



# **Pikemere Primary School**

**Deputy Headteacher  
Recruitment Pack Required  
from September 2024**



## **Contents**

1. Letter from Headteacher
2. Application + Selection Process and Schedule
3. Pikemere Vision and Values (and links to Chancery)
4. Deputy Headteacher Role and Job Specification
5. Person Specification and Assessment Criteria
6. Safer Recruitment and Selection Policy Statement

## Letter from Headteacher

Dear Applicant,

Thank you for the interest you have expressed in the Deputy Headteacher vacancy at Pikemere School due to the retirement of the current deputy. Pikemere School is now looking for an ambitious leader to join our team.

Pikemere School is a one form entry school which prides itself on a family environment in which all children can feel secure and be known as individuals each with their own strengths, talents and special interests. Staff are hardworking and fully committed to the ethos, vision and values of the school. Our parent community has high expectations of us, and rightly so. Governors provide high levels of support and challenge, holding us to account for the quality of education on offer.

Pikemere School is situated in a quiet, private residential area of Cheshire and has the benefit of three acres of land providing excellent educational and recreational opportunities for the pupils. The school is an active partner of Alsager Urban Wildlife Initiative. The school was opened in 1968 and is a comfortable building providing classroom space for seven age groups along with additional space for additional needs to be met for individuals or groups.

### Chancery MAT

Pikemere chose to become an academy in 2018, and since becoming part of Chancery Multi Academy Trust, we are building stronger mutual relationships so that all the schools benefit from supportive, constructive, and challenging interactions. For more information about Chancery please visit the Trust website which can be found [here](#).

I look forward to receiving your application.



Mr A Hughes

Headteacher

## Application and Selection Process and Schedule

Due to the retirement of the current Deputy Headteacher, the Local Governing Board of Pikemere School are seeking a dedicated, self-motivated, inspirational, and talented Deputy Headteacher from September 2024 who will build on the hard work already undertaken.

### ***In our school:***

- Every child is known and cared for as an individual
- We offer an environment that nurtures a love of learning and challenges everyone to excel
- We develop individual talent and celebrate success in all aspects of school life
- Children and staff have high expectations and take pride in their achievements
- We have a staff team who are proud to work at the school and focus on providing excellent education and bringing out the best in each and every child

### ***We are looking for applicants who have:***

- A proven track record of successful and varied experience working in leadership
- The passion to focus relentlessly on what's best for every child within our school
- The ability to further develop excellent educational provision that results in outstanding outcomes
- A partnership focus, working collaboratively within our headteacher, school leadership team and our wider network of trust colleagues.
- A commitment to strategic thinking and planning to ensure the best achievement for each child
- Values and ethos in line with our school and trust acting as a role model for all in our school community

### ***We can offer you:***

- A commitment to your own professional development through regular coaching and mentoring
- A caring and positive environment with motivated children and staff
- A supportive team who look after and support each other
- Visits to the school are warmly welcomed and should be arranged by contacting Mrs Dawn Robinson (Office Manager) on [admin@pikemere.cheshire.sch.uk](mailto:admin@pikemere.cheshire.sch.uk) who will coordinate with the Headteacher.

For further details and to complete the application form, please visit

**Closing date:** Friday 12th January 2024

Dates for Interviews: week commencing Monday 22<sup>nd</sup> January 2024

## Deputy Headteacher Role and Job Specification

Job Title	Deputy Headteacher
Responsible to	Headteacher
Pay Scale	L5-10

### Basic Job Purpose

- To be an outstanding classroom teacher.
- To assist the Headteacher in the Leadership and Management of the school and to be an active and supportive member of the Senior Leadership Team.
- In partnership with the Headteacher, to be responsible and accountable for securing the highest standards of pupil achievement across the school, through effective monitoring, evaluation and review of learning progress, and setting targets for improvement.
- To undertake any professional duties of the Headteacher reasonably delegated related to the strengths of the applicant.
- To undertake the professional duties of the Headteacher in the event of their absence to ensure the smooth running of the school

### Main Responsibilities

#### 1. Strategic direction and development of the school

- The postholder will assist the Headteacher in developing a strategic view of the school – both internal needs and within its community; and in analysing and planning for its future needs and further development within the local and national context.

#### **In partnership with the Headteacher, assist in:**

- Leading by example, providing inspiration and motivation for the pupils, staff and parents, supporting the vision, purpose and leadership of this school – ensuring that every child matters

#### **Working with the staff and parents to:**

- Provide educational vision and direction which, in turn, is secured by effective teaching, successful learning and achievement by pupils and sustained improvement in their spiritual, moral, social, cultural, mental and physical development, and preparing them for the opportunities, responsibilities and experiences of adult life;
- Implement the school development plan and annual development plans underpinned by sound financial planning, management and organisation to secure whole school improvement;

- Work with others to formulate and demonstrate the overall aims and objectives of the school in accordance with the strategic plan;
  - Ensure that policies and practices take account of national, local and school data, and inspection and research findings;
  - Monitor, evaluate and review the effects of policies, priorities and performance of the school in practice, and in taking appropriate action;
- 

## **2. Teaching and Learning**

- The post holder should demonstrate outstanding teaching to enable all pupils to make good progress; learning should be of the highest quality; the post holder should be an exemplar of top-quality teaching in the school.

### **In partnership with the Headteacher, assist in:**

- Creating and maintaining exemplary behaviour that promotes and secures good teaching, effective learning and high standards of achievement;
  - Determining, organising, implementing and monitoring the curriculum and its assessment; including the spiritual, moral, social and cultural development of pupils and their personal and health education;
  - Ensuring that pupils develop learning skills and an understanding of how they learn in order to learn more effectively and with increasing independence;
  - Monitoring and evaluating the quality of teaching and standards of learning and achievement of all pupils at the school;
  - Developing effective links with the wider community, to extend the curriculum, and enhance teaching and learning;
  - Creating and maintaining an effective partnership with parents to support and improve pupils' achievement and personal development;
  - Promoting extra-curricular activities in accordance with the educational aims of the school.
- 

## **3. Leading and Managing Staff**

- The postholder should assist the Headteacher in effective leadership of the school, particularly the teaching and management of staff – supporting each staff member's professional development.
- The postholder should act as a model of professional conduct and presentation, demonstrating high personal standards of expertise and commitment.

### **In partnership with the Headteacher, assist in:**

- Maximizing the contribution of staff to improve the quality of education provided and standards achieved and ensuring that constructive working relationships are formed between staff and pupils;
  - Developing good working relationships with the governors, staff, pupils, parents/carers, community and other colleagues within the Trust;
  - Planning, allocating, supporting and evaluating work undertaken by groups, teams and individuals;
  - Implementing and sustaining effective systems for the management of staff performance, incorporating performance management;
  - Leading the continuing professional development of staff through example;
-

- 
- Motivating and enabling all staff in the school to carry out their respective roles to the highest standards, through high quality continuing professional development based on assessment of needs and systematic monitoring and evaluation;
  - Ensuring the staff and children understand and have the skills to develop their own learning;
  - Leading and managing the staff in ways that reflect the school's vision, aims and policies, while ensuring that professional duties are fulfilled as specified in the Terms and Conditions of Service of Teachers, including those for Headteacher.
- 

#### **4. Efficient and effective deployment of staff and resources**

- The postholder will work with the Headteacher to ensure that the deployment of all staff, finance, resources, time and energy should reflect the school's aims and the needs of all pupils.

##### **In partnership with the Headteacher, assist in:**

- Participating in the recruitment and selection of the highest quality teaching and non-teaching staff who are able and willing to contribute to the ethos of the school;
  - Working with colleagues to deploy, develop and retain all staff effectively in order to improve the quality of education provided;
  - Contributing to the formation of policies and procedures of the Governing Body concerning the school's resource and asset management;
  - Setting appropriate priorities for expenditure, allocation of funds and effective administration;
  - Managing and organising the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, the pupils and health and safety regulations;
  - Making arrangements for the security and effective supervision of the school buildings, their contents and grounds;
  - Ensuring that any lack of maintenance, repairs or modification, including breaches of Health and Safety legislation is acted upon promptly, and in accordance with the delegation arrangements of the Governing Body;
  - Managing, monitoring and reviewing the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.
- 

#### **5. Accountability**

- The postholder should, in liaison with the Headteacher, recognise his/her responsibilities to all stakeholders involved in the life of the School.

##### **In partnership with the Headteacher, assist in:**

- Creating and developing an organisation in which all the members of the school recognise that they contribute to the success of this school;
  - Ensuring that parents/ carers and pupils are well-informed about the curriculum, attainment and progress and about the contribution they can make in supporting children's learning and achieving the school's targets for improvement;
  - Carrying out any such duties as may be reasonably required by the Headteacher.
-

---

## 6. School Specific Responsibilities

In partnership with the Headteacher:

- Lead school improvement, taking full responsibility for at least one key area identified within the School Development Plan each year.
- Secure high standards of attainment throughout school
- Develop a broad, exciting curriculum (foundation) supporting the children's love of learning and skills
- Support the pastoral care and behaviour management of whole school
- Lead the Performance management of an agreed team of support staff
- Undertake some dinner duties
- Be proactive in day-to-day interaction with Headteacher
- Attend and contribute to weekly SLT meeting
- Attend governor meetings each half term
- Parents – evenings, workshops, PTA meetings and events
- Lead whole school assemblies
- Undertake the professional duties of the Headteacher in the event of their absence from school, to ensure the smooth running of the school
- Undertake an appropriate role within systematic schedule of monitoring and self-evaluation of school.

- 
7. The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document.
-



## Person Specification and Assessment Criteria

		Essential / Desirable
Qualifications	Qualified Teaching Status	E
	Evidence of ongoing commitment to continued professional development or further study over time	E
	Additional qualification such as NPQSL or similar	D
Experience	Proven successful teaching experience	E
	Experience of leading a core curriculum area in a creative way resulting in high standards and continued improvement	E
	Experience of leading whole school initiatives which have had outstanding outcomes for children and staff	E
	Experience leading staff development	E
	Experience working in more than one school	D
	Experience of working in all three primary phases – EYFS, KS1 and KS2	D
Safeguarding	Can demonstrate a thorough understanding of outstanding safeguarding practice	E
	Training in Designated Safeguarding Lead	D

Teaching and Learning	Evidence of excellent and creative classroom practice in the primary phase	E
	Demonstrate raising standards of teaching and learning across the curriculum	E
	Commitment to meeting the needs of all pupils, including those with SEND, high attainers and vulnerable groups	E
	A rich understanding of current pedagogical thinking	D
	Proven track record of leading rapid and sustainable school improvement	E
	Experience of carrying out regular and accurate self-evaluation and effective monitoring to inform and drive school improvement planning	E
	To be able to effectively use data, assessment and target setting to raise standards and address weaknesses	E
Leadership	Committed to upholding the vision and values of Pikemere Primary School and Chancery Trust	E
	To think strategically and support the Headteacher in building and communicating a coherent vision	E
	Understanding the qualities of outstanding teaching and learning	E
	Track record of supporting colleagues to improve their practice	E
	A working knowledge of effective inclusive practice	E
	Experience in being involved in school improvement planning	E
	Experience and evidence of effectively managing performance and holding staff to account	E
	Able to develop leadership skills and talent in others	E
	An understanding of the importance of a healthy work-life balance for staff and leaders	E
	Continue to build a climate of open communication where people feel able to express opinion and know their views will be respected	E

Personal Attributes	Enthusiastic, positive leadership skills that inspire others, develop trust and confidence	E
	Excellent inter personal skills	E
	Able to uphold the caring community ethos of the school and its teamwork approach.	E
	Able to maintain and further develop existing good links with parents and the local community.	E
	Excellent organisational skills and ability to meet deadlines	E
	Present an excellent role model for pupils and staff	E
	Someone who is sensitive and perceptive to the school climate.	E
	To work in partnership with enthusiastic, proactive governors and colleagues in the best interest of the school	E
	Maintain confidentiality	E
	Flexible, approachable and open to new ideas and confident to challenge constructively	E



## **Safer Recruitment and Selection Policy Statement**

*The trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS disclosure is required for all posts. A copy of the school's Child Protection and Safeguarding policy can be found [here](#).*

*Chancery Trust is an equal opportunities employer.*