty and confidentiality. Committed to continuing professional development for self and others. A sense of humour Enjoy working as part of a team 	



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	<ul style="list-style-type: none">To work as a positive and proactive team member with good interpersonal skills	
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