



Coastal Learning
PARTNERSHIP

Deputy Headteacher Application Pack

Oakdale Junior School



Successful learners • Confident individuals • Responsible citizens

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Letter from the Headteacher of Oakdale Junior School, Ali Sinclair

Dear Candidate,

A warm welcome from all of our Oakdale Junior School community and thank you for showing an interest in our Deputy Headteacher vacancy.

It is a great pleasure to introduce you to our fantastic school which is nestled within the heart of the Oakdale community. We are fortunate to have a purpose-built building set within beautifully maintained, spacious grounds and additional specialist classroom facilities to match. The children at Oakdale Junior are exceptionally well-behaved, polite and courteous and the staff are completely committed to guiding their development as successful, confident and responsible young people.

As a newly appointed Headteacher, I am extremely excited about further developing the vision and direction of our brilliant school and we are looking for an exceptional Deputy Headteacher to join me on this exciting journey. As an experienced leader and excellent classroom teacher, you will play a key role in implementing change as well as modelling and leading improvement in academic standards as well as teaching and learning across the school. An in-depth knowledge of curriculum implementation and assessment procedures will be essential as well as an excellent understanding and commitment to safeguarding. We are very much looking forward to working with a dynamic leader, who will go above and beyond for our children, across all areas of managing the school, and who will be a key player in the Oakdale team.

Our dynamic learning community thrives on our numerous core values, which represent key characteristics we would all want our children to embrace; everything that we do is embodied in our simple philosophy that we are working in partnership to help everyone reach their potential. This reflects our completely inclusive culture and our desire for the absolute best outcomes for the children in our care.

Our staff are positive, passionate and dedicated to providing the best opportunities for all of our children, consequently there is an exciting, supportive and engaging learning ethos in all classes. Behaviour around the school and within lessons is excellent; there is a sense of mutual respect between adults and children which ensures that high standards of behaviour are expected and maintained. We strive to provide a vast range of opportunities both inside and out of the classroom which ensures our children develop into well-rounded individuals and enables them to have the chance to succeed, develop and grow.

At its last inspection in May 2019, Oakdale was recognised as a 'good' school and we fully expect it to be judged 'good' again at its next inspection. I strongly believe that we are a school which has the potential to be even better.

Oakdale Junior School is part of the wider family of schools within Coastal Learning Partnership and we are very proud to work in close collaboration with our partner schools to share good practice; learn from one another and live out the values of Trust: Serve, Inspire and Empower within our own school setting. As the Deputy Headteacher of Oakdale Junior School, you will become part of a fantastic network of other Deputy

Headteachers within CLP as well as providing you with invaluable support, training and advice from CLP's well regarded central team.

I would strongly encourage you to contact Oakdale Junior School to make an informal visit if you possibly can. You will find a warm, welcoming and successful school which I would be very happy to give you a tour of and answer any questions that you may have. Similarly, I would be delighted to speak with you about the school more generally on the phone. I would also encourage you to visit the Oakdale website [here](#) to get some sense of our values and our work together.

Thank you for your interest in joining our amazing team at Oakdale Junior School.

Best wishes for your application.

Yours faithfully,

Ali Sinclair
Headteacher





Letter from the Local Governing Body Chair, Linda Naylor

Dear Candidate,

Thank you for your interest in Oakdale Junior School.

We are seeking a Deputy Headteacher to support our Headteacher and build upon the successes of the school.

As a local governing body, we are excited to appoint someone to work in partnership with our newly appointed Headteacher and take the school into its next phase of its journey. Oakdale Junior is a thriving school, with a spacious building and remarkable outside space and fields. The school is set in a mixed residential community, including areas of deprivation alongside professional householders. This community diversity presents an interesting challenge as we work to continually actively engage parents most effectively. Many parents and grandparents in the community went to the school themselves and take pride in it.

The school vision is '*successful learners, confident individuals, responsible citizens*' and we see strong evidence of this in our school. Learning is successful with strong special educational needs provision and a recently revitalised curriculum. Building children's confidence is one of the strengths of the school, with children involved in various responsibilities and performances throughout the school. There are many exciting extra-curricular activities available. There is a recently developed area which enables children to have support in a beautiful sensory, stimulating space when they need it. The children leave the school with a strong awareness of British values and ready to contribute as citizens. Continuing to raise aspirations of our families will add to this success.

The staff at Oakdale Junior School are motivated and deeply committed. We are seeking an inspirational Deputy Headteacher who will work closely with the Headteacher to drive the new vision and direction of the school. Communication with all stakeholders as well excellent curriculum and assessment knowledge will be an essential component in taking the school forward.

With many thanks for your interest in our lovely school.

Linda Naylor
Chair of Local Governing Body





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Deputy Headteacher at Oakdale Junior School, Poole, Dorset

Salary: (L10 – L14); £58,959 to £65,010

Hours: Full Time (32.43)

Start date: 1st September 2024, Permanent

Oakdale Junior is a school that is nestled in the heart of the community, a place where children are happy, engaged and succeed. Set within expansive grounds and with many specialist facilities, Oakdale is popular with parents and children.

Our dynamic learning community thrives on our numerous core values, which represent key characteristics we would all want our children to embrace; everything that we do is embodied in our simple philosophy that we are working in partnership to help everyone reach their potential. This reflects our completely inclusive culture and our desire for the absolute best outcomes for the children in our care. As a junior school, with our specialist facilities, a truly exciting curriculum and a plethora of trips, excursions and visits for all year groups, we certainly hope to create many memorable experiences for our pupils along the way!

We have an exciting opportunity for an experienced leader to join our fantastic team and be an influential leader in our exciting journey.

The ideal candidate will:

- Have a proven record of successful whole school improvement and an in-depth understanding of approaches to self-evaluation for school improvement.
- Have a clear understanding of what constitutes outstanding teaching, learning and assessment, and have the ability to improve the Quality of Education across school so that all pupils maximise their potential.
- Encourage the development of excellent classroom practice for all staff across school while playing a key role in monitoring the quality of teaching and learning.
- Have high expectations of themselves, the staff and pupils.
- Have a proven leadership and management skills demonstrating the ability to move the practice of others forward.
- Be someone who is resilient, flexible, positive and approachable, and who has the ability to command the respect and confidence of the pupils, staff, parents and the wider community.

In return for your passion and commitment to our school, we can offer:

- A positive, supportive environment with effective leaders
- An ongoing programme of professional development
- A professional network across our MAT
- An empowering appraisal process which centres on your own career objectives

Oakdale Junior School is part of the wider family of schools within Coastal Learning Partnership (CLP) which is a single family of twenty schools spanning two Local Authority areas: Dorset Council and Bournemouth, Christchurch and Poole Council. The two furthestmost points of CLP are Boscombe and Swanage. There are about 5,400 pupils overall who are supported by around 900 committed staff. CLP is an established MAT, enjoying a growing reputation as a group which greatly values the individuality of its schools.

Schools within CLP do not seek to be the same as each other. –Rather, they benefit from each other's experience and expertise so that they get stronger together. CLP schools work to strengthen the opportunities available to staff and children and to operate within a climate of collaboration and service to one another. CLP strives to be both an educator and employer of choice, with families and staff who are proud of their school and the wider family of which they are part.

Visits to the school are warmly encouraged. For more information about the role or to arrange a visit please contact the Headteacher, Ali Sinclair on 01202 685800.

Applications: To apply, please send a completed application form to:
recruitment@coastalpartnership.co.uk

Closing date: Midday, Tuesday 19th March 2024

Selection event: Week commencing 25th March 2024

To comply with our statutory safer recruitment practices and obligations, we are unable to shortlist incomplete applications. Please ensure you include a full employment and education history, details of two referees and explain any gaps in employment. **CVs will not be accepted.**

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, and Enhanced DBS check, Child Barred List check and satisfactory references. We will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. As care must be taken to avoid unconscious bias and any risk of discrimination a person who will not on the appointment panel will conduct the search and will only share information if and when findings are relevant and of concern. Applicants are advised that it is an offense to apply for the role if they are barred from engaging in regulated activity relevant to children.



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Additional School Information

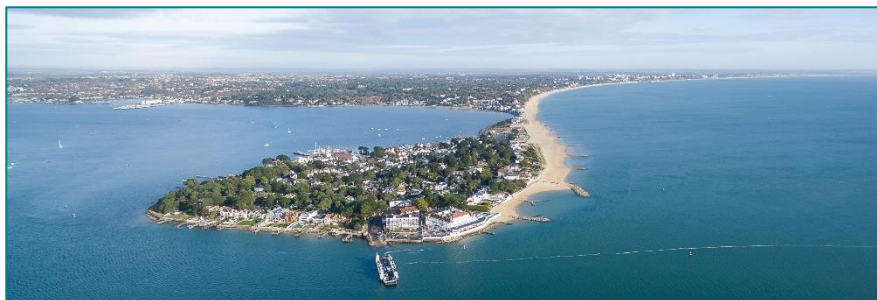
Pupils on roll	400	
Form entry	4	
SEND pupils	64	16%
EAL pupils	54	13.5%
Pupil premium	110	28%

Links to further information

[2019 Short Ofsted Report](#)

Location

Oakdale is a residential suburb of Poole in Dorset. The main road through Oakdale is the busy Wimborne Road, which forms part of the A35 road and leads to Fleetsbridge to the north and Poole Town Centre to the south. The home ground of Poole Town F.C. is at Tatnam Farm, which is located adjacent to Oakdale Junior School. Oakdale is well placed for easy access to Bournemouth, Poole, the Purbecks and Southampton areas. Whether you are looking for some of the UK's best beaches, beautiful walks along the Jurassic coastline, shopping or something cultural, you will find it all within the local area.



Job Description Deputy Headteacher



Start Date:	September 2024
Responsible to:	Headteacher
Location:	Oakdale Junior School
Grade:	Leadership scale L10-14
Hours of work:	Full-time
Contract Type:	Permanent
Disclosure Level:	Enhanced Disclosure & Barring Service Check

Main Purpose

The Deputy Headteacher, under the direction of the Headteacher, will take a major role in:

- Supporting the Headteacher and [Local](#) Governors in determining the vision, leadership and strategic direction of the school
- Monitoring progress towards the achievement of the school's aims and objectives
- Specific focus on improving the quality of teaching and learning across the school
- Designing the School's curriculum to ensure depth and progression in all subjects for all students
- Taking the lead in ensuring the smooth and safe day to day running of the school

If the Headteacher is absent, the Deputy Headteacher will deputise, as directed by the governing board.

The Deputy Headteacher will be expected to fulfil the professional responsibilities of a Deputy Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

Safeguarding

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.

Qualities

The Deputy Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Be resilient and able to work autonomously
- Be an outstanding practitioner, able to support colleagues to develop professionally and drive improvement across the school

Duties and responsibilities

School culture and behaviour

- Lead a whole school assembly on a weekly basis and support the ethos of the school
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school, following the Behaviour Policy

Teaching, learning and curriculum

- Build a collaborative learning culture within the school and actively engage with other schools across the partnership to build effective learning communities
- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Maintain ambitious standards for all pupils so that barriers may be overcome and equality advanced in line with and above national expectations
- Effectively use and analyse assessment to inform strategy and decisions
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Be responsible to the Headteacher for the process involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school, including lesson observations, book looks, data analysis and target setting
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate

Pupil Premium Champion

- Co-ordinate the school's approach to raising the achievement of disadvantaged pupils
- Support, educate and liaise with parents/carers of disadvantaged learners
- Co-ordinate the support offered to disadvantaged learners through 'closing the gap' interventions
- Report to Governors about the progress and achievement of disadvantaged learners
- Produce the school's annual Pupil Premium Strategy and monitor, evaluate and review the impact of the Pupil Premium funding over time by liaising termly with the school's finance manager

Safeguarding

- Undertake the role of Designated Lead for Safeguarding and Child Protection
- Be responsible for promoting and safeguarding the welfare of children and young people within the school
- Liaise closely with the Deputy Designated Lead and the Headteacher
- Prepare termly safeguarding reports for Governors using the Local Children's Safeguarding Board's audit tool
- Ensure all regular volunteers and new members of staff receive appropriate safeguarding induction training
- Ensure Safeguarding training of all staff is up-to-date and a record is maintained
- Support the Operations Manager in maintaining the Single Central Record; undertake half termly checks to ensure the SCR is up-to-date and compliant
- Attend Local Authority and CLP network meetings to ensure that any new learning is acquired and cascaded to the appropriate staff

Attendance Lead

- Actively promote attendance across the school with children, staff and parents
- Weekly analyse the school attendance data comparing internal, LA and National data
- Action planning to ensure attendance data remains above National
- Support children, families and work with multi agencies
- Ensure school policy and legal procedures are effectively implemented and followed

Assessment Lead

- Lead whole school tracking and analysis of data trends
- Ensure a rigorous approach to statutory assessments are upheld including reporting and access arrangements
- Prepare and lead termly pupil progress meetings; supporting staff with identifying trends, target setting, interventions and CPD needs
- Lead on moderation of subjects to ensure accurate assessments are made and that staff are confident and knowledgeable in this area

Organisational management and school improvement

- Support the Headteacher in the production of the School Improvement Plan
- Take a lead on the implementation of priorities within the School Improvement Plan, according to need. Contribute to the school's self-evaluation process, including devising and monitoring action plans and other policy development
- Undertake the role of CPD Co-ordinator, ensuring that CPD opportunities link tightly with the requirements of the School Improvement Plan in the first instance
- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure rigorous approaches to identifying, managing and mitigating risk
- In conjunction with the Head teacher, allocate financial resources appropriately, efficiently and effectively
- Produce the school timetable each year, liaising with other colleagues as appropriate

Staff management and Professional development

- Performance manage team members, including carrying out appraisals and holding staff to account on their performance
- Engage fully and positively with your own appraisal process
- Assist in the retention and deployment of staff to achieve the vision and goals of the school
- Manage staff wellbeing, with due attention to workload for yourself and staff
- Ensure staff have access to appropriate, high standard professional development opportunities
- Organise cover in the absence of teachers; oversee the work of Supply teachers, cover supervisors etc.
- Ensure effective communication throughout the school of key information and diarising events etc.
- Keep up to date with developments in education

Governance, accountability and working in partnership

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

Whilst every effort has been made to explain the main duties and responsibilities of the Deputy Headteacher role, each individual task will not be identified. It is expected that all colleagues will endeavour to deliver any tasks identified as reasonable by their Head of School

Person Specification: Deputy Headteacher

Criteria	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> ▪ Qualified Primary Teacher ▪ Evidence of relevant CPD 	
Aptitudes & Abilities	<ul style="list-style-type: none"> ▪ Excellent classroom teacher with high standards ▪ Experience working at senior/middle leadership role within the primary phase ▪ Possess excellent organisational skills ▪ Ability to inspire, motivate and enable staff – manage Performance Management ▪ Ability to lead and manage teams of staff efficiently and effectively ▪ Ability to promote strong links with parents ▪ Have clear leadership qualities with imagination and creativity ▪ Sensitive to the needs of others and have the ability to support staff where necessary ▪ Have energy, drive and enthusiasm ▪ Ability to build good working relationships in the school and wider working community ▪ Able to maintain confidentiality with professional responsibilities ▪ Ability to communicate effectively with children, staff, parents and Governors including large audiences 	<ul style="list-style-type: none"> ▪ Ability to communicate confidently with external agencies – in particular in relation to inclusion ▪ Good interpersonal skills – use humour appropriately, warmth, empathy
Knowledge	<ul style="list-style-type: none"> ▪ Good understanding of how children learn and be able to actively promote learning attributes valued by the school ▪ Sound understanding of good KS2 practice that promotes effective learning ▪ Sound understanding of curriculum requirements, planning and development within a thematic approach ▪ Working knowledge of inclusion and SEND provision ▪ Understanding of assessment practice and use of data to inform teaching and learning ▪ Sound understanding of staff development and management ▪ Successfully led school-based inset ▪ High expectations of pupil achievement ▪ Successfully use strategies to improve pupil achievement 	<ul style="list-style-type: none"> ▪ Recent experience of Ofsted inspection and external monitoring processes ▪ Awareness of whole school and wider educational issues ▪ Experience of teaching across the Primary Phase

Person Specification: Deputy Headteacher

Criteria	Essential	Desirable
Personal Qualities and Attributes	<ul style="list-style-type: none"> ▪ Excellent interpersonal skills (pupils, staff, parents/carers) ▪ Ability to enthuse and motivate colleagues. ▪ Ability to work collaboratively ▪ Ability to communicate clearly and work effectively with all stakeholders ▪ Ability to work on own initiative, make decisions and solve problems ▪ Highly effective presentation and training delivery skills ▪ Ability to lead by example ▪ Ability to work effectively in partnership with the Headteacher and senior leadership team ▪ Adaptable and flexible to the needs of the school and the families at Baden-Powell and St Peter's CE Junior School ▪ A good understanding of effective strategies for gaining and maintaining high standards of behaviour at whole school level ▪ Reliability and integrity shown in all areas of working ▪ Flexible, listens and is prepared to seek advice and support ▪ "Can do" / "no excuses" approach ▪ Ability to form and maintain excellent relationships with children which enhance their learning and emotional wellbeing ▪ Ability to work under pressure and prioritise effectively ▪ Commitment to maintaining confidentiality at all times 	
Other Factors	<ul style="list-style-type: none"> ▪ Commitment to Equal Opportunities ▪ Enhanced DBS Check 	

Whilst originally based at Oakdale Junior School, the post holder will be required to travel to other local sites, including other CLP schools as part of routine networking.



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Coastal Learning Partnership – an employer of choice

CLP is committed to creating a diverse environment and is proud to be an equal opportunity employer. All applicants who meet the person specification will receive equal consideration for employment. We value the fact that our schools are very different, as are our colleagues within them. Our culture is one in which colleagues serve and inspire each other in the spirit of professional generosity; colleagues are empowered to be themselves and to be their best. At CLP, everyone is welcome and encouraged to achieve and be heard. **CLP offers its employees a range of benefits, including:**

Financial

Competitive Salary

Recognising Continuous Service from other relevant employments

Higher than average Pension Contributions via our Occupational Pension Schemes

Holiday pay, increasing with service

Occupational Maternity and Paternity pay

CPD and Training

Excellent networking and training and development opportunities for all staff, from courses and qualifications to effective appraisal and internal transfer and promotional opportunities

Medical and Wellbeing Support

Free and confidential counselling, physiotherapy, weight management support, menopause help, personal training, GP referral service and some private surgical procedures

Employee discount schemes

Discounted BH Active Membership

Discount schemes offering a range of high street, restaurant, holiday, finance and other benefits

Cycle and Tech Schemes offering discounted equipment via payroll

Free Eye Tests for VDU



CLP's Family of Schools

