



# Welcome to Homerswood



A pathway to grow, be curious and discover

## Deputy Headteacher Candidate Pack

Autumn Term 2024



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# WELCOME FROM THE INTERIM HEADTEACHER

Dear Applicant,

Thank you for your interest in the Deputy Headteacher role at Homerswood Primary School – I hope you find this information pack a useful introduction. We are delighted that you are considering our school for your next career move and are excited about the possibility of you bringing your skills to our team.

The vacancy has arisen following the resignation of our current Deputy Headteacher who, on returning from maternity leave, decided to reevaluate her work-life balance and no longer wanted to commit to full time.

Homerswood is a welcoming and friendly one form entry school set in pleasant grounds in the northern outskirts of Welwyn Garden City. It is an 8 class primary and nursery school which can accommodate 236 children.

Our staff team possess a wide range a range of experiences and talents where everyone is valued for their individuality that collectively creates our kind, caring and supportive community.

Homerswood is a popular school that provides a happy and vibrant environment for pupils to learn in. We have a range of facilities, including spacious airy classrooms, large hall, two playgrounds, two woodland areas and a large field.

We are proud to be a 'good' school. 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 wider school community. We would like your expertise on our journey.

As Deputy Headteacher we are seeking someone who can help to shape and share our vision and ethos. The successful candidate will have the drive, enthusiasm and relevant experience to work with us to move our school to the next stage of its development.

The closing date for applications is 11th October 2024. Shortlisting will be taking place on 15th October 2024. For further information about our school, please visit our website at <https://www.homerswood.herts.sch.uk>

If you wish to discuss the role further, please contact me at [admin@homerswood.herts.sch.uk](mailto:admin@homerswood.herts.sch.uk) to arrange a convenient time.

To arrange a visit to the school, please contact the office at [admin@homerswood.herts.sch.uk](mailto:admin@homerswood.herts.sch.uk) or telephone 01707 320610.

Thank you for your interest in the Deputy Headteacher post at Homerswood Primary School. My colleagues and I wish you the best with your application and look forward to meeting you.

Yours sincerely,

Mrs Lesley Brennan

Interim Headteacher



# KEY FACTS AND STATISTICS

17%

of pupils speak English as an additional language

Percentage of pupils on the SEN register

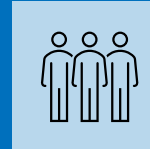
15%

19%

of pupils receive Free School Meals

Percentage of pupils who are eligible for Pupil Premium

19%



216 on roll



Ages 3 – 11



Community School



Located in Welwyn Garden City



Rated GOOD in January 2019

# ABOUT OUR SCHOOL

Homerswood Primary and Nursery is a small community school located on the northern outskirts of Welwyn Garden City in Hertfordshire. Our intake comes from the immediate Knightsfield and AL8 area.

We are organised into eight year groups – from Nursery through to Year 6. Our fantastic facilities include spacious classrooms, a large hall, two playgrounds, two woodland areas and a large field – all of which provide a happy and vibrant environment where our pupils can learn and grow. More recently we have invested in our early years facilities – comprising a brand-new building and outside area – for our Nursery and Reception pupils.

For parents of 4–11-year-olds, we offer wraparound care from 7.30am to 6.00pm. In addition, there are a wide variety of after-school clubs available ranging from football, gymnastics and art to more unusual offerings such as yoga, LEGO challenge and DIY skills!

We are committed to our vision of “**A pathway to grow, be curious and discover**” and our curriculum is designed to be pupil led. There are many leadership opportunities across the school for children such as House Captains, School Council, Sports Leader or Eco Warrior. Pupils are also involved in leading assemblies, curriculum development and selecting after-school/lunchtime clubs. By the end of their journey at Homerswood, our aim is to have confident, resilient and articulate pupils who are ready to move on to the next phase of their education.

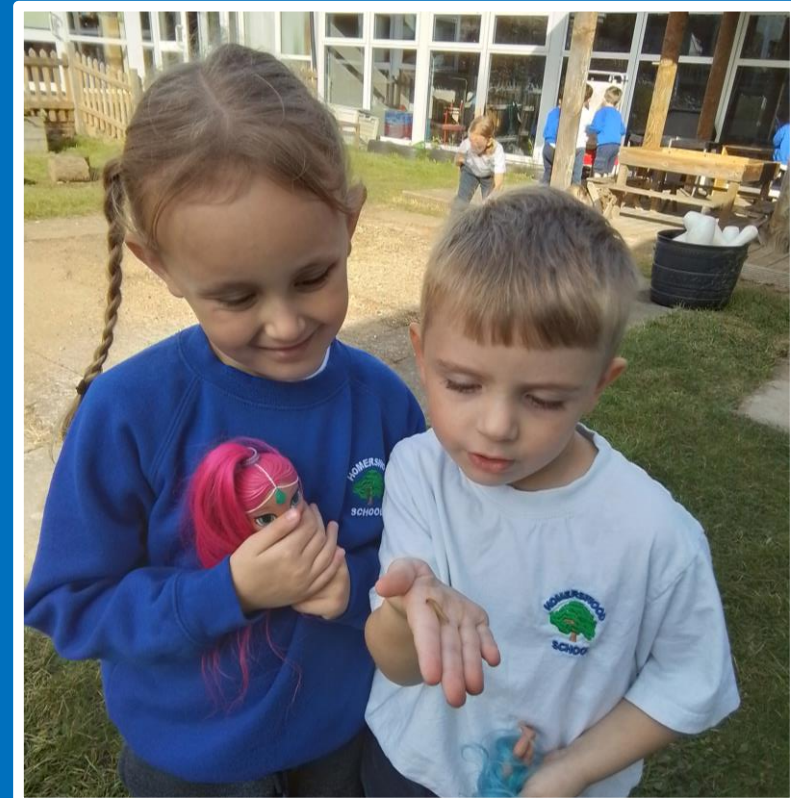
We are proud to hold the ‘Inclusion Quality Mark’ Flagship School Status and we also benefit from a dedicated non-teaching Inclusion Manager who is an invaluable support to our leadership team. Most of all, our competent and committed staff team aim to provide every child with the skills they can use in our school and beyond. We want every Homerswood pupil to learn in an environment that’s full of excitement and fun.



# OUR SCHOOL VISION

“ *A pathway to grow, be curious and discover!* ”

To create a learning pathway for all that inspires curiosity and develops resilience, promotes discovery, confidence, independence and happy learners for life. A growing environment that thrives on community spirit and partnership between pupils, families, staff and governors



# OUR NEW DEPUTY HEADTEACHER



# WHAT WE CAN OFFER

We are seeking a passionate and motivated 'out of class' Deputy Headteacher to join the leadership team at our happy and vibrant school. The ideal candidate will:

- Demonstrate strong communication skills with pupils, parents and staff, as well as the wider community.
- Provide a commitment to championing the curriculum.
- Be confident at coaching and mentoring the staff team.
- Have the experience and/or ability to lead on ICT and ECT.
- Display excellent leadership to support the Headteacher in guiding and motivating staff and pupils towards academic excellence.
- Embrace inclusivity, openness and honesty with all stakeholders.
- Be willing to cover class teaching roles during periods of sickness and absence.
- Have a sound knowledge of educational policies, procedures and regulations.

In return, we can offer the successful candidate:

- A dedicated staff team who work tirelessly to meet the needs of a range of different pupils.
- Engaged and motivated pupils who are eager to learn and succeed.
- A diverse family-based school where staff and parents work collaboratively in the best interests of the children.
- Opportunities for progression and professional growth.
- A very well maintained and resourced school.
- A Governing Body who are committed to the school's priorities.
- A positive and energetic PTA group.

# 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 outstanding teaching across at least two key stages (FS/KS1/KS2)	E	✓	✓
	Successful experience of leading one or more area/subject leadership, resulting in school improvement	E	✓	✓
	Evidence of recent training in whole school leadership and management	D	✓	✓
	Experience of effective involvement with parents and governors	D	✓	✓
	Experience of leading whole school Ofsted areas	D	✓	✓
<b>Safeguarding:</b>	Thorough understanding of Child Protection and Safeguarding and commitment to safeguarding as part of the duty of care	E	✓	✓
	Has received Designated Safeguarding Leader training	D	✓	✓
	Up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	E	✓	✓
	Will co-operate and work with relevant agencies to ensure the appropriate safeguarding of children	E		✓



		Essential/ Desirable	Application form	Assessment stage
<b>School Culture:</b>	Demonstrates an awareness of the wider education context	E	✓	✓
	Ability to work effectively in partnership with the headteacher	E		✓
	Proven record of delegating, supporting and monitoring the work of others	E		✓
	Experience of managing change across a subject area or the whole school	D		✓
	Experience of leading the professional development of staff within the context of school improvement	D		✓
	Proven record of inspiring, enabling and motivating others, promoting positive and respectful relationships across the school	E		✓
	Upholds ambitious educational standards for all pupils	E		✓
<b>Teaching, Curriculum and Assessment:</b>	Experience of curriculum planning, implementation, assessing and recording	E		✓
	Ability to analyse, understand and interpret school performance data	E		✓
	Understanding of the needs of children with SEN as well as those more-able learners	E	✓	✓
	Understanding of the key characteristics of an effective learning environment	E		✓

		Essential/ Desirable	Application form	Assessment stage
<b>Organisational Management/ Continuous School Improvement:</b>	Be able to demonstrate outstanding classroom practice and articulate what constitutes effective teaching and learning	E		✓
	Ability to influence the quality of teaching and learning	E		✓
	Ability to inspire, lead and motivate children and staff	E		✓
	Understanding of the needs of children with a range of behaviours including SEND	E		✓
	Commitment to extra-curricular activities	E		✓
	Evidence of successfully mentoring or coaching teachers and ECTs	D		✓
	Understanding of effective budgeting and resource deployment	D		✓
<b>Personal Qualities / Ethics and Professional Conduct</b>	Excellent organisational skills, the ability to initiate new ideas, work effectively under pressure, prioritise appropriately and meet deadlines	E	✓	✓
	Ability to maintain confidentiality	E		✓
	Good communication skills at all levels	E	✓	✓
	Commitment to personal and professional development	E		✓
	Ability to build effective relationships with staff, parents, governors and the wider school community	E		✓
	Ability to work on own initiative, make decisions and solve problems	E		✓
	Ability to work effectively as part of a team of staff and governors	E		✓
	Demonstrates a positive and professional attitude at all times	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 ICT.
- 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.

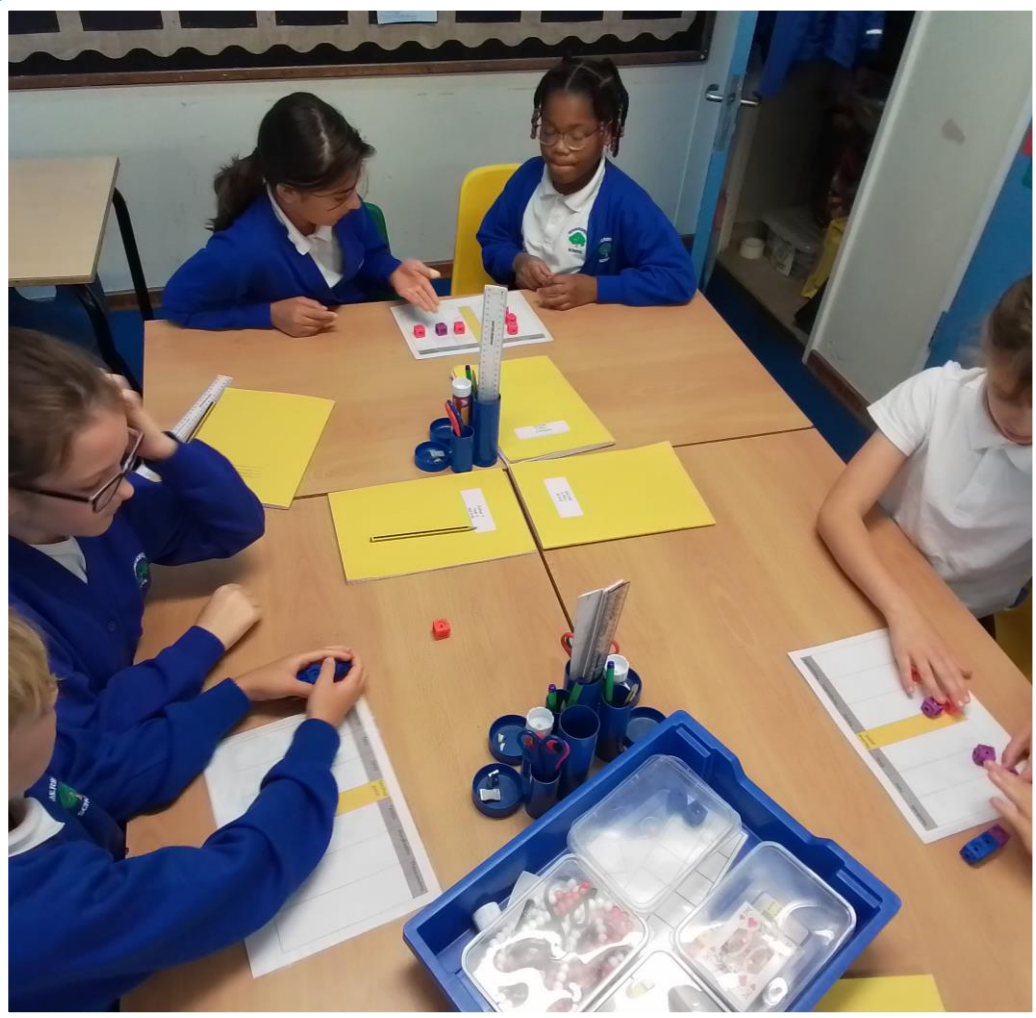
### Communication:

- 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:	L6-L12 Fringe (£54,685 - £63,189*)
Start date:	January 2025 or April 2025 (depending on candidate availability)
Closing date:	Friday 11 <sup>th</sup> October 2025 @ 9.00 am
Shortlisting date:	Tuesday 15 <sup>th</sup> October 2025
Interview date:	Tuesday 22 <sup>nd</sup> October 2025
Visits to the school:	To make an appointment, please contact the school office on 01707 320610 or email us at <a href="mailto:admin@homerswood.herts.sch.uk">admin@homerswood.herts.sch.uk</a>
School website:	<a href="http://www.homerswood.herts.sch.uk">www.homerswood.herts.sch.uk</a>
School address:	Homerswood Primary and Nursery School, Kirklands, Welwyn Garden City, AL8 7RF

*Homerswood Primary and 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).*

\* These are current figures prior to November 2024 pay award.



# APPLICATION PROCESS

## HOW TO APPLY

This recruitment is managed by HFL Education, in line with the latest guidance on safer recruitment. Please apply online at [www.teachinherts.com](http://www.teachinherts.com). You can also contact us on [leadership.recruitment@hfleducation.org](mailto:leadership.recruitment@hfleducation.org) / 01438 544476.

## PERSON SPECIFICATION & PERSONAL STATEMENT

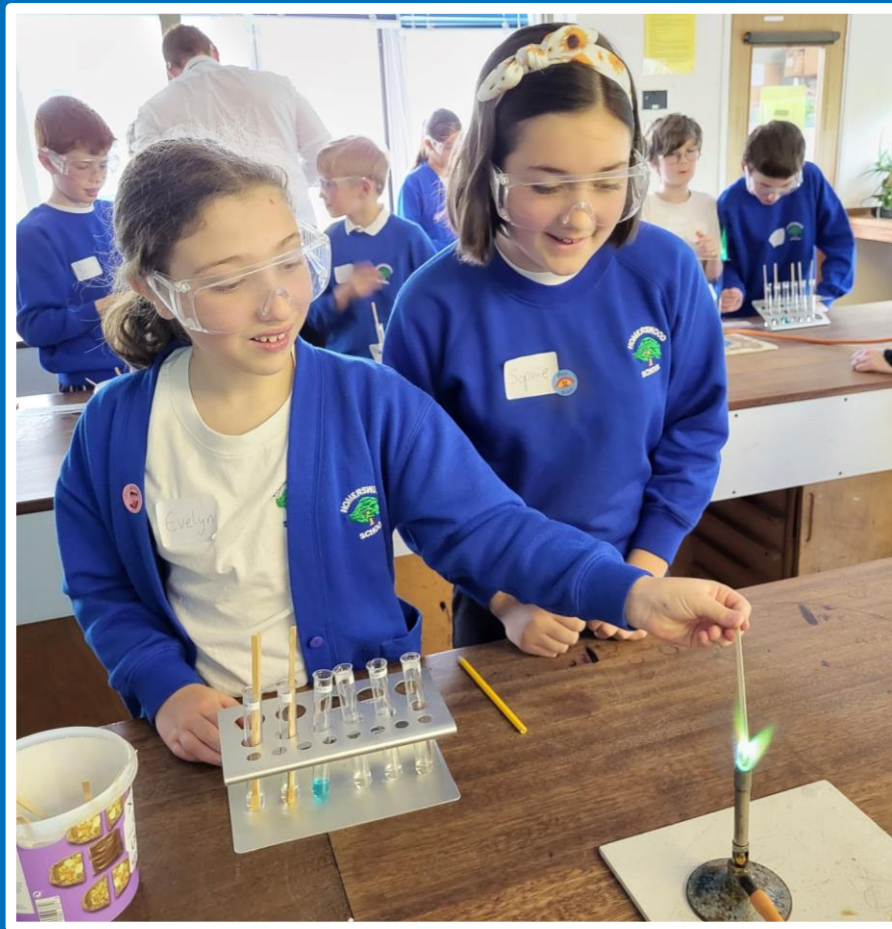
When writing your personal statement, it is important you address each of the requirements in the Person Specification. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

## REFERENCES

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 must be your last Headteacher.

## 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 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 deputy headship.



## HOMERSWOOD PRIMARY AND NURSERY SCHOOL

Kirklands, Welwyn Garden City, Hertfordshire, AL8 7RF  
01707 320610 | [admin@homerswood.herts.sch.uk](mailto:admin@homerswood.herts.sch.uk)