



SECAT

**HINGUAR PRIMARY SCHOOL
AND NURSERY**

**DEPUTY HEADTEACHER
RECRUITMENT PACK**

VACANCY



DEPUTY HEADTEACHER HINGUAR PRIMARY SCHOOL

Location:	Hinguar Primary School
Pay Range:	Leadership scale Range L9 – L13
Start Date:	1 st September 2021
Contract Type:	Full Time / Permanent
Application Close:	Tuesday 11 th May 2021 (midday)
Shortlisting:	Thursday 13 th May 2021
Date of Interview:	Thursday 20 th May and Friday 21 st May (Interview may take place over two days)

Southend East Community Academy Trust (SECAT) and the Academy Committee of the Hinguar Primary School and Nursery are seeking to appoint an inspirational, dynamic, and forward-thinking Deputy Headteacher who has the drive, creativity and commitment to deliver excellence in all areas of the school.

This is an exciting opportunity for the right candidate to join the Headteacher to lead Hinguar Primary School and Nursery.

School Vision

Together We Achieve

We are looking to appoint someone who will:

- provide innovative opportunities for all of our children to shine and achieve
- have strong values, high expectations and a proven ability to lead and motivate the whole school community
- have had relevant experience teaching and leading in more than one key stage
- lead to ensure the highest quality teaching and learning across the school
- be visionary, imaginative, flexible and motivating

- be ambitious for the children and the school
- have a commitment to an inclusive learning environment.

We can offer you:

- happy, confident children who enjoy learning and achieving
- dedicated and experienced teaching and support staff
- opportunities to influence and lead as part of the school's Leadership Team
- positive working relationships with our 5 other SECAT schools
- opportunity to develop and hone your skills across the 3 –18 age range within a supportive Trust.

Information about the School

At Hinguar Primary School and Nursery, we have high expectations and high outcomes for our children. We pride ourselves on the good education we offer our children and the excellent opportunities we provide through our well-developed curriculum. Our curriculum embraces varying viewpoints and beliefs, encourages debate and discussion, is based on the global dimension, reflects cultural diversity as well as Fundamental British Values, gives children a good basic skill set and equips them for life-long learning beyond Hinguar.

We are committed to supporting and improving the strong links that we have with our community and to working collaboratively with our colleagues at SECAT.

This is an exciting opportunity for someone who has proven leadership experience and is ready to join the Hinguar team for the next exciting phase of our journey.

Due to the current restrictions, you are warmly invited to visit our school when the children have left the site. Please contact Jan d'Eca (SECAT HR), on 07725 481866 to arrange a visit or an informal conversation.

For an application pack, please visit www.secat.co.uk or contact Jan d'Eca on hr@secat.co.uk

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)

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 House, Delaware Road
Shoeburyness, SS3 9NP
E-mail: admin@secat.co.uk
Tel: 01702 580 463
CEO: Mrs Ruth Brock

April 2021

Dear Candidate

The attraction for me to join and lead SECAT from September 2018, was considerable. Not only do we have 6 successful schools, but we have pupils who are engaged in their learning because teachers are passionate about what they teach.

It will therefore come as no surprise to you that we aim high. We want to ensure the highest calibre of leadership and excellent quality of teaching.

The SECAT Vision across all of our schools, and in our Strategic Plan encompass four pillars: curriculum, growth, community and wellbeing. More information on our plan can be found on our website.

Should you opt to join us, you will be arriving at a very exciting time. Not just because of the changes that are happening at Hinguar Primary School, but also because we are moving apace with all sorts of innovative projects within the wider SECAT family.

I look forward to working with you to serve our local community and to securing the best possible outcomes for our pupils and those further afield in Southend.

With very best wishes,

Ruth Brock

Ruth Brock | Chief Executive Officer
Direct: 01702 580463 | Mobile: 07949 805427

Southend East Community Academy Trust is a company registered in England and Wales 7825856.
Registered Office: Delaware Road, Shoeburyness, Essex, SS3 9NP

SECAT Central Finance
C/O Shoeburyness High School
Caulfield Road
Shoeburyness, SS3 9LL
Email: Finance@secat.co.uk



SECAT Central HR
C/O Richmond Avenue Primary School
Richmond Avenue
Shoeburyness, SS3 9LG
Email: HR@secat.co.uk



HINGUAR PRIMARY SCHOOL AND NURSERY



New Garrison Road, Shoeburyness, Southend, Essex. SS3 9FE
Academy School, member of the Southend East Community Academy Trust (SECAT)

Dear Applicant

Thank you for expressing an interest in applying for the position of Deputy Headteacher at Hinguar Primary School and Nursery.

Hinguar Primary School and Nursery is a happy, popular school situated on the Shoeburyness Garrison estate and is part of the SECAT Multi-Academy Trust, comprising of six schools. Our ethos of care, teamwork and mutual support alongside a passion for high quality teaching and learning, bringing the curriculum to life, is key to ensuring that our children enjoy coming to school,

We are looking for a Deputy Headteacher to join our committed and enthusiastic school team. Someone who leads by example, is an outstanding, inspirational classroom practitioner, has high ambitions for themselves and our pupils, always puts the children at the heart of every decision they make and is determined that every child will have the best possible education and school experience.

Should you be appointed, you will play a major role within the Senior Leadership Team working across the whole school. You will be required to have an excellent knowledge of the EYFS (which includes a thriving Nursery), KS1 and KS2 curriculums.

If you would like to come and visit our school, please contact Jan D'Eca to make an appointment.

I look forward to meeting you and receiving your application.

Kind regards

Mrs Alison Waite

Headteacher

Hinguar Primary School and Nursery is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.





HINGUAR PRIMARY SCHOOL AND NURSERY

DEPUTY HEADTEACHER

JOB DESCRIPTION

Responsible to: The Headteacher

Salary: Leadership point 9 - 13

Full time/ Part time: Full time/Permanent

Core Purpose

The Deputy Headteacher, working with the Headteacher, Academy Committee, Leadership Team and school staff, will play a major strategic leadership and operational role in the success of the children and staff of Hinguar Primary School and Nursery.

Principal Accountabilities:

- 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
- 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
- Undertake any other duties, which the Headteacher may reasonably request.

Key Areas of Responsibility

- Teaching and Learning
- The Curriculum
- Leadership and oversight of EYFS in liaison with KS1
- Induction of new staff, NQTs and students
- Assessment
- GDPR
- Deputy Safeguarding Lead

An enhanced Disclosure and Barring Service Certificate is required for this post prior to commencement.

Deputy Headteacher (print name):

Signature: Date:

Headteacher (print name):

Signature: Date:

DEPUTY HEADTEACHER
HINGUAR PRIMARY SCHOOL AND NURSERY
PERSON SPECIFICATION

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"> • Evidence of continuing professional development • Qualified Teacher status 	<ul style="list-style-type: none"> • NPQH 	A
Experience	<ul style="list-style-type: none"> • Experience across the primary age range • Good knowledge and understanding of the importance of the early years' curriculum • Understanding of current SEND procedures and practice • Evidence of successful classroom teaching • Evidence of substantial and impactful leadership experience in more than one key stage • Competent ICT skills and knowledge • A good understanding of the role of Ofsted and the recent changes within the Inspection Framework 	<ul style="list-style-type: none"> • Liaison with external agencies • Experience of working within a MAT • Leadership of EYFS or KS1 	A, I & R

Leadership and Management	<ul style="list-style-type: none"> • Clear understanding of the strategic role Deputy Headteachers play within a successful MAT • Experience of influencing strategic planning within senior leadership • Understanding of and ability to look at the 'bigger picture' • Ability to initiate and manage change sensitively in pursuit of strategic objectives • A clear vision of excellence in education • Evidence of ability to raise educational standards and a commitment to high standards of achievement • Understanding of the strategic role of the Academy Committee and ability to work effectively with the governors who make up this committee • Ability to delegate, monitor and effectively evaluate information in a variety of forms • Evidence of good working relationships with parents and the wider school community • Experience and successful use of Performance Management to support improvement • Commitment to the continuing professional development of all staff • Ability to lead by example and inspire pupils and staff to achieve positive results • Clear understanding of safeguarding and an up to date knowledge of Child Protection procedures • Understanding of GDPR 		A, I & R
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Knowledge and Skills/Teaching and Learning	<ul style="list-style-type: none"> • Clear understanding of what is effective teaching and how this positively impacts the learning of children from different backgrounds • A high regard for the personal achievement of every child emotionally and academically • Ability to demonstrate knowledge of current curricular and educational issues/relevant legislation • Clear knowledge and understanding of assessment and monitoring procedures and ability to implement these • Commitment to inclusion and equality of access to educational provision for all children • A good understanding of consistent approaches to behaviour management 	<ul style="list-style-type: none"> • Innovative and creative approach to teaching and learning • Experience of working within EYFS • Understanding of the importance of Nursery education 	A, I & R
Personal Qualities	<ul style="list-style-type: none"> • Someone who thinks 'outside of the box' • Strong interpersonal and communication skills displaying confidence and transparency • Clarity of thinking enabling effective decision-making • Resilient, emotionally intelligent • Desire to promote respect between children, staff, parents, governors, and all MAT staff • Has high expectations of both self and others • A well-organised person, able to manage time effectively, to prioritise and to meet school, MAT, and external deadlines 		A, I & R

	<ul style="list-style-type: none">• Ability to recognise staff strengths and delegate accordingly• Ability to build, support and work as part of a high performing team• A sense of humour		
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APPLICATION PROCESS

Applicants should complete the application form and recruitment monitoring form and submit to:

jand'eca@secat.co.uk

or

Jan d'Eca
HR Officer
Richmond Avenue Primary School & Nursery
Richmond Avenue
Shoeburyness
SS3 9LG

Submissions must be received by no later than midday on Tuesday 11th May 2021, although we do reserve the right to interview and appoint prior to that date dependent on applications received.

All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

Selection Process

Applicants will be ranked against the person specification. All short-listed applicants will be invited to a two date interview process, one of which will be held virtually.

Shortlisted Candidates

All applicants will be notified if they have been successfully shortlisted. Prior to the interview date references will be collected. Please ensure that you have given consent for your referees to be contacted to avoid delays.

Further Information

For further information please contact Jan d'Eca on 07725 481866 or hr@secat.co.uk