

KILLIGREW PRIMARY & NURSERY SCHOOL

Deputy Headteacher Recruitment Pack



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WELCOME FROM THE CHAIR OF GOVERNORS

Thank you for your interest in the role of Deputy Headteacher at Killigrew Primary & Nursery School. I hope you find this information pack a useful introduction to our school. We are delighted that you see our school as the one where you can make a positive impact and build on the solid foundations that we have worked hard to put in place.

Killigrew is situated on the outskirts of the leafy suburban city of St Albans, famed for its Abbey and connection with the Roman Empire. Queen Boudica and Stephen Hawking are just two of its famous citizens.

One of Killigrew's greatest strengths is its exceptional team of teachers, teaching assistants, office staff, and support staff, who work collaboratively with passion, dedication, and warmth to create a nurturing and inspiring environment for our children.

The Governors are proud to be part of a 'good' school, with another full inspection due in the next 18 months to test for "Outstanding". We believe that a key part of this success is the strong links and relationships that have been developed between staff, pupils, parents and the broader school community.

We are excited to be starting the next academic year with our new Headteacher, and are now looking for a passionate and ambitious Deputy Headteacher to join us for this exciting stage in our school's development.

The Governors and myself remain a solid and constant "North Star" to assist our new leaders and support them fully in this next chapter.

For further information about our school, please visit our website at www.killigrew.herts.sch.uk and we would also encourage interested applicants to visit the school. Visits will be scheduled by appointment. Please contact us on admin@killigrew.herts.sch.uk or call 01727 774200 to arrange a time.

The closing date for applications is Monday 28th April. If you wish to discuss the role, please contact Chair of Governors, Giles Fry at g.fry@killigrew.herts.sch.uk to arrange a time.

Thank you for your interest in Killigrew. My colleagues and I really look forward to meeting and interviewing motivated candidates, interested in taking on this important and exciting new challenge.

Yours sincerely,

Cllr. Giles Fry

Chair of Governors



SCHOOL STATISTICS

11.9%
EAL

8%
FSM

15%
SEND

8.5%
Pupil
Premium



Two form entry community school



Age Range:
3 – 11 Years



Number of Roll:
409



Rated Good in July 2024



ABOUT OUR SCHOOL

Welcome to Killigrew Primary and Nursery School, nestled in a beautiful, green park in St. Albans. Our school, originally two separate institutions, now offers a wealth of facilities including two libraries, two halls, and three playgrounds. With three entrances, parents can easily access the school.

We pride ourselves on our inclusive atmosphere, welcoming children from a variety of cultural backgrounds. This diversity enriches our learning environment and fosters a strong sense of community. Our dedicated and professional teaching staff, supported by strong leadership, ensures a robust and committed team.

At Killigrew, we offer a strong, dynamic curriculum that has been held up to other local schools as an example of best practice, enabling us to work with and support other schools. We have embraced technology, utilising iPads, computers, and platforms like Google Classroom to support learning. This integration of technology, accelerated by the pandemic, benefits both our pupils and teachers.

We provide a wide range of extracurricular activities, including sports, music, and various clubs. These activities, a mix of free and paid options, ensure inclusivity for all our pupils. Additionally, we offer extended provision with breakfast and after-school clubs.

Our parents are highly supportive and engaged, contributing to a strong Parent-Teacher Association (PTA) that actively supports the school. We maintain excellent communication with parents, ensuring a collaborative approach to education.

Our school is well-maintained, with recent investments in updating our facilities. We have a dedicated music room and strong sports provision, leading to impressive results in various sports competitions. Our growing nursery provision serves as a feeder into our reception classes, with plans to expand and improve these facilities to accommodate more children and enhance the early years' experience.

We place a strong emphasis on cultural capital, organising regular trips and residentials that enrich the curriculum. These experiences broaden our pupils' horizons and reinforce their learning. Our motto, "to give children wings to grow or to fly," reflects our commitment to academic excellence.

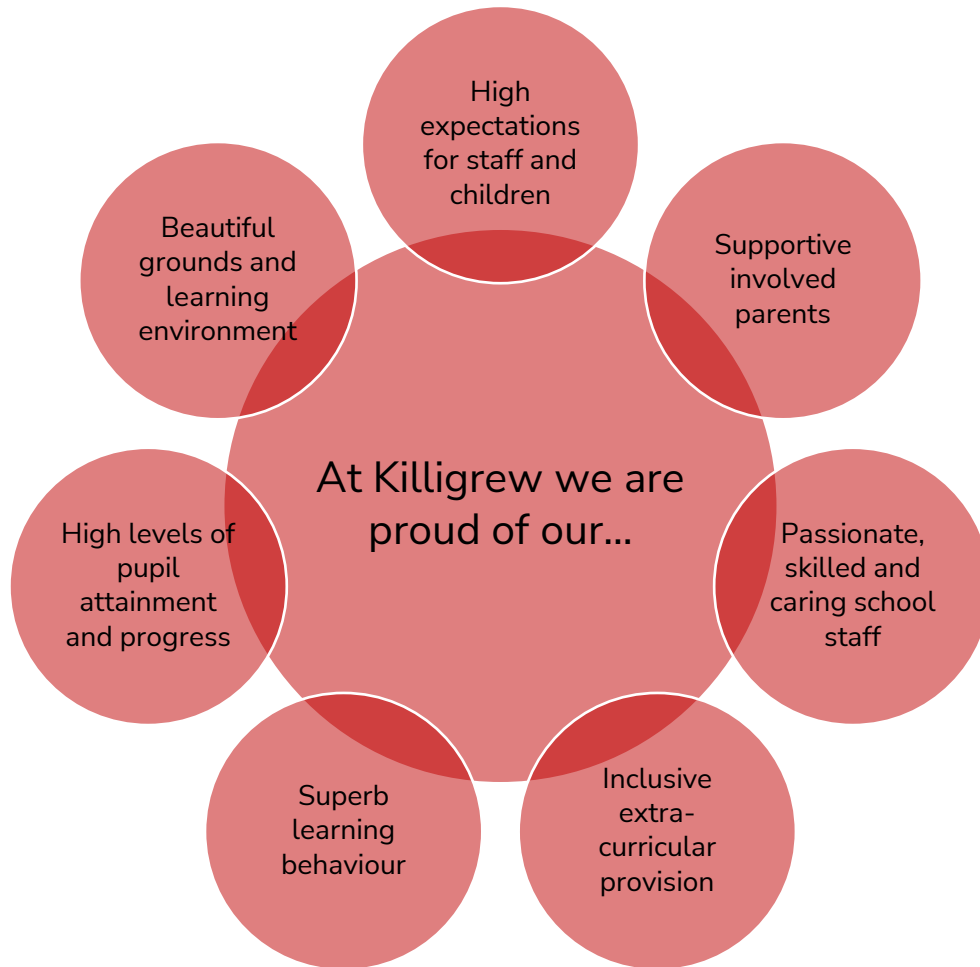
Pupils from Killigrew are well-prepared for secondary education, often ranking in the top 25% of achievers in their subsequent schools.

We believe these key aspects make Killigrew Primary and Nursery School a special place for both pupils and staff, providing a nurturing and dynamic environment for learning and growth.



OUR VISION AND VALUES

It is our vision that Killigrew Primary & Nursery is a school where we prepare our pupils for lifelong learning.



OUR NEW DEPUTY HEADTEACHER

We are looking to appoint an outstanding, experienced senior leader to become Deputy Headteacher at Killigrew Primary & Nursery School in September 2025.

The successful candidate will be enthusiastic and forward-thinking and will be expected to fully contribute to the strategic direction of the school alongside our new Headteacher, playing a key role in shaping the direction of our school.

Prior experience of senior leadership and evidence of the impact of whole school initiatives on pupil outcomes is essential.

The successful candidate will:

- have a track record of outstanding classroom practice and be confident to model this to others
- be an innovative leader who can lead, inspire and motivate others
- have future aspirations for headship
- have a clear commitment to improving their own performance and that of others
- have a genuine thirst for education
- lead, monitor and evaluate the work of the whole school
- be class-based with significant release.



WHAT WE CAN OFFER

- A strong, stable team: You will join a dedicated and professional team of staff, including supportive and experienced teachers and engaged support staff.
- Well-behaved pupils: Our pupils are well-behaved and eager to learn, creating a positive and productive learning environment.
- Supportive parents: We have a highly supportive parent community and a strong Parent-Teacher Association (PTA) that actively contributes to the school.
- Flexible working options: We are open to discussing flexible working arrangements to support your work-life balance and well-being.
- Financial stability: The school is in a strong financial position, allowing for continued investment in resources and facilities.
- Opportunities for development: We are committed to supporting the ongoing development of all staff through ongoing training and networking opportunities.
- Community and collaboration: You will be part of a collaborative and inclusive school community that values diversity and fosters a sense of belonging.



JOB DESCRIPTION

Main purpose

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.
- Fulfil the professional responsibilities of a teacher, as set out in the [School Teachers' Pay and Conditions Document](#).
- Have responsibility, as with all staff, to promote and safeguard the safety and welfare of children and young people.

N.B. The duties listed below 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 Deputy Headteacher will have delegated responsibilities which are both school-wide and of considerable weight and will be in addition to carrying out the professional duties of a teacher:

- 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 leadership 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.



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/ reference
Qualifications and knowledge:	Degree and qualified teacher status .	E	✓	
	Evidence of recent training relevant to whole school leadership and management.	E	✓	
	Thorough understanding of Child Protection and Safeguarding and commitment to safeguarding as part of the duty of care.	E		✓
	Up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.	E		✓
Experience:	Evidence of effective involvement with parents and governors.	E	✓	✓
	Varied experience of excellent teaching across more than one primary key stage.	E	✓	✓
	Successful leadership and management of a whole school initiative.	E	✓	✓
	Experience of leading safeguarding in a school.	E	✓	✓
	Recent successful leadership experience in a primary school setting.	E	✓	✓
	Experience of leading and managing a team and successfully mentoring or coaching teachers, including ECTs.	E	✓	✓
	Experience of contributing to self-evaluation and school improvement, including data analysis.	E	✓	✓
	Experience of leading the professional development and appraisal of staff within the context of school improvement.	E	✓	✓



		Essential/ Desirable	Application form	Assessment/ reference
Knowledge and understanding:	Good understanding of the primary curriculum and curriculum development.	E		✓
	Excellent understanding of the pedagogy of teaching, strategies for improving teaching and raising standards.	E		✓
	Up to date knowledge and understanding of current educational issues.	E	✓	✓
Skills:	Good ICT skills.	E	✓	✓
	Able to form and maintain excellent relationships with a range of stakeholders.	E		✓
	Excellent written and verbal communication.	E	✓	✓
	Proven record of inspiring, enabling and motivating others, promoting positive and respectful relationships across the school.	E		✓
	Able to implement change and plan strategically.	E		✓
	Excellent organisational skills, able to initiate new ideas, work effectively under pressure, prioritise appropriately and meet deadlines.	E		✓
	The ability to set clear, high expectations and to support and hold others to account.	E		✓
Personal qualities:	Able to form and maintain excellent relationships with staff, parents, governors and the wider community.	E		✓
	Able to deal sensitively with people and resolve conflict.	E		✓
	Able to maintain confidentiality.	E		✓
	Committed to personal and professional development.	E	✓	✓
	Ability to work effectively in partnership with the Headteacher.	E		✓
	Able to work collaboratively and listen to the needs of others.	E		✓
	Sets a good example in terms of dress, punctuality, attendance and general professionalism.	E		✓
	Demonstrates a positive and professional attitude at all times.	E		✓
Creative, enthusiastic, proactive approach and a commitment to making learning fun.	E		✓	



IMPORTANT INFORMATION



Pay range:	L7-L14 (£59,213-£69,964)
Start date:	September 2025
Closing date:	Monday 28 th April 2025 at 9am
Shortlisting date:	Wednesday 30 th April 2025
Interview date:	Wednesday 7 th May 2025
Visits to the school:	To make an appointment, please contact the school office on 01727 774200 or email us at admin@killigrew.herts.sch.uk
School website:	Killigrew.herts.sch.uk
School address:	West Avenue, Chiswell Green, St Albans, Hertfordshire

Killigrew Primary & Nursery 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).

We welcome applications from all suitably qualified individuals regardless of age, gender, ethnicity or religion.



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. 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 school leadership.

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.





KILLIGREW PRIMARY & NURSERY SCHOOL

West Avenue, Chiswell Green, St Albans. Hertfordshire

01727 774200 | Killigrew.herts.sch.uk