

Wrenbury Primary School

Deputy Head Teacher Recruitment Pack



We thrive as a forward-thinking, rural community school that nurtures happy, healthy, and hopeful children prepared for tomorrow.

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“Thoroughly enjoyed coming in to see the children in the school environment.
I can see how happy and settled they are here.”
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Letter from the Chair of the Governing Board

I am delighted that you are interested in applying for the post of Deputy Head Teacher at Wrenbury Primary School, a small rural primary school set in a delightful village in the Cheshire countryside.

We thrive as a forward thinking, rural community school that nurtures happy, healthy and hopeful children prepared for tomorrow. We are proud of the education and curriculum we offer and continually strive to be the best we can be and do the very best for every one of our children. Wrenbury Primary School is a school where **we all matter**, and this ethos drives everything we do.

We, at Wrenbury Primary School, believe our school is a special place, where our staff, governors, parents and children can work closely together to inspire each other and aspire for all to have high expectations, the desire to succeed and the opportunity to achieve their full potential. We strive for our school to be a place where everyone has a sense of self, a sense of place and a sense of belonging both within our rural community and the wider world, where everyone in our school family is valued for their uniqueness and individuality because **we all matter**. We place a strong emphasis on inspiring our pupils and helping them to aspire and achieve their best both academically and personally.

Our School was established in 1876 in a splendid Grade II listed building. We have around 130 children across five classroom bases and in addition, our governor-run provision for 3- and 4-year-old children – Little Wrens, and our before and after School provision – The Nest. Our grounds are extensive, overlooking farmland with two sports fields and a hard-core area that surrounds the building allowing for all age play.

I am proud of the journey we have been on as a School over the last few years, and I was delighted that the Ofsted inspection team recognised in January 2023 that the school continues to be a ‘Good’ school under Ofsted’s most recent Education Inspection Framework. Their focus for this most recent inspection was on the ‘Quality of Education’ delivered at Wrenbury, the children’s behaviour and attitudes and ensuring that safeguarding remains effective.

When reading the report, you will see clearly that the school continues to deliver an education for all our children. The Wrenbury Team has always endeavoured to live up to the school’s motto ‘We all matter’ and is continually striving to be the best it can be and do the very best it can for our children.

The inspectors recognised this during their visit, commenting that our ‘*pupils are **proud** to belong to a school where everyone matters*’. The inspectors recognised that our children ‘*are **exceptionally** well cared for*’, and that: ‘*Leaders have **high expectations** of pupils’ achievement and behaviour. Pupils take **great pride** in their work and typically behave well... [and]... Pupils, including those with special educational needs and/or disabilities (SEND), are **fully involved** in school life.*’

Our current Deputy Head Teacher has recently been appointed into the Head Teacher role, and so we are seeking an inspirational individual to become our new Deputy Head Teacher in January 2025.

We are looking for a dynamic, passionate person who has a passion for teaching and a desire to get involved in leading a team of dedicated staff. We want a Deputy Head Teacher who shares, and will help us to further develop, our strong vision for the direction of the school, but above all we want a Deputy Head Teacher who cares about our children, our School and our community. You will be working with a professional Governing Board to drive the strategic direction of the school.

I hope as you visit our website you will gain a sense of the value that we place in each child and our determination to ensure standards remain as high as possible within our caring and happy community.

The Governing Board will only appoint the best; our children, our school and our community deserve the best. If you have the ambition, commitment, expertise and empathy to meet our expectations we welcome your application and extend a warm invitation to you to visit our school, meet the children, staff and some members of the Governing Board. You can experience the ethos of hard work and positive attitudes to learning and discover whether you have those special qualities we expect of the future Deputy Head Teacher of Wrenbury.

Terry Whalley

Chair of the Governing Board



“Pupils are proud to belong to a school where everyone matters. They are exceptionally well cared for.”

Ofsted Jan 2023

Wrenbury Primary School where ‘we all matter’.

Wrenbury Primary School is a smaller than average, warmly welcoming and successful maintained school, situated in the heart of the rural, thriving village of Wrenbury, on the outskirts of the busy market town of Nantwich.

Location

Built in 1876 and set in expansive and well-resourced grounds, Wrenbury School benefits from its proximity to Wrenbury railway station, the Llangollen Canal, and St Margaret’s Church. We value and embrace the contributions and opportunities that the local community offers the school and our children. We strive for our school to be a place where everyone has a sense of self, a sense of place and a sense of belonging, both within our rural community and the wider world and where everyone in our school family is valued for their uniqueness and individuality.



Vision and Ethos

‘We thrive as a forward-thinking, rural community school that nurtures happy, healthy and hopeful children prepared for tomorrow’ is our vision statement. We seek to achieve this by providing a safe, inspiring, and creative learning environment where all can flourish.

Our Aims

- To provide a welcoming, happy, and safe place to be; where everyone is valued, respected, and can thrive.
- To develop the emotional, physical, spiritual, and social well-being of all within our school.
- To provide an ambitious, rich, balanced, and relevant curriculum to inspire life-long learning.
- To build confidence, independence, resilience, and success through a child-centred, holistic, and creative curriculum.
- To offer a broad range of experiences and opportunities to raise aspirations.
- To prepare our children to take their place in society with confidence, responsibility, awareness and understanding of our diverse and changing world.
- To celebrate achievement and the reaching of full potential in all areas of development.
- To have open, honest, trusting, and positive relationships between home and school.
- To provide an inclusive, collaborative, and engaging environment for staff to work and develop.
- To have a school at the heart of its community and for the community to be proud of its school.

Wellbeing

Wrenbury Primary is a school where ‘we all matter’ and where personal wellbeing is prioritised for all involved in school life: children and adults alike. At Wrenbury, we understand that children need to feel happy and safe to access their learning. We are very proud of our unique approach to wellbeing.

Our weekly Wellbeing Lunch Clubs and the ‘Colour Monster’ are well-established aspects of the ‘Wrenbury Way’ and valued by children and staff alike. The children enjoy their weekly ‘my happy mind’ positive mental health sessions. Staff wellbeing is equally important ensuring that we can all be the best that we can be for our children. To sustain this, the school has adopted a ‘trauma informed approach’ to support and enable all to thrive.

Teaching and Learning

Our very popular and nurturing, Governor-run ‘Little Wrens’ nursery provision is the starting point for most of our early years’ children and their ‘learning journey’ at Wrenbury, before applying for places in our reception year.

Our PAN is 20 and, in the primary years, our 130 children are taught in 5 classes known as Bases, with YR-Y2 taught in two Bases and Y3-6 in three Bases. Cohort size determines the make-up of our Bases, most of which are mixed age.

At Wrenbury, we are very proud of the quality of education and ever-evolving curriculum we offer through our bespoke *learning journey*, validated in our most recent Ofsted inspection (January 2023). Reading is at the heart of our curriculum. We aim for our wonderful children to grow, learn, and flourish by ensuring that they have as broad and rich an experience as possible as they follow their *learning journey* through school and in readiness for high school. To this end, the Wrenbury Team continually strives to be the best we can be and to offer the very best we can for each one of our children.

Our Current Priorities

In driving school improvement our current priorities are:

- To embed the school’s ambitious curriculum planning model to ensure equity for all groups.
- To further improve outcomes for all children in English (reading, writing and oracy) through prioritising basic skills and attendance to support better outcomes.
- To develop teaching practices which will enable all children to understand what they need to do to learn effectively. (Metacognition)

Beyond the Planned Curriculum

We host extra-curricular activities across the year alongside our annual ‘Health and Wellbeing Week’, STEM days and participate in local events, including maypole dancing at Marbury Merry Days. This summer our Y3s received brass tuition and will be performing with the Hallé Orchestra. This year we are supporting a local garden designer with her RHS Tatton show garden entry. We have achieved the Platinum level for Sport. Friends of Wrenbury Primary School (FOWS) make a very positive contribution to our educational visits, visitors, and resources.

Supporting our working families, we offer a very popular before and after school club – The Nest, providing wraparound care during term time.

Partnerships

Wrenbury Primary School is a partnership: our children, our parents, our staff (teaching and non-teaching), our Governors and the local community. We all place a strong emphasis on inspiring our pupils and helping them to aspire and achieve their best both academically and personally. Beyond the village community, we work collaboratively with the family of primaries and two high schools that make up the Nantwich Education Partnership, Crewe and Nantwich Schools Sports Partnership

and Chester University for ITT. We partner with Love Music Trust and Music for Life to enhance our music offer.

Ofsted – January 2023

Our most recent Ofsted inspection again judged the school as a ‘Good’ school and validated all that the school has achieved to date.

Safeguarding


The school takes safeguarding very seriously, and we expect our new Deputy Head Teacher to be committed to ensuring all our children are protected from abuse, harm, and neglect and to ensure that safeguarding is everyone’s business.



“There is no doubt that ... kindness, compassion and care is seen through the DNA of the school and are values that are clearly lived by everyone involved at Wrenbury ... “

Parent Voice

Deputy Head Teacher Job Description

<div>Job Description</div> <div>Deputy Head teacher</div> 
Main Responsibilities To be agreed on appointment.
Role <p>The Deputy Head teacher will be part of the school's leadership team, paid at an agreed rate on the leadership scale. The post holder will work collaboratively with the Head teacher in the overall leadership and management of the school and will demonstrate the school's values and vision in their work.</p>
Statutory Duties <p>The Deputy Head teacher will carry out efficiently and effectively those duties described in the prevailing pay and conditions of service documents pertaining to the role of Deputy Head teacher, including any working time directive.</p>
Class Teacher <ol style="list-style-type: none"> To work to the high standards expected of L1-3 post holder in this school. To work to the principles of high quality first teaching and promote the prioritised developments of the current school development plan. To promote the highest standards of classroom and school wide practices by example as Deputy Head teacher. To be our lead practitioner who delivers creative, engaging lessons which excite and inspire pupils and staff alike.
Management <ol style="list-style-type: none"> To work with the Head teacher in fulfilling the school's vision for the future. Ensuring and agreeing the production of the School Development Plan. Monitoring and evaluating the performance of the school and its achievements, responding to the Head teacher as required. Motivating staff and pupils through interest, encouragement and recognition of their unique value. Implementing the Governing Body's policies on equal opportunities and safeguarding. To be responsible for the day-to-day running of the school in the absence of the Head teacher. To lead the school in the best practices of assessment and develop and maintain efficient systems to track progress, analyse data and respond to findings. To support the staff in continuing the development of monitoring of teaching and learning. To promote and maintain effective partnerships with parents and the wider community. To actively seek and engage in collaborative projects that widen pupil experiences.
Teaching and Learning <p>At Wrenbury the search for excellence is expressed in teaching and learning which responds to the needs and aspirations of its pupils and acknowledges their individual worth.</p> <p>The Deputy Head teacher works with the Head teacher to secure and sustain effective teaching and learning throughout the school. They assist the Head teacher in monitoring and evaluating the quality of teaching and learning and standards of attainment, using relevant benchmarks and setting targets for improvement.</p>

Curriculum

Main Tasks

Work with the Head teacher in determining, organising and implementing, in collaboration with other appropriate persons or bodies, a curriculum which:

- meets statutory requirements
 - is relevant to the needs, experience, interests, aptitudes and stages of all pupils, including those with special educational needs and those entitled to Pupil Premium support
1. Work with the Head teacher in developing means whereby:
 - a. school documents on curriculum inform effective teaching
 - b. the arrangements for teaching and learning form a co-ordinated, coherent curriculum entitlement for all pupils
 - c. information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid governors in fulfilling their responsibilities for the school
 - d. there is continuity of learning and of progression for all pupils
 - e. challenging targets are set for pupil attainment leading to whole school improvement.
 2. Work with the Head teacher in providing a curriculum for the spiritual, moral, social and cultural development of all pupils and an understanding of British Values.
 3. Work with the Head teacher in ensuring appropriate pastoral care and guidance for all in accordance with the mission statement.
 4. Work with the Head teacher in determining appropriate pupil groupings which reflect the values of the mission statement.
 5. Work with the Head teacher in promoting a school ethos which extends opportunities for learning and encourages extra-curricular activities.
 6. Work with the Head teacher to determine and publicise the means for promoting:
 - a. pupils' self-discipline
 - b. respect for self, others and authority
 - c. good behaviour on and off school premises in accordance with any written directions of the Head teacher

Staffing

Leading and Managing Staff

At Wrenbury Primary School the Deputy Head teacher shares with the Head teacher responsibility for the leadership of a learning community.

The Deputy Head teacher's leadership should motivate, support, challenge and develop staff.

1. Participate in the performance management process in accordance with the relevant policy.
2. Contribute to the Performance Management process as a team leader.
3. Contribute to curriculum monitoring in accordance with the school's practices.

Main Tasks

To work with the Head teacher :

1. in reviewing and assessing the staffing structure of the school

2. in the key task of selecting and appointing staff, in accordance with their delegated responsibilities
3. in deploying and managing staff appointed to the school
4. by promoting and developing good management practice, positive staff participation, effective communication and clear procedures
5. by supervising and participating in arrangements made in accordance with the Regulations for the appraisal of the performance of teachers in the school, and in the identification of areas in which he/she would benefit from further training to include undergoing such training
6. in the implementation of staff development policies appropriate to the nature of the school with regard to:
 - a. the induction of new and newly qualified teachers and other staff
 - b. the development of professional knowledge, skills and abilities, including those necessary for career development
 - c. the provision of professional advice, support and training
 - d. the provision of references where relevant to career progression
7. by maintaining positive relationships with individuals and groups including staff unions and associations
8. by demonstrating effective leadership through outstanding professional practice
9. by participating in the setting and/or monitoring of targets relating to their own performance and that of other staff.

Efficient and Effective Deployment of Staff and Resources

At Wrenbury all deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the school's vision statement, aims and objectives. The Deputy Head teacher works with the Head teacher to deploy staff and other resources efficiently and effectively to meet specific objectives in line with the school's vision statement, aims and objectives and with the strategic plans determined by the Governing Body.

Main Tasks

1. Work with the Head teacher to implement the policies and procedures of the Governing Body concerning the resource and premises management of the school, in accordance with the vision statement, aims and objectives, other guidance and any legal requirements.
2. Work with the Head teacher to allocate, control and account for those financial and material resources of the school
3. Work with the Head teacher to ensure the security, maintenance and cleanliness of the school and its surroundings in accordance with any Local Authority regulations and Governing Body responsibilities under Health and Safety and other relevant legislation, and as directed by the Head teacher
4. Work with the Head teacher to seek to provide an attractive environment which stimulates learning and enhances the appearance of the school, and expresses the identity of the school
5. Work with the Head teacher to ensure that the external agencies and services contracted to the school operate efficiently and effectively.

Accountability

At Wrenbury Primary School, the Deputy Head teacher fulfils his or her responsibilities as specified by the Head teacher in accordance with the school's vision statement, aims and objectives and the School Development Plan.

Main Tasks

1. In relation to the Governing Body:
 - a. to advise and assist in the exercising of its functions when requested
 - b. to attend and report to the Governing Body as required
2. In relation to parents and those with parental responsibility, the Deputy Head teacher will work with the Head teacher:
 - a. by building an effective partnership between the school and parents recognising them as the first educators of their children
 - b. by promoting understanding of the mission, aims and ethos of the school through provision of regular information to parents about:
 - the school curriculum
 - the progress of their children
 - other matters relating to teaching methods and organisation
 - opportunities for dialogue between parents and staff in the wider life of the school.
3. In relation to the Local Authority and as directed by the Head teacher, to liaise and work in partnership with officers and support services; this to include monitoring and evaluation of the school
4. In relation to other schools, colleges and educational bodies the Deputy Head teacher will work with the Head teacher:
 - a. by promoting continuity of learning, progression of achievement and curriculum development
 - b. by supporting effective transfer and induction of pupils
 - c. by maintaining effective liaison
 - d. by maintaining effective relationships with other schools, and especially with other schools in matters of common concern
 - e. by providing training and work experience placements for school, college and training school students as appropriate and in accordance with school policy.

School Specific Responsibilities

To take specific and direct responsibility for aspects of teaching and learning and management that are to be defined with the Head teacher and Governors including:

- Leadership in at least one major curricular subject or aspect of the school and responsibility for improving standards in that area
- Co-ordination of school activities

“Staff are proud to work at the school, and their morale is high.”

Ofsted Jan 2023

Person Specification

ATTRIBUTES	ESSENTIAL	ID	DESIRABLE	ID
RELEVANT EXPERIENCE	Teaching experience across the primary phase	A	Experience of building links with other Key Stages and settings	A, I
	Record of successful aspect or subject leadership experience	A	Proven record of being instrumental in school development and raising standards	A, I
	An up-to-date knowledge of child protection procedures and a commitment to safeguarding pupils	A, I	Knowledge of current issues in education	
	Outstanding, creative and inspirational classroom practitioner	A, I	To be equally effective in 2 Key Stages	A, I
			Knowledge or experience of school development planning and monitoring	A, I
			Experience of teaching in at least 2 schools	A, I
			Commitment to a diverse, flexible curriculum and effective assessment.	A, I
EDUCATION & TRAINING	Degree and Qualified Teacher Status	A, I		
	Evidence of relevant C.P.D.	A, I		
SPECIAL KNOWLEDGE & SKILLS	Understanding of effective school self-evaluation to challenge performance	A, I	Ability to work effectively leading and managing a team with a proper appreciation of the principles and practice of performance management	A, I
	Knowledge and understanding of the creative approach to the curriculum and of personalised learning	A, I	ICT literate with a commitment to the effective use of ICT	A, I
	Excellent communication and interpersonal skills	A, I	The ability to maintain the holistic development and management of the school whilst maintaining perspective	A, I
			Experience of implementing strategies to maintain high standards of pupil motivation and behaviour	A, I

		Evidence of contribution to the development of an inclusive school, with good understanding of the requirements of children in vulnerable groups – including Travellers, SEN and those entitled to pupil premium	A, I	
ANY ADDITIONAL FACTORS	Able and willing to take leading responsibility for at least <u>one</u> main area or aspect of school life.	A, I,	Able and willing to support extracurricular activities	A, I
	A commitment to maintain and develop effective relationships with children, parents, carers, governors and the wider community	A, I	Commitment to utilise fully the unique skills and abilities of individual colleagues and talented team members, (teaching & non-teaching staff &volunteers) to create a successful organisation	A, I
	Understanding the role of the Deputy Head	A, I	To lead a residential Visit and/or run an after-school club	A, I
			An ability to inspire, challenge and empower others	A, I
			Commitment to working within the network of local schools	A, I
			Motivation, drive and creativity to share in leading the school into the future	A, I

“I've always felt that their well-being comes above anything at Wrenbury, and they now have a genuine passion for learning that stems from an amazing culture and curriculum... thank you so much! “
Parent Voice



Job Advertisement

The Governing Body at Wrenbury Primary School are pleased to invite you to consider this wonderful opportunity to become our next Deputy Head Teacher.

Wrenbury Primary School and Little Wrens Nursery is at the heart of our rural community. ‘We all matter’ is central to the culture across the whole school as children are fostered to embrace their true identities and be proud of their achievements. The school continues to be GOOD (Ofsted Jan 2023), acknowledging the strong emphasis on pupils’ personal development and highlighting how they are exceptionally well cared for.

The Wrenbury team have developed an inspirational curriculum which supports each child to aspire and achieve their best. All partners work together to ensure our pupils understand how they learn and to communicate this effectively to others. Everyone is committed to nurturing happy, healthy, and hopeful children prepared for tomorrow.

The school is a Group 2 school with 125 pupils on roll.

The role, which will start on 1st January 2025 is a permanent full-time post. The salary range will be L1 (£47,185) - L3 (£49,574), to be confirmed on appointment.

We are hoping that the next Deputy Head Teacher at Wrenbury Primary School will:

- take on this important role with passion and commitment to ensure the pupils, families and staff feel that they are in safe hands.
- use their vision and experience to strive for excellence and build upon the school’s solid foundations.
- work collaboratively with all partners to provide our amazing pupils with the positive early school experience that they deserve.
- have a track record of achievement which demonstrates positive impact and improved outcomes for pupils.
- demonstrate excellent leadership, organisation and communication skills.
- be able to think strategically, ensuring sound governance and effective management of the budget.
- value and develop all staff.
- protect and safeguard members of the school community.
- Promote an emotionally balanced approach to ensure children feel confident and resilient in their learning and interactions with each other.

In return, our Governing Body aim to provide:

- a positive working environment, supported by committed staff and enthusiastic pupils.
- a valuable opportunity to be a key part of the Nantwich Education Partnership and to gain support from neighbouring primary and secondary schools.
- regular supervision and support to ensure your well-being is prioritised.
- a culture that values and nurtures leadership and professional growth.

Key Dates :

Date	Activity
Friday 13 th September 2024	Completed applications to be submitted by midday
School Visits	10 th September at 4.30pm and 11 th September at 10.00am. Please email admin@wrenbury.cheshire.sch.uk to book.
Weds 18 th September 2024	Shortlisting meeting
Weds 9 th October 2024	Activity / Interview Date

Application forms should be downloaded from this website and returned to Wrenbury Primary School, Nantwich Road, Nantwich. Cheshire, CW5 8EN or by email to admin@wrenbury.cheshire.sch.uk by midday on Friday 13th September 2024.

If you have any queries during term-time, please contact the school on 01270 260656 or email admin@wrenbury.cheshire.sch.uk.

If you have any queries during the school holidays, please contact Maria Wilson (Clerk to Governors) at maria.wilson@cheshireeast.gov.uk.

You may provide a supporting letter with your application; this should not exceed two sides of A4 paper, font size 12. Please do not restate the factual details already included elsewhere on the application form.

The successful applicant will be subject to the conditions of employment for Head Teachers contained in the current School Teachers' Pay and Conditions document 2024 and other current education and employment legislation.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, and external agencies to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the successful applicant will require an enhanced DBS check. As the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children's barred list held by the DBS. Other safer recruitment checks including an on-line check for shortlisted candidates will be undertaken.

Keeping Children Safe in Education Part 3 Safer Recruitment 2023:

To comply with a change to Keeping Children Safe in Education September 2022:

An online check will be undertaken if you are selected for interview at the Shortlisting stage.

Please refer to the KCSiE 2023 document if you require clarification of this procedure

