



A letter from the new Headteacher

Dear Potential Candidate,

I am pleased to announce that after ten years, Windmill Primary School is looking for an outstanding senior leader to help write the next chapter of our diverse and inspirational school.

Windmill is a place where children, staff, parents, carers and governors are all welcomed into a community that celebrates the importance of individuality, creativity and togetherness to ensure that children are happy and make the best possible progress. We are an open and welcoming school that says “yes” to going the extra mile. Our staff are experienced and inspire children to be the best that they can be built on meaningful personal relationships and high expectations.

Our OFSTED inspection last year highlighted many of these elements:

“A palpable family feel here”, “Exceptionally warm, kind and respectful relationships between staff and pupils are the hallmark of daily routines” and “The school inspires pupils to be confident and curious citizens who respect differences”

We are looking to recruit a new Deputy Headteacher who shares our passions and vision and is able to aid the senior leadership team in making Windmill even better in the future in a school of over 600 children.

In return we offer an open and teamwork based workplace. The school has an on-going CPD program which looks to build on personal interests and professional passions. Both staff and children buy into our mantra of “We all belong here” and we value individuals opinions and situations. We value a collaborative and open approach to decision-making so that all stakeholders feel heard and know their role in the school. Happy staff are inspired teachers and TAs, this in turn ensures that children are happy, willing and engaged learners.

I recommend that potential candidates come to look around the school on one of the dates listed below. Please do not hesitate to contact me if you have any further questions or would like to arrange a tour.

Warm wishes,

Andy Howe

Headteacher from September 2026





Tour Dates and times – Please contact: ahowe@windmill.oxon.sch.uk to arrange

Friday 27th March at 1.00pm

Tuesday 14th April at 9.00am

Wednesday 15th April at 2.00pm



Job details

Salary: Leadership Grades 8-12 (£61534 - £67898)

Hours: Full Time

Location: Margaret Road, Headington, OX38NG

Contract type: Full Time/Permanent

Reporting to: Headteacher

Main purpose

The deputy headteacher, under the direction of the headteacher, 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
- With the Headteacher, managing the curriculum and its impact
- Take on the role of Designated Safeguarding Lead in the school (DSL)

If the headteacher is absent, the deputy headteacher will deputise, as directed by the governing board.

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



Qualities

The deputy headteacher will:

Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct

- Embody the values of the school community
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Understand the importance of confidentiality and maintain this as necessary
- Be an effective communicator with staff, children, parents, governors and any other stakeholders

Duties and responsibilities

Please note that this list is not exhaustive and that other elements to the role may be incorporated in discussion with the Headteacher and governing board. The role requires flexibility and the understanding that that roles and responsibilities may change based on the needs of the school community.

School culture and behaviour

Under the direction of the headteacher, the deputy headteacher will:

- Work alongside the senior leadership team (SLT) and other staff members to create a culture where pupils experience a positive and enriching school life
- 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
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Treat staff members with compassion and understanding whilst still ensuring that they are meeting expectations and following procedures

Teaching, curriculum and assessment

Under the direction of the headteacher, the deputy headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities



- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Undertake the procedures necessary for national and local testing.

Additional and special educational needs (SEN) and disabilities

Under the direction of the headteacher, the deputy headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Ensure that support is in place for the SENCO and SEND team as well as assisting in deploying staff and delivering training needs

Organisational management and school improvement

With the headteacher, the deputy headteacher will:

- 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 staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

Professional development

Under the direction of the headteacher, the deputy headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs



Governance, accountability and working in partnership

Under the direction of the headteacher, the deputy headteacher will:

- 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
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
- Build meaningful relationships with governors and attend meetings as an associate governor

Other areas of responsibility

- The Deputy Headteacher will take on the role of DSL (Designated Safeguard Lead) in the school, leading a team of deputy DSLs and meeting with them regularly





Person Specification

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>
Qualifications		
Qualified Teacher Status	X	
Evidence of relevant further professional development and / or leadership qualifications		X
Experiences (Demonstratable)		
Successful management and senior leadership experience in a school	X	
Teaching experience in a primary school	X	
Managing whole school change as a senior or middle leader	X	
Experience of working with other schools or settings		X
Experience in developing and implementing a rich and diverse curriculum		X
Have acted as DSL or other high level safeguarding position	X	
Leadership and Management		
Support the entire school community by leading through example	X	



Proven success at middle or senior leadership levels	X	
Demonstrate leadership qualities and excellent people management skills	X	
Understand the value of confidentiality	X	
Knowledge of the role governors play in the school		X
Experience and understanding of the SIP and SEF processes	X	
Have an understanding and/or experience of school finances		X
Personal Skills and Attributes		
Be warm, approachable and fair	X	
Have the ability to work under pressure and prioritise tasks and objectives	X	
Be able to listen, form and assessment and make a decision in a timely fashion		X
Possess outstanding communication skills with a wide range of stakeholders in the community	X	
Can deal with pressure and multitask effectively	X	
To manage their own time without direction	X	
Develop positive working relationships with all staff	X	



Demonstrate high standards of loyalty, personal integrity and professionalism	X	
Good attendance and punctuality	X	
Have problem solving abilities and a “can do” attitude	X	

The Application Process

Tours are recommended of the school and can be booked by contacting the new Headteacher via: ahowe@windmill.oxon.sch.uk or office.2527@windmill.oxon.sch.uk

The dates and times for these tours are: Friday 27th March at 1.00pm, Tuesday 14th April at 9.00am & Wednesday 15th April at 2.00pm.

Applications should be sent to office.2527@windmill.oxon.sch.uk using the standard OCC teacher application form (August 2022) which is linked wherever you have read this advert.

The deadline for applications is Friday 17th April at 3pm.

Interviews will take place across Thursday 23rd and Friday 24th April.

Windmill Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

OCC Safeguarding Statement

Oxfordshire Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service Check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All users are considered confidentially and according to the nature of the role and information disclosed.