

HIGH ASPIRATIONS



Respect Responsibility Resilience

Knebworth Primary and Nursery School

Deputy Headteacher Recruitment Pack
(Maternity Cover)

Summer 2025



RESPECT - RESPONSIBILITY - RESILIENCE

Welcome from the Acting Chair of Governors

Dear Applicant,

Thank you for your interest in the role of Deputy Headteacher at Knebworth Primary and Nursery School.

Knebworth is a large Primary and Nursery school with a village-school atmosphere at the heart of the community. Our bespoke curriculum has been co-designed with our passionate and committed staff team. Governors are incredibly proud of the culture of inclusion that shines throughout the school which is frequently noted upon by visitors.

We have been rated a “Good” school by Ofsted for many years and at our last inspection in 2023 we were delighted to see significant improvements in many areas, for example 97% of parents and carers saying that they would recommend Knebworth School.

The closing date for applications is Friday 9th May. Shortlisting will be taking place on Monday 12th May. Interviews will be held on Friday 16th May 2025. For further information about our school, please visit our website at www.knebworthprimaryschool.org.uk.

If you wish to discuss the role or visit the school, please contact us on 01438 812184 or email head@knebworth.herts.sch.uk

We wish you the best with your application and look forward to meeting you.

Best Wishes,

James Lawson

Acting Chair of Governors

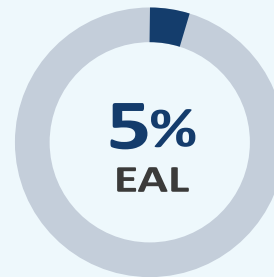
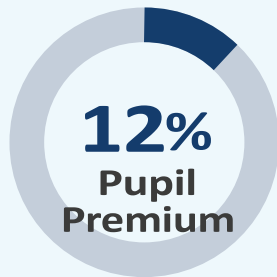
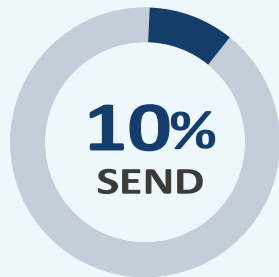


Key Facts and Statistics

3½-11yrs

Age Range

401
Number
on Roll



Ofsted rating

GOOD May 2023



About our school

For more than a hundred years our school has been at the heart of a close village community.

We are situated in the large village of Knebworth, surrounded by picturesque countryside, close to the A1M motorway and conveniently located just 35 minutes from London, by train.

Unique to our school is our strong team of passionate, caring staff; many of whom have been at the school for a number of years. We are in essence a big family, but we have the warmth and feeling of a small school.

Everyone knows and respects everyone else. We strive to be known and recognised as a

school that promotes diversity, equity and inclusion in all its forms and whose curriculum is constructed to teach understanding and acceptance, encouraging informed and insightful conversation, and preparing children for life in a multicultural society. Our children develop deep roots. We passionately believe in developing the whole child and giving them the secure foundations essential for them to be **respectful, responsible, and resilient** young adults who can thrive in an ever-changing world. Our most recent Ofsted visit in May 2023 stated that Knebworth School is a **‘home from home’** and the **‘everyone is included at this school’**.



Our values and ethos




Deep roots

Our children develop deep roots. We passionately believe in developing the whole child and giving them the secure foundations essential for them to be respectful, responsible, and resilient young adults who can thrive in an ever-changing world.

High aspirations

We want our children to be the best: to stand out, to dream big, and to lead successful, fulfilling lives. We know that their journeys through life may not always run smoothly and there may be challenges to overcome along the way. We teach our children first and foremost to know themselves; to understand their thoughts and feelings, to solve problems, and to develop the resilience to bounce back from any setback.



	The Knebworth School role model lives our values of:		
Our values	RESPECT	RESPONSIBILITY	RESILIENCE
	Respect for learning, for ourselves, for others, for the differences between us, for our community and the world around us. 	Responsibility for our learning ourselves, our choices, our actions, and how we affect the community and the wider world around us. 	Resilience to learn from our mistakes, to be able to adapt, to persevere and to move forward, facing challenges in the world around us. 
Learning behaviours	A respectful learner	A responsible learner	A resilient learner
	<ul style="list-style-type: none"> • Listens to others • Asks questions • Shows curiosity • Considerate of the learning of others 	<ul style="list-style-type: none"> • Shows motivation • Is independent • Is engaged • Works hard 	<ul style="list-style-type: none"> • Perseveres • Tries something new • Makes connections • Problem solves
Social behaviours	A respectful member of the Knebworth community	A responsible member of the Knebworth community	A resilient member of the Knebworth community
	<ul style="list-style-type: none"> • Is kind • Considers others feelings • Values others opinions 	<ul style="list-style-type: none"> • Is honest • Is trustworthy • Seeks to help others 	<ul style="list-style-type: none"> • Reflects on mistakes • Learns from past challenges • Adapts and changes



What we can offer

This is a friendly school with a family feel, described by our Ofsted inspectors as *'home from home'* Ofsted May 2023.

At Knebworth you will benefit from

- An established and dedicated staff team with high retention rates.
- Enthusiastic, well-behaved children with a love of learning and their school community.
- A committed and supportive governing body.
- Our unique Knebworth Curriculum and strategy document.
- A commitment to developing leadership at every level of the school from the Headteacher through to our programme of work around children as leaders.
- Strong vision and values embraced by the whole community.
- A parent community that is very supportive of the school and its aims.

Knebworth School truly values the contributions made by all staff to the on-going success of the children and the school and as such, provide a range of benefits and support to staff.

The following highlights some of these benefits:

Salary Related

- Pension Scheme.
- Occupational Sick Pay.
- *Full details relating to the above are available as part of the employment terms and conditions upon recruitment.*

Health and Wellbeing

- Regular staff workload reviews.
- Eye tests (for eligible staff who habitually use DSE as a significant part of their normal work) every two years.
- Mental Health Support & Wellbeing Service.
- Complimentary tea and coffee in the staff room.
- Christmas lunch.
- Complimentary refreshments on parent's evenings and INSET Days.
- Free on-site parking.

Training and Support

- We provide a full induction programme for staff joining the school.
- As a school we are passionate about investing in staff CPD and allowing staff the opportunity to learn more and thrive in their roles.



Job Description

Job Title:	Deputy Headteacher
Contract:	Maternity Cover
Reports to:	Headteacher
Salary Range:	Leadership Scale L9-L13

Main purpose

- Under the direction of the Headteacher, formulate 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
- Meet the expectations set out in the Headteachers' and Teachers' Standards
- Fulfil the professional responsibilities of a teacher, as set out in the School Teacher's Pay and Conditions Document (STPCD)

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:

Deputy Headteacher:

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

- Managing 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 Development 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 schools' 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
- As Deputy Headteacher, work with the Headteacher to raise the standards of teaching, learning and attainment
- As Deputy Headteacher, lead a team through the school self-evaluation process
- As Deputy Headteacher, develop whole staff and individuals to enhance performance

Whole-school organisation, strategy and development:

- Ensuring the schools' 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, and 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
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

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 support staff assigned to them and, where appropriate, other teachers
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff
- 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.

The job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve



Person Specification

Criteria	Essential or desirable	Determination from		
		Application	Interview	References
Qualifications and Knowledge				
Qualified Teacher Status	E	✓		
Degree or Equivalent	E	✓		
A post graduate degree or qualification in education	D	✓		
Professional Development				
Evidence of appropriate professional development for the role of Deputy Headteacher e.g. a member of SLT	E	✓		
Evidence of recent leadership and management professional development	E	✓		
Undertaken appropriate Child Protection training	E	✓		
Evidence of experience as Designated Safeguarding Lead (DSL) or Deputy	E	✓	✓	✓
School Leadership and Management Experience				
Recent successful leadership as a phase and/or core subject leaders, Senior Leader or Deputy Headteacher	E	✓	✓	✓



Criteria	Essential or desirable	Determination from		
		Application	Interview	References
Evidence of impact on improving provision and outcomes for pupils	E	✓	✓	
Evidence of an active involvement in school self-evaluation and development planning	E	✓	✓	
Evidence of experience of implementing and monitoring an improvement plan across a phase, subject area or key priority with impact	E	✓	✓	
Experience/understanding of leading change effectively	D	✓	✓	
Evidence of excellent communication and dialogue with the parent body	E	✓	✓	
Knowledge and understanding of financial planning and budget management	D	✓	✓	
Inclusion, Safeguarding and Health and Safety				
Absolute commitment to safeguarding	E	✓	✓	✓
Evidence of commitment to promoting health and safety, welfare of children and equal opportunities	E	✓	✓	✓
Commitment to an inclusive approach and improving outcomes for every child	E	✓	✓	✓
An understanding of the needs of vulnerable children and strategies to address their barriers to learning	E	✓	✓	✓
Leadership Skills				
Able to inspire, enable and motivate others to succeed, both pupils and staff	E	✓	✓	✓



Criteria	Essential or desirable	Determination from		
		Application	Interview	References
Evidence of developing the performance of others through effective performance management	D	✓	✓	
Ability to build effective relationships with pupils, staff, parents, governors and other stakeholders	E	✓	✓	
Personal Qualities / Ethics and professional conduct				
Passion for education, coupled with ability and enthusiasm to see every child fulfil their potential	E	✓	✓	✓
Excellent communication skills, including written and verbal communication skills	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			✓
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			
Visible, approachable, ability to listen in a caring way.	E			



Important information

Pay range:	L9-L13 (£60,644 to £66,919)
Start date:	September 2025
Closing date:	Friday 9 th May 2025
Shortlisting date:	Monday 12 th May 2025
Interview date:	Friday 16 th May 2025
Visit to the school:	Please make an appointment by contacting head@knebworth.herts.sch.uk
School website link:	www.knebworthprimaryschool.org.uk
Application:	Should be made using the form on the Teach in Herts website



Knebworth Primary School & Nursery 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).

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.



Application process

Application Form

Applicants must use the standard application form provided on the Teach in Herts website (CVs are not accepted). Please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education. Include all the training you have completed, particularly those in recent years which have helped to prepare you for a role in the Senior Leadership Team.

Personal Specification and Personal Statement

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

References

Please make sure your referees are aware of your application and that they are able to provide a swift turn around. 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 current/last Headteacher or Chair of Governors.





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