

Georgetown Primary School

Deputy Headteacher

Candidate Pack

'Together We Learn'





INFORMATION FOR CANDIDATES

Pay Range	Leadership Scale L8-L12
Start Date	September 2025
Closing Date	March 10 th 2025
Shortlisting Date	March 14 th 2025
Lesson Observation Date	TBC following shortlisting
Interview Dates	School Council – Wednesday April 2 nd Governing Body- Thursday April 3 rd
School Website	https://www.georgetownprimary.co.uk/



INFORMATION FOR CANDIDATES

Application Form

Using the standard application form provided (CVs are not accepted) please complete all aspects of the form fully. The supporting letter should be **a maximum of 2 pages of A4** and a minimum font size of 10. Include your full work history with no unexplained gaps since leaving school education. Include all the relevant training you have completed, particularly those in recent years which have helped to prepare you for deputy headship.

Person Specification and Personal Statement

When writing your responses, it is important you address each of the shortlisting requirements in the person specification. Please evidence additional aspects such as training and qualifications together with your background and experience within the personal statement.

References

Please make sure your referees are aware of your application and that they are able to provide a swift turn round. Preferred referees are your last two employers, and you should provide their official organisation email address for us to contact. One referee will be your current Headteacher or Chair of Governors.





LETTER FROM THE GOVERNING BODY OF GEORGETOWN PRIMARY SCHOOL

Dear Applicant,

Thank you for your interest in the post of Deputy Headteacher at our school.

The school has a strong sense of strategic direction and all stakeholders are committed to securing high standards and providing our pupils with a safe, caring and exciting learning environment where they can flourish and achieve to the best of their ability. The school embraces the community in which it sits and works well with colleagues across all of our cluster schools and across the region.

The children in Georgetown are happy, confident and independent learners who take pride in their achievements and always give their best. They relish the chance to develop new skills and to take up a wide variety of learning opportunities inside the classroom, as well as during trips and residential visits. They enjoy welcoming a wide variety of visitors to our school. As Governors, we value this broad range of opportunities which are extended to our pupils and the impact these have on their academic attainment, sense of achievement and emotional health and wellbeing.

We want our pupils to grow up to be happy, healthy and confident citizens who enjoy learning and are ready to face the challenges that lie ahead of them. We feel this ethos and our approach to authentic learning provides for the very best opportunities for all of our pupils. We wish to appoint a Deputy Headteacher who is, first and foremost, an excellent practitioner and who is committed to working alongside the Headteacher in further developing the vision, drive and enthusiasm that will continue to move our school forward. All stakeholders are dedicated to ensuring high standards for all pupils and the new Deputy Headteacher will need to work with staff to continue to develop the excellent practice that is evident throughout the school.

Should you have any further questions please do not hesitate to contact the school on 01495 71734. If you feel the school is right for you we would very much look forward to receiving your application.

Mrs Johanna D'Amato

Chair of Governors

Georgetown Primary School



LETTER FROM THE LEAD LEARNERS OF GEORGETOWN PRIMARY SCHOOL

Dear Applicant,

We are Lead Learner pupils at Georgetown Primary and we are writing to you to give you an insight into our wonderful school. Our school is a vibrant, happy community which offers a safe and nurturing environment for all children from nursery age to year 6.

Our school provides a wide range of learning experiences and opportunities for pupils to develop, learn and reach our potential. We are really passionate about independent learning and digital skills and love exploring new ways of doing things, being outdoors and learning authentically, these are so important to us!

We have fantastic links with our local high school Tredegar Comprehensive and the local community. These links are important to us and would like a Deputy Headteacher who can continue to build upon this work.

As the oldest pupils in the school, we are looking for a positive and compassionate, Deputy Headteacher, who will support our Headteacher in guiding our school into its next exciting chapter.

Georgetown Primary is a very special place to us all. It's filled with laughter and happiness, creating a warm and caring community. We look forward to your application and hope you are successful in joining our wonderful family at Georgetown.

Lead Learners

Georgetown Primary School



OUR SCHOOL



Georgetown Primary School was opened in May 1989 and is situated in the southern area of Tredegar town. It replaced the old school building which had served the community of Georgetown since 1877. Since the building of the premises on the main site, a steady expansion of pupil numbers resulted in the need for a new Key Stage 2 block of eight classrooms being built on the lower site replacing the demountable classrooms. The nursery opened in September 2003.

Our school caters for pupils aged 3-11 years old. The nursery provision caters for 80 pupils (40 Full Time Equivalent), this is organised into a.m. and p.m. groups. A 420-place primary provision caters for pupils between 4-11 and they are organised into 14 classes (6 Foundation Phase and 8 Key Stage 2).

Georgetown is a school at the heart of the community, known for its nurturing and welcoming environment and for our passionate belief that our pupils deserve the best start to their education. We pride ourselves on our excellent wellbeing provision, ensuring that all pupils who attend Georgetown get the best opportunity to become happy, healthy and independent, lifelong learners.

Our school prides itself on the high standards all pupils achieve and is a lead school for other schools throughout the EAS consortium for Early Years, Wellbeing and Digital technology. We are also a Partner School for the Open University and Cardiff Met and feel proud to be able to have an impact upon others including the future generation of teachers.

This is not possible without the dedication and commitment of a truly remarkable team of teachers and support staff, who strive to provide the very best for every pupil every day!





Title: Deputy Headteacher
Location: Georgetown Primary School
Directorate: Education
Ref No/Post No:
Salary L8 - L12
NOR: 430

Appointment for September 2025

The Headteacher and Governing Body of Georgetown Primary School are looking to appoint an inspirational and dynamic Deputy Headteacher with a passion for excellence and exemplary classroom practice.

The successful applicant will have the ability to teach across the primary phase and will have extensive experience of leading teaching and learning across the school. They will be a strategic thinker with proven leadership, management and interpersonal skills.

The successful applicant will have an excellent knowledge and understanding of the Curriculum for Wales and a proven track record of embracing and leading curriculum change. They will have the knowledge, skills and ambition to ensure that experience, attainment and achievement are maximised for all learners throughout our school. We are looking for someone with a passion for making a real difference and someone who is committed to engaging with all stakeholders to ensure that Georgetown remains a school at the heart of its local community.

The Headteacher and Governors will provide support for the successful candidate who will demonstrate a strong commitment to working closely with them to provide high quality leadership and the best possible education for our children.



Thorough pre-employment screening is undertaken during the recruitment process. The post holder will be required to complete an application for a Disclosure of Criminal Records.

This post requires a registration with the Education Workforce Council (EWC) under the category of Teacher and registration will need to be in place prior to commencement in the role. Information on how to register with the Education Workforce Council (EWC) can be found on the following website <http://www.ewc.wales/> or by telephoning 02920 460099.

Closing Date: Midday, Monday March 10th 2025

Shortlisting: Friday March 14th 2025

Interviews: School Council Interview Wednesday April 2nd 2025
Governing Body Interview Thursday April 3rd 2025

Stage 1: Shortlisted candidates will be observed in their own setting by the Headteacher between the 17th and 28th March 2025.

Stage 2: If invited to interview, candidates will be invited to visit the school and meet the Lead Learners on Wednesday April 2nd 2025. Candidates will need to be available for formal interview with Governors for the full day on Thursday April 3rd 2025.