



# COWLEY HILL PRIMARY SCHOOL

Deputy Headteacher Recruitment Pack  
2025



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# WELCOME FROM THE HEADTEACHER



Dear Applicant,

Thank you for your interest in the role of Deputy Headteacher at Cowley Hill. As a result of our long-standing Headteacher retiring, and our Deputy moving into the substantive role, we have a really exciting opportunity to further develop our new leadership team.

We are looking for a new Deputy Headteacher to join our excellent school and help us further shape our ethos and vision for the future. We work hard as a team to ensure shared workload, smaller groups, leadership release time and a great work/life balance!

We have a vibrant, well-equipped and resourced working environment. Behaviour at the school is excellent, allowing teachers to teach, and pupils to learn. We are constantly evaluating our practices, striving to create the very best learning opportunities for our children. We are a forward-thinking school where staff are encouraged to take on responsibility and new challenges in a 'can do' culture.

Children's self-worth and self-esteem are developed through a strong, praise-based culture. We have a thriving Pupil Parliament made up of School Council, Eco Warriors, Sports Ambassadors and representatives from across the school.

The post of Deputy Headteacher at our school provides an excellent opportunity to build upon current successes and achievements and to gain professional enjoyment and satisfaction from developing the school further.

You can be assured that both I and my fellow governors are committed to the school's continuing development and that we shall continue to support the new Deputy Headteacher in their shared leadership of the school.

The closing date for applications is Tuesday 18<sup>th</sup> March at 9am and shortlisting will be taking place on Monday 24<sup>th</sup> March. For further information about our school, please visit our website at <https://www.cowleyhill.herts.sch.uk/>

If you wish to discuss the role or visit the school please contact Karen Scott, School Business Manager, at [admin@cowleyhill.herts.sch.uk](mailto:admin@cowleyhill.herts.sch.uk) or telephone 020 8953 2218.

We look forward to hearing from you.

Yours faithfully,

*Louise Thomas*

Louise Thomas  
Headteacher



# SCHOOL STATISTICS



Age Range: 3 - 11



429 Children on roll



Rated **Good**  
in 2021



A maintained school under  
the authority of HCC



Borehamwood,  
Hertfordshire

40.8%

Of our pupils speak  
English as an additional language

38%

Of pupils are on the  
SEN register

24%

Of pupils receive  
free school meals

24%

Of pupils are eligible for  
Pupil Premium

# ABOUT OUR SCHOOL

In the heart of Borehamwood, Cowley Hill is a popular and welcoming two-form entry school with a nursery. We are a well-resourced school with excellent facilities. Recently, we have undergone a transformation, resulting in our beautiful new building, perfectly situated on a spacious and appealing site.

Our school fosters a love of learning through an engaging, creative and broad curriculum which reflects our diverse community. Our weekly toddler group at the nursery is just one example of how we nurture strong connections with the local community, and we're dedicated to developing these relationships even further. We are part of a supportive network of local primary schools and work closely with Haberdashers' Boys' and Girls' Schools to create opportunities that benefit the community.

At Cowley Hill, our ethos "Learning for tomorrow everyday" is at the heart of everything we do. We strive to nurture an environment where children are excited to learn, take pride in their efforts, and grow into independent, confident learners. At Cowley Hill, pupils feel heard and valued. Our aim is to help each child grow into a confident, caring individual who takes pride in being themselves. With a variety of extra-curricular activities and wraparound care, we support their development in every aspect.

Well-being is central to our values and a priority for pupils and staff; we have Well-being Ambassadors in each class who spread positivity throughout the school and provide support to the well-being of their classmates.



# OUR SCHOOL ETHOS



## Learning for tomorrow everyday



At Cowley Hill Primary School, effort and achievement are recognised, encouraged and seen as something to be proud of.

There is a strong enthusiasm for learning, with children encouraged to set high expectations for themselves.

There is a belief that all members of the community are open to discussing ideas, as they are accustomed to having their contributions valued and respected.



# OUR SCHOOL VALUES

- **To promote a thirst for learning;** we encourage all children to reach their full potential by offering a broad, balanced, and creative curriculum, maintaining high expectations, celebrating achievements, and providing dedicated, enthusiastic, and effective teaching.
- **To create a respectful environment for all;** promoting thoughtfulness and consideration through clear guidelines, within an atmosphere of involvement, tolerance, and collaboration.
- **To encourage children to become self-motivated and determined learners** who will take risks, rise to a challenge and manage the outcome in an atmosphere that is challenging yet supportive.
- **To enable children to develop into independent learners** by creating an environment where contributions, efforts and achievement are valued.
- **To communicate the Cowley Hill ethos effectively** to all members of the community to inspire excellence throughout the school.



# OUR NEW DEPUTY HEADTEACHER



# WHAT WE CAN OFFER

We are looking for a passionate and dynamic 'out of class' Deputy Headteacher to join the leadership team of our happy and vibrant school.

## You will:

- Be visible and demonstrate excellent communication skills with pupils, parents, staff, Governors and the wider community.
- Show a strong commitment to championing and enhancing the curriculum.
- Be confident in coaching, mentoring, and developing the staff team.
- Provide inspiring leadership to support the Headteacher in guiding and motivating staff and pupils towards academic excellence.
- Embrace inclusivity, openness, and honesty in all interactions with stakeholders.
- Be proactive and adaptable, including covering class teaching roles during staff absence.
- Possess a deep understanding of educational policies, procedures, and regulations.
- Build and maintain links to the local community.

This role offers an exciting opportunity for a dedicated leader to make a meaningful impact on our school community.

## We offer:

- A compassionate, experienced and dedicated team of established staff.
- A school with a good reputation and strong relationships with parents and our local community.
- Opportunities for continual professional growth.
- Excellent behaviour; allowing teachers to teach and pupils to learn.
- A well-maintained and resourced school.
- A rich and diverse curriculum; we are committed to providing opportunities that inspire curiosity, creativity and a life-long love of learning for our pupils.
- A supportive Governing Body devoted to the school's mission and success.
- A commitment to well-being; at Cowley Hill, the well-being of our pupils and staff is a priority.
- A non-classroom-based role, allowing you to focus entirely on strategic leadership and school improvement.





# PERSON SPECIFICATION

A candidate will only be considered for shortlisting and move forward in the remaining person specification criteria if they meet the initial essential criteria under qualifications, knowledge and experience.

It is important to provide examples using the STAR acronym (situation, task, action, result) relating to the person specification criteria.

		Essential/ Desirable	Application form	Assessment stage
<b>Qualifications, knowledge and experience:</b>	Degree and qualified teacher status	E	✓	✓
	Experience of working with/ teaching in Early Years Foundation Stage/ KS1/ KS2	E	✓	✓
	Recent successful leadership experience as a Deputy headteacher, Assistant headteacher or School Improvement Lead.	E	✓	✓
	Thorough understanding of Child Protection and Safeguarding and commitment to safeguarding as part of the duty of care.	E	✓	✓
	Experience of leading safeguarding in a school.	D	✓	
<b>School culture:</b>	Demonstrates an awareness of the wider education context.	E	✓	✓
	Ability to articulate a clear vision for the future and provide strategic direction for staff, pupils and the community.	E	✓	✓
	Proven record of inspiring, enabling and motivating others, promoting positive and respectful relationships across the school.	E		✓
	Ensures a culture of high staff professionalism, holds others to account.	E		✓
	Upholds ambitious educational standards for all pupils.	E		✓

		Essential/ Desirable	Application form	Assessment stage
<b>Teaching, curriculum &amp; assessment:</b>	Clear understanding of the curriculum and how to ensure this can be effectively accessed by all.	E		✓
	Reviews and monitors progress against agreed, measurable targets.	E		✓
	Absolute commitment to inclusion and to ambitious expectations for all pupils including those with SEND and higher attainers.	E	✓	✓
	Knowledge and experience of working with children with SEND across the primary phase.	E	✓	✓
	Able to understand the needs of children with challenging behaviours and develop strategies to successfully manage this.	E		✓
	Experience of deploying and managing staff to deliver effective outcomes.	E		✓
<b>Professional development:</b>	Evidence of appropriate and recent professional career development for the role of Deputy Headteacher.	E	✓	
	Has successfully undertaken approved safer recruitment training.	D	✓	
	Commitment to prioritising the continued professional development of all staff (including themselves) in the best interests of the individual, the team and the school.	E	✓	✓
	Successful track record of developing staff through effective performance management.	D	✓	✓
<b>Organisational management/ continuous school improvement:</b>	Have had active involvement in effective school self-evaluation and development planning.	D	✓	✓
	Have had responsibility for whole school policy development and implementation.	D		✓
	Experience of leading change effectively and successfully.	D		✓
	Clear commitment to promoting health and safety and the wellbeing of children and staff.	E		✓
	Ability to review and analyse key data to develop evidence-informed strategies for school improvement.	E		✓

		Essential/ Desirable	Application form	Assessment stage
<b>Working in partnership/ Governance &amp; accountability:</b>	Experience of working with stakeholders including governors, school improvement partners, other schools and organisations to improve outcomes for pupils.	D	✓	✓
	Understands and welcomes the role of effective governance, upholds their obligation to give account and accept responsibility.	E		✓
	Experience of managing school finances effectively, understanding their contribution to school development and pupil outcomes.	D		✓
	Able to assimilate and manage financial and other data to achieve sound financial decision-making.	E		✓
<b>Personal Qualities/ Ethics and professional conduct:</b>	Passion for education, coupled with ability and enthusiasm to see every child fulfil their potential.	E		✓
	Excellent communication skills, including written communication.	E	✓	✓
	Visible and approachable, empathetic and enjoys engaging and inspiring children and others.	E		✓
	Adaptable leadership style, 'hands on' when required, balanced with knowing when to delegate.	E		✓
	Capacity for sustained hard work with energy and enthusiasm.	E		✓
	Able to take a dynamic approach to the changing needs of the school population.	E		✓
	Demonstrates consistently high standards of principled and professional conduct both within and outside school, upholding the <u>Seven Principles of Public Life</u> at all times.	E		✓
	Upholds fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.	E		✓

# JOB DESCRIPTION

## The Deputy Headteacher will:

- Under the direction of the Headteacher, help to formulate, deliver and promote the aims and objectives of the school.
- Undertake the professional duties of Deputy Headteacher reasonably delegated by the Headteacher.
- Undertake the professional duties of Headteacher in the event of their absence.
- Undertake the role of class teacher to cover sickness and absence of teaching staff.
- Have responsibility, as with all staff, to promote and safeguard the safety and welfare of children and young people.

*N.B. The duties listed on the following pages are not an exhaustive list of requirements.*

*The specific nature and balance of these responsibilities will vary according to the needs of the school.*



# KEY RESPONSIBILITIES

The out-of-class Deputy Headteacher will have delegated responsibilities which are both school-wide and of considerable weight.

- Lead member of staff for ECT.
- Manage staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement.
- Provide leadership and management of teaching and learning throughout the school.
- Take a lead role in monitoring and evaluating standards across the whole school, actively promoting effective teaching and learning practices.
- Contribute significantly to the direction of the School Improvement Plan, taking account of the priorities of the school.
- Work closely with the headteacher to ensure that the school offers a high quality and engaging curriculum for its pupils.
- Be an active participant of the school's senior management team.



## Teaching and Learning:

- Be responsible for the quality of the teaching and learning of all assigned pupils.
- Plan and teach well-structured lessons to assigned classes, following the school's plans and curriculum.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Participate in arrangements for preparing pupils for examinations.
- Work with the headteacher to raise the standards of teaching, learning and attainment.

## Whole-School Organisation, Strategy and Development:

- Ensure the school's vision is clearly articulated, understood and acted upon effectively by all.
- Demonstrate the vision and values of the school in everyday work and practice.
- Assist the headteacher in the ongoing review of standards of leadership and teaching and learning, working with others on curriculum and/or pupil development to secure coordinated outcomes.
- Create costed subject development plans which contribute positively to the achievement of the school development plan, which actively involves staff in its design and execution.
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures.



## Health and Safety:

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person.
- Promote the safety and wellbeing of pupils.
- Promote self-discipline, high standards of behaviour and positive attitudes on the part of all children and promote policies and procedures to foster them.

## Working with Colleagues and Other Relevant Professionals:

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

## Management of Staff and Resources:

- Direct, supervise and provide support to staff assigned to them.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff to enhance performance.
- Monitor quality and standards of resources delegated to them.



## Professional Development:

- Take part in the school's appraisal procedures.
- Take part in further training and development in order to improve own teaching and overall performance.
- Where appropriate, take part in the appraisal and professional development of others.

## Communication:

- Communicate effectively with pupils, parents/carers, colleagues, wider school community and governors.
- Advise and assist the governing board as required in the exercising of its functions including attending meetings and making reports.
- Support fully the life and work of the school and promote a positive image of the school always.

*This job description will be reviewed annually as part of the performance management programme.*

*The Deputy Headteacher will have access to a range of professional development activities, including Deputy Headteacher conferences, support groups and appropriate training courses.*





# IMPORTANT INFORMATION



Pay range:	L7 - L12 Fringe (£59,213 - £66,665)
Start date:	September 2025
Closing date:	Tuesday 18 <sup>th</sup> March 2025 at 9AM
Shortlisting date:	Monday 24 <sup>th</sup> March 2025
Interview date:	Tuesday 1 <sup>st</sup> April 2025
Visits to the school:	To make an appointment to visit, please contact the school office on 020 8953 2218 or email us at <a href="mailto:sbm@cowleyhill.herts.sch.uk">sbm@cowleyhill.herts.sch.uk</a>
School website:	<a href="http://www.cowleyhill.herts.sch.uk">www.cowleyhill.herts.sch.uk</a>
School address:	Winstre Road, Borehamwood, Hertfordshire, WD6 5DP

Cowley Hill Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check as well as other pre-appointment checks, including an online check, as outlined in Keeping Children Safe in Education (September 2024).

Appointments will always be made on the merit of the application and performance in the selection process – however, we are particularly encouraging applications from racially minoritised ethnic groups who are currently under-represented at senior level.

# APPLICATION PROCESS

## How to apply

This recruitment is managed by HFL Education, in line with the latest guidance on safer recruitment. Please apply on the Teach in Herts website, using the standard online application form. CVs will not be considered. Should you need support, please contact [leadership.recruitment@hfleducation.org](mailto:leadership.recruitment@hfleducation.org). Please ask us if you require information about this vacancy in an alternative format.

## Application Form

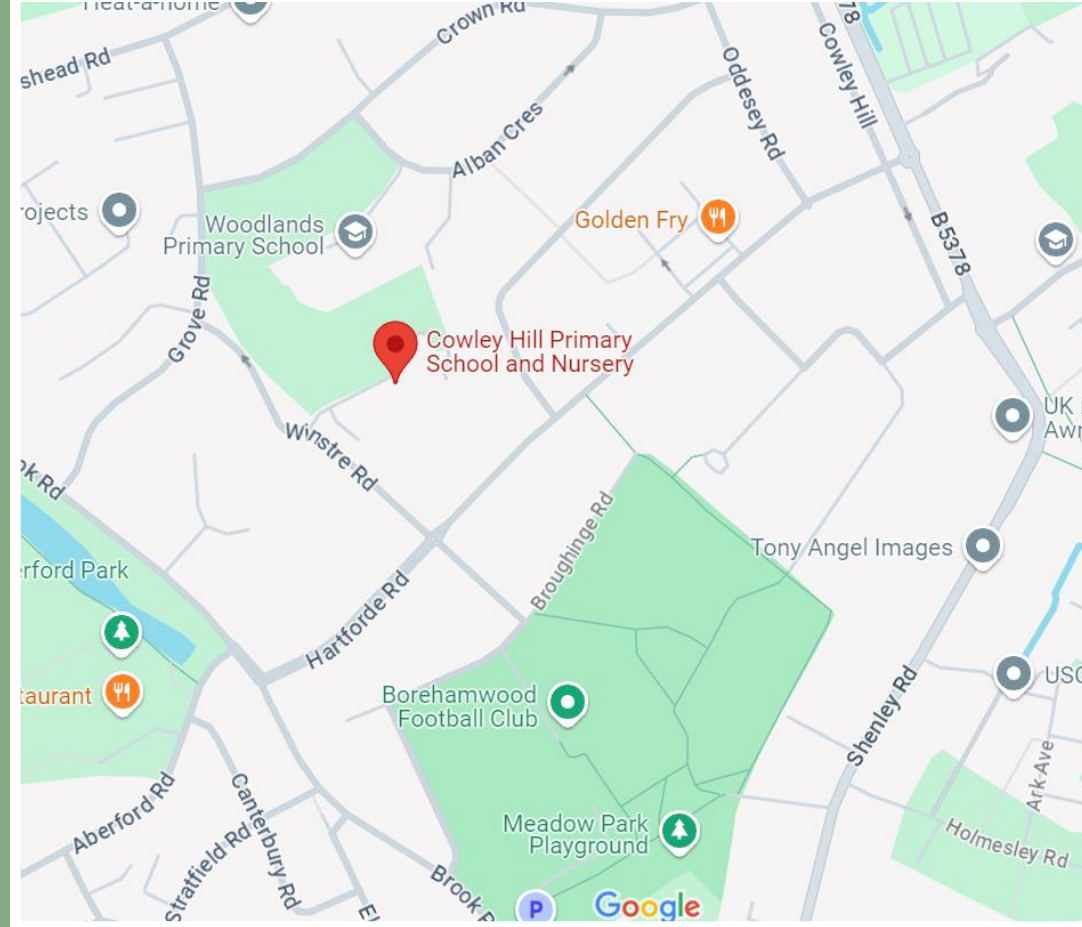
Applicants must use the standard application form provided (CVs are not accepted). Please complete all aspects of the form fully. Include your full work history, explaining any gaps since leaving school education, and include any relevant training you have completed, particularly those in recent years which have helped to prepare you for headship.

## Person Specification and Personal Statement

When writing your personal statement, it is important you address each of the requirements in the person specification. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

## References

In line with safer recruitment guidance, we normally request references after shortlisting. Please make sure your referees are aware of your application and are able to provide a swift turn around if needed. Preferred referees are your last two employers, and you should provide their official organisation email address for us to contact. One referee will be your last Headteacher or Chair of Governors.



## COWLEY HILL PRIMARY SCHOOL

Winstre Road, Borehamwood, Hertfordshire, WD6 5DP  
020 8953 2218 | [admin@cowleyhill.herts.sch.uk](mailto:admin@cowleyhill.herts.sch.uk)