



Inspiring children through creativity, challenge and confidence

Letter from the Chair of Local Advisors

Dear Applicant,

On behalf of the Local Advisors of Westende Junior School, I am delighted that you are interested in applying to join our teaching team at our wonderful school. As you know, we are looking to recruit a committed and inspirational Deputy Headteacher.

At Westende, we are all about inspiring children through creativity, challenge and confidence. Our school is recognised as being a warm and welcoming place. Our experienced and dedicated staff team strive to ensure that every child achieves their best and we promote a love of learning that will stay with our pupils long after they have left us.

Westende Junior School is part of The Circle Trust which includes St. Crispin's, The Emmbrook School, Nine Mile Ride Primary School, Shinfield Infant and Nursery School and Wescott Infant School. The Trust offers shared values and an essential common ethos and vision for education and learning. It is developing a robust School Improvement model based on collaboration to support all schools within the trust. For more information, please see the back of this pack.

I hope the information in this pack will help introduce you to Westende, to the type of Deputy Headteacher we are looking for, and whet your appetite to come and visit us. Wokingham is a lovely town, and Westende is a well respected and high achieving school.

We are excited about the future of the school and the part that will be played by our teachers. If you think this sounds like an opportunity you would enjoy being part of, the staff, the Local Advisors and the children look forward to meeting you.

Best Wishes

Jane Ainslie

Chair of Local Advisors



About Westende Junior School

Westende Junior School was established in the early 1970s. Two schools were formed from the expansion of the then Wescott Primary School. Wescott Infant School, remains in the original listed building site whereas Westende Junior moved to new bespoke buildings within close walking distance.

Very close links with Wescott Infant School remain, with about 50 pupils transferring from KS1 to the Junior School annually (the remaining 10 places being filled from various other settings). Numbers on roll have been very stable over time.

Westende Junior School is a two form entry school from Year 3 to Year 6 with approximately 240 on role. Academic performance is very strong over time; however, the school has not become complacent and continues to strive for academic success for all pupils year on year. Developing the whole child is a focus and as such, the school places emphasis on The Arts as we believe that learning self-expression and creativity is an integral part of personal success. The school is also known locally for its sporting success and as well as having a bespoke MUGA, enjoys the use of a swimming pool.



About Westende Junior School

As well as mainstream places, Westende was the first school in Berkshire to run an Autistic Spectrum Disorder (ASD) provision. This provision called The Acorns has been successfully run and part of the “DNA” of Westende for over 20 years. There are currently 14 places in The Acorns.

The governance of the school is led by Local Advisors. They consist of a group of volunteers and teaching staff (including the Head Teacher). The members include two Parent Advisors, a Staff Advisor and a number of Co-opted Advisors. In addition to a Full Advisory Body (FAB) meeting twice each term, there are several committees that will also meet on a regular basis to discuss areas such as Teaching, Learning and Curriculum and Resources.



Type	The Circle Trust - Multi Academy Trust
Location	Wokingham
Local Authority	Wokingham Borough Council
Total number of pupils on roll	232
Pupils with EHCP	17 (7%)
Pupils with SEND support	27 (12%)
Pupils eligible for PPG	21 (9%)
Attendance	92.5%
Latest Ofsted Inspection	Good (January 2020)
Total staff	47
Number of teachers	14
Number of teaching assistants	25

Performance Data 2019

% of pupils achieving expected standard in reading, writing and maths	80%
% of pupils achieving the higher standard in reading, writing and maths	12%
% of pupils achieving expected standard in reading	85%
% of pupils achieving the higher standard in reading	46%
% of pupils achieving expected standard in grammar, punctuation and spelling	92%
% of pupils achieving the higher standard in grammar, punctuation and spelling	51%
% of pupils achieving expected standard in writing	92%
% of pupils achieving the higher standard in writing	12%
% of pupils achieving expected standard in maths	86%
% of pupils achieving the higher standard in maths	46%

Our Vision, Aims and Values



Our Vision

Inspiring children through creativity, challenge and confidence

Our Ethos

To provide a nurturing, inclusive and inspiring learning environment which develops happy, confident children and ignites their passion for learning

Our Values

**RESPECT – HAPPINESS –
RESILIENCE**

Our Vision, Aims and Values



Through our vision, we aim to enable our pupils to:

- Love learning new things, feel ready for the future and want to keep on learning
- Know what it feels like to be good at something and have achieved their very best
- Understand just how incredible they are, believe in themselves and have the confidence and resilience to follow their dreams
- Continue to grow healthy and strong and understand how to look after their body and mind
- Believe in a growth mindset, with the resilience to make mistakes and learn from them
- Have known friendship and learned how to get along well with other people
- Feel part of their community, proud of our school and inspired to make a difference

A Guide to Wokingham

Wokingham has plenty to offer. Our historic market town is by no means standing still. We are coming to the end of a £100m town centre regeneration and the population continues to grow.

We are often found at or near the top of surveys for the best place to live and the best place to raise a family.

We are surrounded by spacious woodland areas and lush green fields. There are plenty of options for being active in the great outdoors – we are in close proximity to excellent mountain bike trails, water sport centres, play areas, skateboard parks, dry slope ski slope, golf courses and bridle paths. We have lots of other ways to keep busy with nearby cinemas, ice skate rink, ten pin bowling and theatres.

Wokingham has a strong community spirit which is highlighted by the fabulous May Fair, International Street Concert, Food and Drink Festival and Winter Carnival. The town truly comes alive during these events to celebrate living in Wokingham. There are also plenty of community events, concerts and performances throughout the year.

We are lucky to benefit from transport links by road and rail to key towns such as Reading, Bracknell, Windsor, Basingstoke and Guildford as well as being just 40 miles from the centre of London and 25 miles from Heathrow Airport. Reading is an award-winning shopping destination in the Thames Valley region and is perfect blend of luxury and more affordable brands. Windsor is the home to world famous and official Royal residence Windsor Castle. Bracknell has just completed a multi-million pound regeneration to create a shopping and leisure destination.

Our region is home to many exciting events including world class racing at Ascot, family fun at Legoland, Championship Football at Reading and our neighbouring town of Windsor was the host of two Royal Weddings in 2018!

We love our town and we look forward to welcoming you.



WOKINGHAM
BOROUGH COUNCIL



Job Description – Deputy Headteacher

Job details

- **Salary:** L4-8
- **Hours:** Full-time
- **Contract type:** Full-time
- **Reporting to:** Headteacher
- **Responsible for:** HLTAs/Teaching Assistants

Job Description

The fundamental responsibility of the Deputy Headteacher is to provide effective professional leadership that secures and supports future success and improvement; ensuring high quality education for all pupils so that it contributes fully to each pupil's educational development.

Main purpose

As Deputy Headteacher of Westende Junior School (under the direction of the Headteacher), you will take a major role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- Deputise for the Headteacher in her absence and fulfill the professional responsibilities as set out in the School Teachers' Pay and Conditions Document (STPCD).



Job Description – Deputy Headteacher

Duties and responsibilities

Qualities and knowledge

Under the direction of the Headteacher:

- Support with the day-to-day management of the school
- Communicate the school's vision compellingly and support strategic leadership
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing an excellent education for all pupils
- Build positive relationships with all members of the school community
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Work with political and financial astuteness, translating policy into the school's context
- Seek training and continuing professional development to meet your needs
- Provide all those with involvement in teaching and learning appropriate support, challenge, opportunity and plan development opportunities to secure an improvement of teaching
- Work effectively and proactively to create a culture which is vigilant to, monitors and priorities the safeguarding of children and young children.



Job Description – Deputy Headteacher

Pupils and staff

Under the direction of the Headteacher:

- Provide an ethos which secures high levels of expectation, self-discipline, motivation, respect for each other, behaviour and positive values and implement strategies to secure these
- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Ensure there is a consistent and continuous school-wide focus on pupil achievement; use data and benchmarks to monitor progress in every child's learning
- Evaluate standards of teaching and learning ensuring that high standards of professional performance are maintained for continued improvement
- Provide a broad and balanced curriculum that inspires, excites and engages all pupils and take an innovative approach to its delivery
- Establish a culture of 'open classrooms' as a basis for sharing best practice
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice.



Job Description – Deputy Headteacher

Systems and processes

Under the direction of the Headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Lead on whole school assessment and be responsible for the reporting of assessment data to the leadership team, staff and Local Advisors in order to raise standards
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the local advisory board as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school.



Job Description – Deputy Headteacher

The self-improving school system

Under the direction of the Headteacher:

- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education
- Create an outward-facing school which works with other Trust schools, local authority schools and organisations to secure excellent outcomes for all pupils
- Develop excellent relationships with all stakeholders, other schools within The Circle Trust and fellow professionals
- Develop and promote the school as part of the wider community through partnership and collaboration
- Model entrepreneurial and innovative approaches to school improvement and leadership.

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed and amended in the future to meet the changing needs of the school. The appointment is subject to the conditions of employment in the schoolteacher's Pay and Conditions document.



Person Specification

CRITERIA	QUALITIES-ESSENTIAL	DESIRABLE
Qualifications and training		
	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Professional development in preparation for a leadership role 	<ul style="list-style-type: none"> • Evidence of further professional qualifications (e.g. Leadership Pathways or NPQH)
Professional Knowledge and Understanding		
	<ul style="list-style-type: none"> • Successful leadership and management experience in a school at either middle or senior level • Successful teaching experience in more than one key stage • Involvement in school self-evaluation and development planning • Experience of leading assessment, data analysis, recording and reporting and using data to support the raising of standards • Have a high expectation of learning and good behaviour (in class and during break times) • The ability to implement strategies to secure high standards and achievement • Demonstrate the principles and practice of effective teaching and learning, including using data, benchmarking and targets to monitor progress • Up to date curriculum knowledge and awareness of recent developments in this area • Experience of developing, monitoring and evaluating the curriculum • Experience of undertaking performance appraisals and the recruitment and selection of staff • Experience of contributing, planning and delivering staff development. 	<ul style="list-style-type: none"> • Experience of teaching in key stage 2 • Experience of SAT testing in Year 6 • Experience of teaching in more than one school • Knowledge and understanding of PiXL Primary

Person Specification

CRITERIA	QUALITIES-ESSENTIAL	DESIRABLE
Skills and Abilities		
	<ul style="list-style-type: none">• Demonstrate the ability to listen to and communicate to a range of audiences• Ability to analyse and use data to set targets and identify areas of development• Ability to think creatively, anticipate and solve problems• Ability to contribute to the formulation of a vision and strategy for the school and to secure commitment to it from others• Ability to drive improvement and challenge underperformance• Ability to motivate and develop others to attain higher goals• Ability to use new and emerging technologies to support improvement• Demonstrate high-quality teaching on a daily basis and be able to model and support others to improve to achieve excellence• Understanding of school finances and financial management• Knowledge of monitoring and evaluating performance and use of school self- evaluation in order to raise achievement• Ability to build effective working relationships both in school and beyond	<ul style="list-style-type: none">• Evidence of the ability to lead and manage change in response to national, local and school level needs and demands

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, local advisors 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 a full 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 for every child.

Job Advertisement

We can offer:

- A welcoming, supportive and friendly learning environment with highly motivated, happy children who are positive 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 strongly focused on the success of our school.
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- **Closing Date: 12pm Monday 28th March**
 - **Interviews: Tuesday 5th April**



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. All applicants will be acknowledged by email within 24 hours or receipt. If you do not receive such an acknowledgement, please contact Catherine Churchill by email or phone 0118 978 6682

Recruitment Process

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 5th 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.



The Circle Trust, established in 2018, was created to serve the area of Wokingham and be geographically committed to surrounding area. The Circle Trust was borne out of a desire that all children and young people have an excellent well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.

The Circle Trust is a community of schools that have shared values and share an essential common ethos and vision for education and learning. At the centre of our work together is improving the educational outcomes for our pupils. We deliberately use the term “educational outcomes” to highlight that we value education in the widest sense whilst balancing our ambition to seek the highest academic performance. Currently, the Trust is made-up of six schools: St. Crispin’s Secondary School, The Emmbrook School, Nine Mile Ride Primary School, Shinfield Infant and Nursery School, Wescott Infant School and Westende Junior School and continues to grow.

In the early days, we spent hours debating our name! We chose “The Circle Trust” as it symbolically reflects our approach, our way of working and indeed the ethos of how we operate. It is a name that is deliberately neutral and without association of a specific school. In our Trust, we know it is important to treat every school as individual and unique and feel strongly that a name shouldn’t be connected to a single institution. One of our core values is that of being inclusive and so we wanted our name to encapsulate all sorts of schools whatever their type or phase.



Collaboration is important to us. Being part of our multi-academy trust does not mean working exclusively within the Trust. We encourage schools to retain their relationships with other local and national partners. The Circle Trust is not, and will never be, a franchise model requiring schools to work in a regulated and specific way. We understand how to manage the balance between effective and efficient common systems whilst ensuring that the individual character and ethos of different schools is maintained.

We work in a very transparent way, where schools have the opportunity to influence and their views are taken into account. We don't want to change schools, we want to help them be better. As a Trust we take this aligned approach and our ambition is clear, to improve the educational outcomes for children and young people.

Our Trust therefore provides the support and infrastructure that schools need to enable them to develop and improve, and for the school leadership and their local governance to achieve their objectives for their school.

At the heart of our Trust is access to school improvement advice and guidance. We call this package of support "The Learning Curve!" As an all-through Trust (5 years – 18 years). The Circle Trust is able to provide school improvement advice and strategy based on consistency and fluency in education.



The
Learning
Curve



We are able to create and promote an educational environment for the 21st century with wide-ranging opportunities for our students; accommodating a wider breadth of activities for the more able pupils as well as enabling primary age pupils to access the secondary phase specialist teacher, resources and facilities more easily. Bespoke strategies to address the 'dips' in learning usually associated with transitions and transfers from school to school which begin with the opportunity for mixed age work, stage not age and learner mentoring and exploits distinctive opportunities for flexible deployment for staff. Simply put, we promote the potential to stimulate the development of imaginative approaches, which focus on achieving high levels of success for all.

As a new Deputy Headteacher, you join this school at an exciting juncture. If successful, you will join a very special school that has years of past successes and is ambitious to continue that journey. As a Deputy Headteacher in our Trust, you will find us really welcoming, warm and able to provide a great deal of professional support and fellowship in what is a challenging, somewhat scary but most definitely worthwhile role!

If you want to know a little more about The Circle Trust, some more information can be found on the Trust's website www.thecircletrust.co.uk

Ginny Rhodes, Executive Headteacher

