



# Job advertisement

The children, staff and Local Advisors at Westende Junior School are looking to appoint an inspirational, ambitious and dynamic leader to build on our excellent standards of teaching and learning and help lead our successful school.

## **Our Deputy Headteacher will:**

- Have leadership qualities to challenge, inspire, motivate and empower others;
- Be an excellent and flexible communicator, developing strong relationships with children, staff, parents, localadvisors and a range of stakeholders within and beyond the school;
- Demonstrate a commitment to the highest standards of teaching, learning and assessment and show great enthusiasm for ensuring all our children achieve their true potential;
- Behave as a role model, leading by example, creating a motivated team who share best practice and take aful part in the school's progression;
- Deliver a rich, engaging and varied curriculum that meets children's needs in an ever-changing world;
- Lead assessment, data analysis, recording and reporting in order to secure the best possible outcomes forevery child.

## **We can offer:**

- A welcoming, supportive and friendly learning environment with highly motivated, happy children who arepositive learners, take pride in their school, and feel valued, listened to and safe;
- A welcoming, dedicated and talented staff who have high expectations of our pupils and provide our children with stimulating, challenging and memorable learning experiences;
- An encouraging and empowering Headteacher and Local Advisory board;
- An ethos of valuing and caring for all members of our school community;
- A commitment to continuous improvement and your professional development;
- A highly committed and engaged Local Advisory Board, staff, and parent community who are all stronglyfocused on the success of our school.

**Closing Date:** Monday 28th March 12pm

**Interviews:** Tuesday 5<sup>th</sup> April

*The school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The appointment will be subject to a satisfactory enhanced DBS check and references.*

# Recruitment process

## Safer recruitment:

Westende Junior School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post. This will include an enhanced DBS and checks on references.

## Application form:

Please complete The Circle Trust application form. This is the only form that will be accepted. You should ensure that your personal statement is no more than two pages of A4 and that it reflects your suitability in terms of the Person Specification.

## References:

We require two references from all candidates, one of which must be from your most recent employer and the other from a local authority. If you are short-listed, the school will contact your referees without further reference to you.

## Closing date:

The closing date for applications is Monday 28th March at 12pm. Please send your application to [finance@westende.wokingham.sch.uk](mailto:finance@westende.wokingham.sch.uk). All applicants will be acknowledged by email within 24 hours or receipt. If you do not receive such an acknowledgement, please contact Catherine Church by phone 0118 978 6682 or email at [finance@westende.wokingham.sch.uk](mailto:finance@westende.wokingham.sch.uk).

## Short-listing and interviews:

The selection panel of governors will review all applicants against the Person Specification criteria as detailed in this pack. We will also check all applicants for gaps in employment history. Those applicants that best meet the Person Specification will be invited for interviews on Tuesday 5<sup>th</sup> April.

## Checks:

If you attend for interview you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications.

## Offer of employment:

We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written offer which will be emailed. Any offer is made subject to satisfactory references, satisfactory DBS clearance, and any other safeguarding checks required and a satisfactory health check.

## Unsuccessful candidates:

Unsuccessful candidates will be notified by telephone.

## Data protection Act 2018:

The information that you provide us will be stored on the school's secure database and/or in a secure physical location and will be used only to process your application for the post or Deputy Headteacher at Westende Junior School.