



*Recruitment Information and Job Pack*

## **DEPUTY HEADTEACHER**

**Leadership Spine 18 - 24  
(£67,351 - £78,010)**

**Closing date:** 8am on 3<sup>rd</sup> February 2023  
**Interview date:** 8<sup>th</sup> and 9<sup>th</sup> February 2023  
**Start date:** April 2023



NEW BUILD – OPENED SEPTEMBER 2022

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# Letter from the Headteacher

Dear Applicant

I hope you find the information in this pack of interest and I look forward to receiving your application.

We are a very popular, oversubscribed and well-regarded school where students achieve very well. We offer a wide range of experiences and opportunities to our students in the firm belief that we have a duty to develop a range of skills and attributes as well as achieve examination success. We work very hard to develop 'an international citizenship' dimension to the school acknowledging the importance of global issues upon everyone's lives.

We are seeking to recruit an outstanding Deputy Head Teacher to start at Easter 2023. Applications are sought from candidates who:

- Believe in supporting students' "Achievement through Caring"
- Have excellent knowledge of teaching and learning to raise standards of attainment at all levels
- Are passionate about teaching and motivating young people
- Have the ability to work in a team focused environment and the energy and passion to support and possibly lead extra-curricular activities
- Have the vision and imagination to add to the considerable strengths of the school
- Have the ability to inspire young people
- Share our commitment to safeguarding and child protection
- Have a commitment to the welfare of students

If you have the passion and skills to enhance the work of our school and wish to work in a forward thinking, supportive environment please complete the application form and tasks as described. I encourage you to visit Kingsmead in advance of submitting your application and I look forward to welcoming you. To organise a visit please email [recruitment@kingsmead-school.com](mailto:recruitment@kingsmead-school.com)

Candidates should be aware that as part of the selection process we will carry out the following pre-appointment checks:

- Candidate's identity (photographic evidence)
- Eligibility to work in the UK (as appropriate)
- An Enhanced DBS Check

I look forward to hearing from you.

Kind regards



Mr John Eddy  
Headteacher

# Letter from the Chair of Governors

Dear Applicant

This academic year has been a very exciting time for Kingsmead with the opening of the new school building and the appointment of our new Headteacher. The Governing Body has been incredibly busy ensuring the smooth handover of headship and I am delighted to say John has made a terrific start.

The Governing Body are a group of volunteers from the local community who bring a wide range of skills and expertise from their professional lives to the governing board. We provide independent oversight of the management and operation of the school and are committed to improving the quality of education provided and raising standards. This includes setting the school's vision, ethos and strategic direction, holding the headteacher to account for the educational performance of the school and its pupils, and overseeing the financial performance of the school and making sure its money is well spent.

The full Governing Body meets every half-term and we hold half-termly sub-committee meetings, too. Every term, there is a Governors' Open Day when Governors are in school all-day meeting staff to discuss careers, attendance, pupil premium etc, observing lessons, meeting students, attending break and lunch time duties and acting as the school's critical friend!

In addition to the Open Days, each governor is linked to a subject and has specific responsibilities in areas such as child protection, attendance, training and health & safety etc. Governors visit the school on various days during the year to work closely with staff in the subject area and this has proved a great support to the school.

I am delighted you are interested in joining Kingsmead and wish you good luck in your application.

Yours faithfully



Mr Nick Laphorn  
Chair of Governors

# Letter from the students

Dear Applicant

We wish to warmly welcome you to Kingsmead, and we very much look forward to any new ideas and changes that you may bring to continue the success of the school.

Kingsmead is a safe environment for us to learn. We make new friends and prepare for our futures. It provides many opportunities and covers a broad range of interests. It stands by its core values and motto, 'Achieving through Caring'.

Kingsmead is a unique school with a rural and wide catchment area. Many students are from agricultural families. The school is the only school in Somerset to offer Agriculture as a GCSE!

One of the things we value the most at Kingsmead is the support we receive from the staff about the choices we make, we feel safe within the environment and there is always support if needed. We enjoy most of our subjects and learning, but of course there is the odd subject that we don't enjoy so much, but we always try to do our best and are praised when we do so. We enjoy the sports and extra-curricular activities such as last summer's production of 'Little Shop of Horrors'. We are challenged to try new things and supported in doing them. We are trusted and given responsibility.

We really enjoy our time at Kingsmead and have made friends for life!

We look forward to you joining our school.

Yours sincerely

Year 7 and Year 9 students  
Student Council



# Safeguarding

Safeguarding is at the heart of what we do at Kingsmead. We are never complacent about safeguarding and accept that we must never believe “it wouldn’t happen here”. We have rigorous and tested practices and procedures which are constantly reviewed, regular training and high expectations of staff in matters of safeguarding and child protection.

## Background Information: The School

Kingsmead School is a rural, mixed ability school with a fully comprehensive intake situated near the Devon/Somerset border, close to the Brendon Hills and Exmoor. It is a magnificent area in which to live and work. Not only is there the tranquillity and beauty of the countryside but there is the rapidly growing county town of Taunton nearby and easy access (20 minutes) to national rail links and the M5 for connections to the rest of the country.

Kingsmead lies in the small town of Wiveliscombe. It caters for the age range 11-16 and has 938 students. The school is successful and oversubscribed. Our firm conviction is that we have an outstanding staff committed to providing the best education for our superb body of students.



We passionately believe in developing the international dimension of the school having links with schools in Europe and also in Zambia. Historically the initiatives run by Kingsmead staff have been a strength and made it a resource rich environment and we are keen to revitalise these links and trips after the restrictions of recent years.

The core values of Kingsmead are Care, Aspiration, Respect and Determination which drive our strong positive ethos. We have high expectations of staff to uphold our caring, student-centred ethos and to set high standards for our young people. We encourage staff to contribute to and lead some of the wide range of extra-curricular opportunities we offer.

We have faced unprecedented challenges through the combination of Covid and the new build, and our staff have given their utmost to steer the school safely through this difficult period. Kingsmead School is an Academy but is not part of a MAT. The view of the governors is that we will consider all opportunities as and when they arise. We believe that entering a MAT must be in the interests of the whole school community and offer benefits that could not be achieved under the school’s current status. We are part of two partnerships that offer some of the benefits of being part of a MAT but allow us to maintain a greater control over our future direction.



## Key Facts and Statistics

<b>Type of school</b>	Single Academy Trust
<b>Location</b>	Wiveliscombe, Somerset
<b>Age range</b>	11 - 16
<b>Denomination</b>	Non-denominational
<b>Gender</b>	Mixed
<b>Number of students</b>	938
<b>Pupil premium</b>	176 (18.9%)
<b>GCSE results in 2019 (no performance data for 2020 or 2021 due to Covid)</b>	<ul style="list-style-type: none"> <li>- Progress 8 figure: -0.34 with an attainment 8 figure of 48.7</li> <li>- 48% of students achieved a grade 5 or above in English and Maths</li> <li>- EBACC points score 4.38 - well above national average</li> <li>- 75% of students study the EBACC subject combination</li> <li>- 97% of students stayed in education or went into employment after Key Stage 4</li> </ul>



# Travelling to Kingsmead



Link to school location: <https://goo.gl/maps/FSmYieuFFQpzwv4J9>

Wiveliscombe is situated on the B3227 Taunton - Barnstaple Road; 4 miles from the Devon/Somerset border and 10 miles from Taunton.

**Travelling by road:** There is access from a) Junction 25 of the M5 where the route is well signed through the North of Taunton or b) Junction 26 via Wellington. From Taunton, travel along the B3227 to Wiveliscombe. In the centre of the town, turn left at the traffic lights. The School is 150 metres on the left.

**Travelling by public transport:** take the train to Taunton and then the 25 bus to Wiveliscombe town centre. The school is a short walk from the centre.

**Relocation:** a one-off payment up to £5000 is available to the successful candidate where relocation is required to carry out the duties of the job effectively.





## Job Description

<b>Job Title:</b>	Deputy Head Teacher
<b>Reports To:</b>	Chair of Governors
<b>Core Purpose:</b>	
To provide outstanding leadership and management of Kingsmead School to enable us to achieve our vision, aims and objectives and ensure continuous improvement in the provision of high quality, engaging education for all students.	
<b>Leadership and management of the school:</b>	
<ul style="list-style-type: none"> <li>• To lead on developing the culture and ethos of the school</li> <li>• Strategic oversight of safeguarding as the Designated Safeguarding Lead</li> <li>• Provide staff training in safeguarding matters and manage the My Concern recording system</li> <li>• Establishing the strategic vision for SEMH across the school to enable us to support all students in our care</li> <li>• Provide leadership for attendance monitoring and tracking, ensuring our systems allow for intervention where necessary</li> <li>• Lead on mid-year admissions and leavers across the school year</li> <li>• Champion and track our Pupil Premium students allowing them to thrive regardless of starting points</li> <li>• Lead on Student Leadership/ voice ensuring that all students are fully integrated into the community</li> <li>• Inspire others within the school and in the wider community to understand and promote a vision of “Achieving through Caring” which will enable Kingsmead to become an exceptional school.</li> <li>• Provide professional leadership for our school which secures its success and improvement, ensuring high quality education for all students and improved standards of learning and achievement.</li> <li>• Promote our core values of Care, Respect, Aspiration and Determination in everything we do.</li> <li>• Strengthen our triangle of partnership between the school, students and parents/carers to enable every student to become the best that they can be.</li> <li>• Empower all students and staff to strive to achieve their full potential and to understand the fundamental value of education in improving lives.</li> <li>• Ensure procedures are in place for effective school self-evaluation and improvement planning and that the required outcomes from these plans are delivered.</li> <li>• To lead the school in the absence of the Head Teacher when called upon to do so.</li> </ul>	
<b>Teaching and learning</b>	
<ul style="list-style-type: none"> <li>• Ensure a broad and structured curriculum tailored to the needs of the students, which details the knowledge, skills and values that will be taught and promotes effective learning and high standards of achievement.</li> <li>• Deliver a consistent and continuous school-wide focus on student assessment and achievement using appropriate data and benchmarking materials. Ensure results are communicated effectively to students and parents and carers to maximise student potential.</li> <li>• Ensure the school collaborates well with feeder schools, participating in regular communication and planning prior to transition, to maximise the potential of all students</li> </ul>	

and specifically those requiring additional support.

### **Staff Development**

- Ensure the school promotes individual, team and whole school continuous learning and improvement and staff are encouraged to assume responsibility for their own continuous professional development.
- Ensure staff have high levels of expertise and benefit from development opportunities such as training, networking with partnership schools and accessing professional networks to ensure their practice is appropriately challenged and continuously improving.
- Encourage a culture where staff reflect on and challenge their own teaching practice and learning and reflection is shared with colleagues.
- Encourage effective team working linked to clear performance standards and targets and distribute leadership through the school.
- Regularly review and audit staff wellbeing and implement a strategy to improve wellbeing
- Ensure rigorous, fair and transparent systems are in place for managing the performance of all staff and supporting them to improve where necessary..
- Challenge inappropriate staff behaviour and deal with staffing issues around conduct, competence and attendance transparently, compassionately and promptly

### **Partnership working and community engagement**

- Form constructive working relationships with parents and carers and other members of the whole school community.
- Collaborate effectively with partner schools, trade unions and other agencies, promoting mutual respect, shared learning, support and considerate challenge where appropriate.
- Strengthen the school's safeguarding practice by supporting effective multi agency working.
- Develop partnerships with other private, public and voluntary sector organisations where there may be shared benefits such as joint learning and initiatives.

### **Governance and Accountability**

- Ensure the school operates within required regulatory frameworks and meets its statutory duties towards students and staff.
- Promote the role of effective governance to contribute to school improvement and development.
- Provide information, objective advice and support to the Governing Body to enable it to discharge its responsibilities for setting strategic direction, achieving value for money in the deployment of its overall resources, securing effective and equitable teaching and learning, improving standards of achievement for all students and delivering high standards of safeguarding and wellbeing for both staff and students.

# Person Specification

Factors	Essential	Desirable	Assessment*
* A = Application form and accompanying letter      I = Interview      R= References			
<b>Qualifications</b>			
• Qualified teacher status	✓		A
• Good Honours degree	✓		A
• Higher professional or academic qualification		✓	A
• NPQH/Masters level or similar qualification		✓	A
• Safeguarding Level 3	✓		A
• Evidence of continuous professional development	✓		A
<b>Experience</b>			
• Proven track record as either a leader of a secondary school or in a substantial senior school leadership role with significant strategic responsibilities.		✓	A / I / R
• Experience of raising achievement and improving outcomes for all students		✓	A/I/R
• Active involvement in secondary school self-evaluation and development planning	✓		A/I/R
• Experience of policy development and implementation	✓		A/I/R
• Proven record of promoting the wellbeing of staff and students	✓		A/I/R
• Proven success in motivating and empowering staff, encouraging innovation and developing and participating in effective teams	✓		A/I/R
• Experience in using data effectively for assessment and target setting to raise standards and address weaknesses	✓		A/I/R
• Proven experience of strategic management including planning and managing a budget and allocating human and financial resources effectively		✓	A/I/R
• Working in a leadership role in more than one school		✓	A/I/R
<b>Knowledge and Skills</b>			
• Ability to inspire others in a vision for the whole school community	✓		A/I/R
• Outstanding leadership qualities which engender confidence across the school community	✓		A/I/R
• Ability to build effective working relationships with students, staff, parents and carers,	✓		A/I/R

governors, SLT, colleagues in other schools and agencies and the wider community			
• Excellent communication skills – verbal, written and listening	✓		A/I/R
• Excellent organisational and interpersonal skills	✓		A/I/R
• Knowledge of pastoral care systems and services for young people and their families	✓		A/I/R
• Knowledge of curriculum planning		✓	A/I/R
• Ability to demonstrate a clear rationale for behaviour management and a proven track record of effective implementation of a range of behaviour management strategies	✓		A/I/R
• Proven understanding of successful strategies to secure good attitudes to learning and attendance		✓	A/I/R
• Understanding of high-quality teaching based on evidence and the ability to model this for others and support others to improve	✓		A/I/R
• Understanding of current education policies, national agendas and political issues and how they may impact upon the school	✓		A/I/R
• Ability to manage change without compromising the aims, vision and values of Kingsmead	✓		A/I/R
• Ability to deliver outstanding lessons	✓		A/I/R
<b>Personal and professional attributes</b>			
• Management of own workload and monitoring of the workload of others to ensure a good work/life balance for everyone	✓		A/I/R
• Commitment to young people’s wellbeing, safeguarding and development	✓		A/I/R
• Awareness of own strengths and areas for development and ability to listen to, reflect constructively and act upon, as appropriate, feedback from others	✓		A/I/R
• Commitment to comprehensive and inclusive education	✓		A/I/R
• Willingness to promote and develop the ethos of the school	✓		A/I/R
• Ability to prioritise effectively and take difficult decisions where necessary	✓		A/I/R
• Commitment to setting high standards for self and others: expecting to be personally accountable and to hold others to account	✓		A/I/R
• Emotional intelligence, resilience and adaptability	✓		A/I/R
• Sense of humour and the ability to maintain a balanced perspective on issues	✓		A/I/R

# Recruitment Legislation

## **Criminal Records Check** via the Disclosure & Barring Service (DBS)

The post you are applying for requires you to have a criminal background check via the Disclosure procedure. As part of this process your identification must be verified. To do this, you will need to bring various **original** personal documents to the school. Photocopies or documents printed from the internet, for example, internet banking statements, will not be accepted.

You will need to provide documentation to the school that confirms:

- Your name
- Date of birth
- Current address

**If you are invited to interview, please bring the following original documents with you:**

- **Passport**
- **Council tax bill 2022/23**
- **Driving Licence card**
- **QTS certificate** (if applicable)
- **Degree / Qualification Certificates**

If you are successfully appointed, you must complete an online DBS application form.

Details of any further documentation that you need to provide will be given to the successful candidate.

## **Legislation and Appointments**

All appointments are subject to satisfactory medical and police clearance, and satisfactory references. The successful candidate will also be required to produce documentary evidence of the entitlement to work in the UK under the terms of the Asylum and Immigration Act 1996. Relevant documents are:

- \* A document from a previous employer, the Inland Revenue, Benefits Agency, Contribution Agency or Employment Service containing the person's name and NI number. This could be a P45, a P60 or a letter
- \* A passport confirming that a person is a British citizen or a European Area national or which shows that they are otherwise entitled to live and work in the UK
- \* A Birth Certificate confirming birth in the UK or Republic of Ireland
- \* A letter from the Home Office confirming that the person is allowed to work in the UK

### **Self-Declaration Form**

Please complete, sign, date and place this into the envelope provided. **Please bring this with you if you are invited to interview.**

### **DfE Recruitment Documentation**

All appointments are subject to evidence of the following:-

- Qualified Teacher Status (QTS).
- Academic Qualifications - Relevant Degree/Diploma or a letter of confirmation from the awarding institution.

## To arrange a visit

We would be pleased to show you around the school and encourage you to visit in advance of submitting your application. To organise a visit please email [recruitment@kingsmead-school.com](mailto:recruitment@kingsmead-school.com)

## How to apply

Complete and submit the following forms on [www.tes.com](http://www.tes.com):

- a. Application Form
- b. Equal Opportunities Form

Your application will be submitted direct to our recruitment team at Kingsmead School ready for the selection process.

### **Questions?**

For further information about this post or for additional support with your application, please contact:

Email: [recruitment@kingsmead-school.com](mailto:recruitment@kingsmead-school.com)

Telephone: 01984 623483

### **Timetable for Appointment**

Closing date for applications: 8am on 3<sup>rd</sup> February 2023

Interview Date: 8<sup>th</sup> and 9<sup>th</sup> February 2023

Start Date: April 2023

# The Selection Process

1. Application received by the closing date.
2. Shortlisting will then take place.
  - This will be completed by at least four people who will meet to create a final shortlist.
  - The shortlisting process will be completed with reference to the Job Description and Person Specification as well as the quality of the application.
3. Candidates on the shortlist will be invited to interview and references requested.

The initial day of the interview process will consist of a series of panel interviews covering the following areas:

- Leadership and Management
- Teaching and Learning
- Wellbeing and Diversity
- A student panel

Each panel will involve at least one governor and a senior member of staff. The student panel will be chaired by a senior member of staff.

Each panel will employ an individual interview record to make notes on answers given by candidates.

Candidates will be asked the same core questions.

The panels will meet to discuss each candidate. Use will be made of the individual record sheet when reaching a decision.

Candidates will also be given the opportunity to gain a deeper understanding of the school by meeting staff, students and parent/ carer informally and touring the school. Candidates will be expected to teach a class

**At the end of Day 1 the panels will jointly decide which candidates will be invited to Day 2 which will comprise a presentation to governors followed by questions.**

## Self-Disclosure Form

Please complete, sign, date and place into the envelope provided, which you should seal. **Please bring this with you if you are invited to interview.**

If the role you are in or have applied for involves frequent or regular contact with or responsibility for children, you will also be required to provide a valid DBS (Disclosure & Barring Service) certificate, which will provide details of criminal convictions. This may also include a barred list check depending on the nature of the role (see organisational guidance about eligibility for DBS checks). All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

Have you ever been known to any children's services team or to the police as being a risk or potential risk to children?		Yes / No
If yes, provide further information:		
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?		Yes / No
If yes, please provide further information:		
Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amended) 2013?		Yes / No
If yes, please provide further information:		
<b>Confirmation of declaration</b> (tick box below)		
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.	
<input type="checkbox"/>	In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.	
<input type="checkbox"/>	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.	
<input type="checkbox"/>	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.	
Signature of Candidate:		
Print name:		
Date:		



## Contact details



**Kingsmead School**

Wiveliscombe, Taunton, Somerset, TA4 2NE

Enquiries

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