

# THORPEDENE PRIMARY SCHOOL AND NURSERY

Southend East Community Academy Trust



## DEPUTY HEADTEACHER

## SECAT

# WELCOME

ACHIEVING, CARING,  
RESPECTING WITH CONFIDENCE

Dear Applicant,

Thank you for taking an interest in the post of Deputy Headteacher at Thorpedene Primary School and Nursery.

I hope that the information included in this pack gives you a sense of who we are and what we want for our children, their families and our staff and that you choose to apply.

We have just over 500 children in our school and each one needs people who will keep them safe, encourage them, help them, challenge them, inspire them and ultimately enable them to succeed. In short, they need you! They may have additional needs or require help to overcome barriers associated with disadvantage or they may have significant abilities and talents that need to be harnessed. They will benefit from high expectations, well planned and engaging learning and a sense that they are part of a school that aims to be the very best it can be.

I have worked here at Thorpedene Primary School & Nursery since 2016 and have been Headteacher since 2021. If you choose to work with us we can offer you:

A dedicated staff team who work together as a community to support the wide range of learning opportunities our school provides.

A supportive and collaborative working ethos including a commitment to staff wellbeing.

We are seeking to appoint a highly motivated and inspiring Deputy Headteacher to join our team, with a passion for working with children to ensure they receive the education they deserve.



If you share our vision and values, enjoy a challenge and want to work in a friendly and happy environment where we strive to ensure that every child is nurtured and challenged to achieve their true potential and pursue their dreams, then we would like to hear from you.

**Steph Frost**

**Head Teacher**

Visits to the school are highly encouraged.

Please contact the school office on 01702 582225

or email [admin@thorpedene.secat.co.uk](mailto:admin@thorpedene.secat.co.uk) to arrange a visit

SECAT

# WELCOME

BUILDING STRONG SCHOOLS  
BUILDING STRONG PARTNERSHIPS  
BUILDING STRONG COMMUNITIES



I am delighted that you are considering SECAT as your employer of choice.

Southend East Community Academy Trust is a community of schools working in partnership, sharing resources and ideas to provide a rounded and inclusive education to our students who range from the age of 2 through to 18. We work towards enhancing the life chances and prosperity of our students and to equip them for adult life. Whilst keeping each school's individual character, we encourage our staff to share best practice and knowledge to further benefit our students. We are passionate about educating and encouraging our students to become active, successful citizens and to have the confidence to meet any challenge they face. I look forward to meeting you and to working with the successful candidate to serve our local community and securing the best possible outcomes for our children and young people.

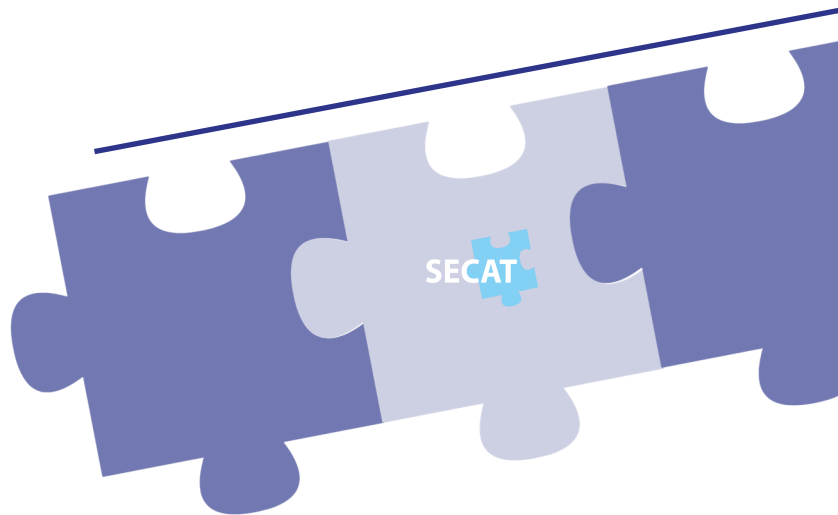
*Ben Stickley SECAT Chief Executive Officer*

Building Strong Schools

Building Strong Partnerships

Building Strong Communities

[www.secat.co.uk](http://www.secat.co.uk)



# ABOUT US

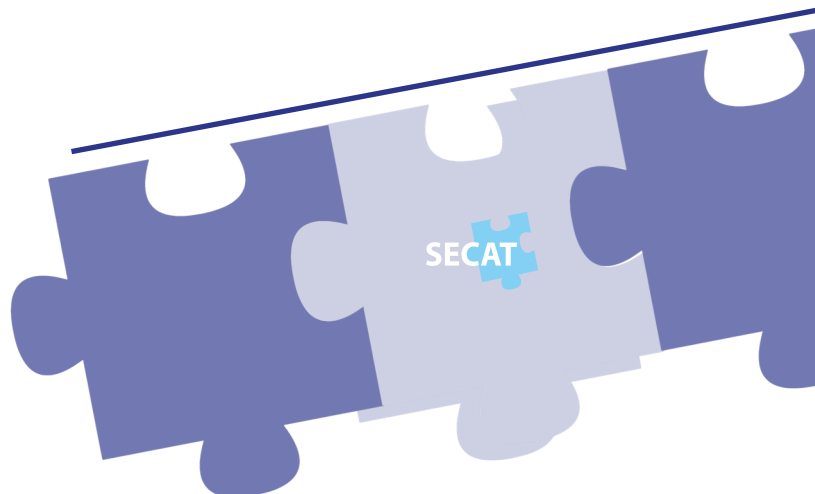
ACHIEVING, CARING,  
RESPECTING WITH CONFIDENCE

## Thorpedene Primary School and Nursery

At Thorpedene Primary School and Nursery, we strive to provide a welcoming, friendly and happy learning environment for all our children. This is achieved through our hardworking whole school community including parents, our dedicated team of staff , Academy Representatives, Trustees and not forgetting the vital part – our children! We work collaboratively with a clear focus on our school vision and values.

Our aim at Thorpedene Primary School and Nursery is to provide a purposeful, well-balanced curriculum which stimulates learning, encouraging reflective children to have the independence and self-confidence to live and learn, now and in the future.

We are determined to ensure that every child who attends Thorpedene continues to succeed in a supportive learning environment based on the school core values of Achieving, Caring, Respecting with Confidence. We know that children learn better when they are happy. Here at Thorpedene Primary School & Nursery we continue to put the best interests of every child at the heart of our school and ensure that every child is nurtured and challenged to achieve their true potential and pursue their dreams.



# VISION & VALUES

ACHIEVING, CARING,  
RESPECTING WITH CONFIDENCE

Achieving



## Our Vision

**'Achieving, Caring and Respecting with Confidence'**

Caring



## Our Values

At Thorpedene Primary School and Nursery we have:

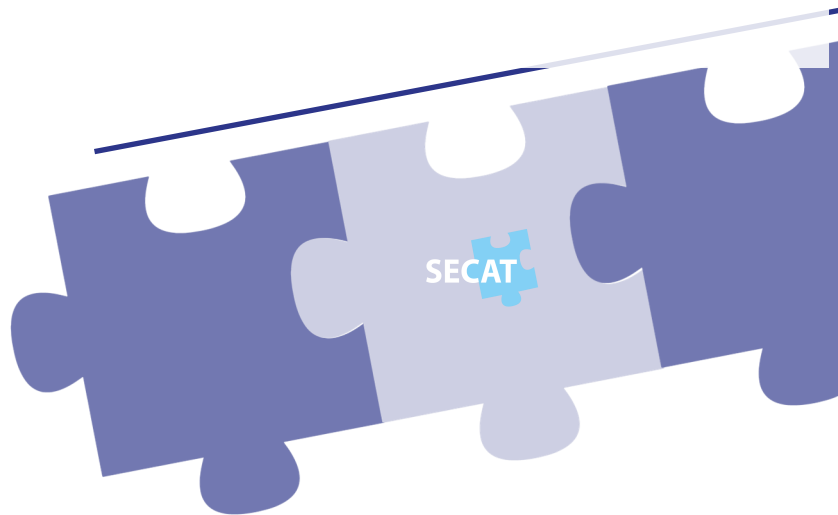
A community, whose purpose is the creation of a happy, safe and secure environment in which learning in all its aspects is encouraged, where we develop each child emotionally, so all are valued, have a sense of responsibility, demonstrate respect and show care for everyone, both within school and within the wider community.

Respecting



We aim to provide a purposeful, well-balanced curriculum in an interesting environment, which stimulates learning, encouraging reflective children to have the independence and self-confidence to live and learn, now and in the future.

Confidence



# DEPUTY HEADTEACHER

ACHIEVING, CARING,  
RESPECTING WITH CONFIDENCE

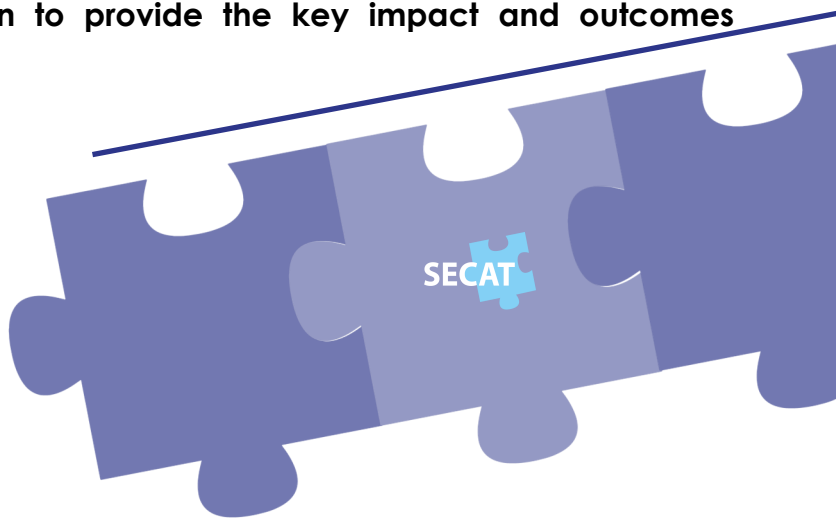
<b>Job Title:</b>	<b>Deputy Headteacher</b>
<b>Grade:</b>	<b>SECAT Leadership L12-16</b>
<b>Responsible to:</b>	<b>Line Manager</b>
<b>Location:</b>	<b>Thorpedene Primary School</b>
<b>Pay Range/Salary:</b>	<b>£62,501 to £69,083 per annum</b>
<b>Start Date:</b>	<b>September 2024</b>
<b>Contract Type:</b>	<b>Permanent</b>
<b>Hours per week:</b>	<b>Full Time</b>
<b>Application Closing date:</b>	<b>8 May 2024</b>
<b>Date of Interview:</b>	<b>20 May 2024</b>

We have an exciting opportunity for a new, inspirational, forward-thinking Deputy Headteacher with a bright and positive outlook, who will work together with the Headteacher and staff team to continue to support the school and pupils in our school. We are looking for someone who is an outstanding relationship builder, has an ability to inspire teams across our school and has a passion for providing pupils with the best possible education.

The Deputy Headteacher will work closely with the Headteacher, monitoring, evaluating and challenging the quality of teaching and learning and be a great model and coach for excellent teaching and learning. There will be a teaching commitment, that meets the needs of the school.

Our young people deserve the best and if that's what you can offer then we would love to hear from you.

The following provides the overall strategy and remit of the post holder. It should be read in conjunction with the Strategic Plan, School and Departmental Improvement plans and Performance Management, documentation to provide the key impact and outcomes expected for the academic year ahead.

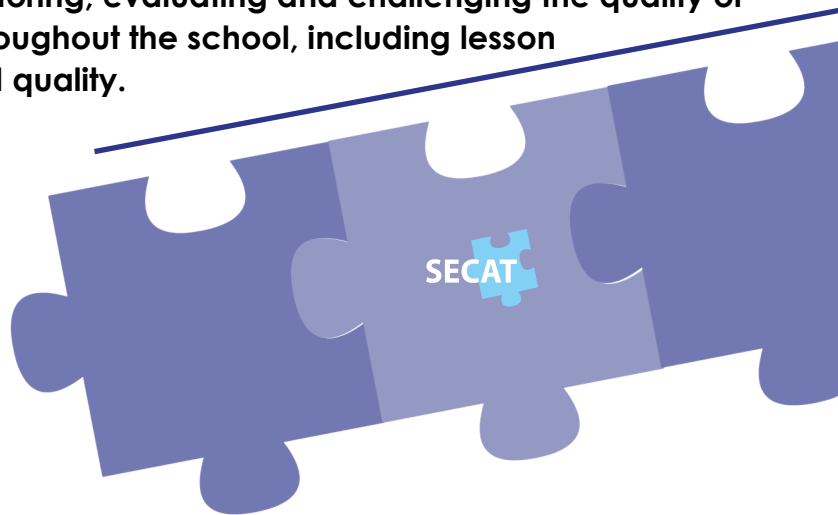


# KEY ROLE

ACHIEVING, CARING,  
RESPECTING WITH CONFIDENCE

## Key Responsibilities:

- Work with the Headteacher in creating and communicating a strategic vision
- Participate in rigorous self-evaluation of the school and use this evaluation to set realistic but challenging targets as part of school improvement
- To be involved in the review, writing and implementation of the Academy Improvement Plan
- Undertake a range of leadership and management roles and responsibilities as agreed with the Headteacher
- Deputise for the Headteacher as required
- Support the Headteacher in managing staff and resources
- Work collaboratively within the leadership team to create, implement and review whole school policies and procedure
- Adopt a high profile amongst staff and children, promoting high expectations and achievements
- Promote and safeguard the safety and welfare of the children and staff
- Participate in and lead professional activities for staff
- Be a leading classroom practitioner; inspire and motivate other teachers
- Offer behaviour management support and advice to colleagues as and when necessary
- Motivate and work with others to create a positive climate and lead by example.
- Support the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality.



# KEY ROLE

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## Key Responsibilities:

- Share, with other members of the leadership team, line management responsibilities for middle leaders and other staff within the school
- Keep abreast of educational and pedagogical developments and evaluate new approaches
- Keep colleagues informed of professional developments by disseminating information
- Keep the Headteacher fully informed on all matters relating to the post holder's particular responsibilities
- Liaise with other schools both within and outside of SECAT and agencies where necessary
- Liaise with parents and promote parental and community interests and understanding
- Act as a coach and mentor for staff, including where performance is unsatisfactory
- Provide oral and written reports for the Leadership Team, Academy Committee, Trustees and LA partners
- Play an active part in pupil behaviour management and support procedures within the school
- Liaise with the parents of children whose behaviour, academic performance or welfare is causing concern
- support the induction of staff new to the school and those being trained within the school.
- • Creating and maintaining an effective partnership with parents/carers to support and improve pupils achievement and personal development.
- Undertake any other duties, which the Headteacher may reasonably request.





# PERSON SPECIFICATION

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This should be read in conjunction with the Job Description.  
The Person Specification sets out the elements of the Deputy Headteacher role the Trust deems important for this post.

**Key: A = Application; I = Interview; R = References**

Requirement	Essential	Desirable	
Qualification	<ul style="list-style-type: none"><li>Evidence of continuing professional development</li><li>Qualified Teacher status</li></ul>	NPQH	A
Experience	<ul style="list-style-type: none"><li>Experience across the primary age range</li><li>Evidence of substantial and impactful leadership with experience in more than one key stage</li><li>Good knowledge of how the curriculum drives outcomes from early years onwards</li><li>Understanding of current SEND procedures and practice</li><li>Evidence of successful classroom teaching</li><li>Competent ICT skills and knowledge</li><li>A good understanding of the role of Ofsted and the recent changes within the Inspection Framework</li><li>Evidence of involvement in designing school improvement plans, checking on impact</li></ul>	<p>Liaison with external agencies</p> <p>Experience of working within a MAT</p> <p>Understanding of multiple key stages</p>	A, I & R

# PERSON SPECIFICATION

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Leadership and Management	<ul style="list-style-type: none"><li>• Clear understanding of the strategic role Deputy Headteachers play in driving school improvement within a successful MAT</li><li>• Experience of influencing strategic planning within senior leadership</li><li>• Understanding of and ability to look at the 'bigger picture'</li><li>• Ability to initiate and manage change sensitively in pursuit of strategic objectives</li><li>• A clear vision of excellence in education</li><li>• Evidence of ability to raise educational outcomes and a commitment to high standards of achievement</li><li>• Understanding of the strategic role of the Academy Committee and ability to work effectively with the governors who make up this committee</li><li>• Ability to lead by example and inspire pupils and staff to achieve positive results</li><li>• Ability to delegate, monitor and effectively evaluate information in a variety of forms</li><li>• Evidence of good working relationships with parents and the wider school community</li><li>• Experience and successful use of Performance Management to support improvement</li><li>• Commitment to the continuing professional development of all staff</li><li>• Clear understanding of safeguarding and an up-to-date knowledge of Child Protection procedures</li><li>• Understanding of GDPR</li></ul>		A, I & R
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# PERSON SPECIFICATION

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Knowledge and Skills/Teaching and Learning	<ul style="list-style-type: none"><li>• Clear understanding of what is effective teaching and how this positively impacts the learning of children from different backgrounds</li><li>• A high regard for the personal achievement of every child emotionally and academically</li><li>• Ability to demonstrate knowledge of current curricular and educational issues/relevant legislation</li><li>• Clear knowledge and understanding of assessment and monitoring procedures and ability to implement these</li><li>• Commitment to inclusion and equality of access to educational provision for all children</li><li>• A good understanding of consistent approaches to behaviour management</li></ul>	<ul style="list-style-type: none"><li>• Innovative and creative approach to teaching and learning</li><li>• Experience of working within more than one key stage</li></ul>	A, I & R
Personal Qualities	<ul style="list-style-type: none"><li>• Strong interpersonal and communication skills displaying confidence and transparency</li><li>• Clarity of thinking enabling effective decision-making</li><li>• Resilient, emotionally intelligent</li><li>• Desire to promote respect between children, staff, parents, governors, and all MAT staff</li><li>• Has high expectations of both self and others</li><li>• A well-organised person, able to manage time effectively, to prioritise and to meet school, MAT, and external deadlines</li><li>• Ability to recognise staff strengths and delegate accordingly</li><li>• Ability to build, support and work as part of a high performing team</li><li>• A sense of humour</li></ul>		A, I & R

SECAT

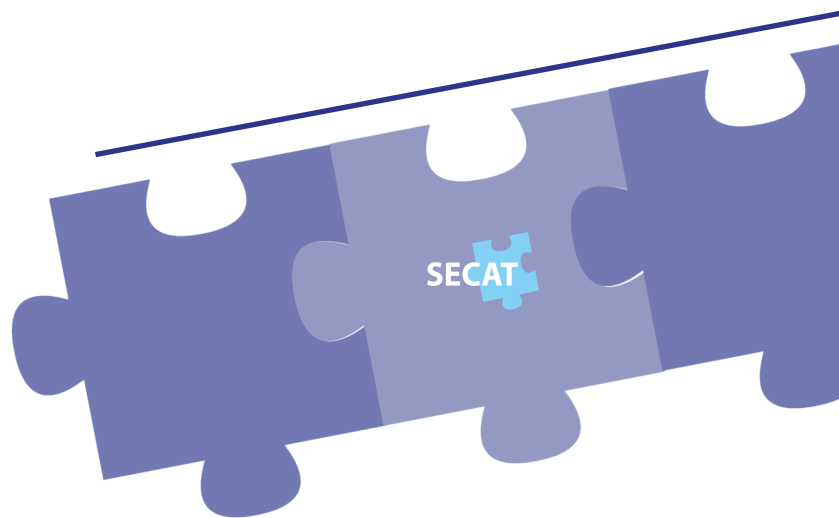
# SAFEGUARDING NOTICE

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SECAT is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. All appointments are subject to an enhanced DBS check, medical clearance, and satisfactory references.

## EQUAL OPPORTUNITIES

We are committed to recruiting and retaining a diverse workforce, and we encourage and welcome applications from all backgrounds and from all parts of the community, particularly people from ethnic minorities who are currently under-represented.



# HOW TO APPLY

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To make an application please visit [www.secat.co.uk](http://www.secat.co.uk) for Guidance Notes and to apply via our online recruitment platform

A copy of the SECAT Recruitment and Selection Policy and Privacy Notice for Job Applicants can be found in the policies section of the SECAT website ([www.secat.co.uk](http://www.secat.co.uk))

SECAT is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. All appointments are subject to an enhanced DBS check, medical clearance, and satisfactory references. We are an equal opportunities employer.

SECAT reserve the right to appoint before the closing date.



**(01702) 582225**



**[office@thorpedene.secat.co.uk](mailto:office@thorpedene.secat.co.uk)**



**[www.thorpedene.secat.co.uk](http://www.thorpedene.secat.co.uk)**



**Delaware Road, Shoeburyness, SS3 9NP**

A graphic at the bottom right of the page consisting of several interlocking puzzle pieces in various shades of purple. One piece in the center is a lighter shade and features the SECAT logo.

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**THORPEDENE**  
PRIMARY SCHOOL AND NURSERY

