

# The **Emmbrook** School



Applicant Information Pack  
Deputy Headteacher

Full time

Closing date:

Thursday 27th February, 4pm



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## Welcome to The Emmbrook School

Dear Applicant,

It is my sincere pleasure to introduce you to The Emmbrook School. I hope that you find this information pack helpful in making your decision to apply.

The Emmbrook is a popular school that is going from strength to strength. In recent years we have experienced a sustained surge in popularity leading to significant growth in student numbers, from under 800 students in 2020 to over 1,200 this year. Given this growth, and anticipated additional growth in the immediate years to come, now is the right time to invest in leadership capacity through the creation of this new deputy headteacher post; taking us from two to three deputy headteachers.

You would be joining a dedicated, expert and caring Senior Leadership Team that would be 12 strong in September (Headteacher, Senior Deputy Headteacher, two Deputy Headteachers, Senior Assistant Headteacher, three Assistant Headteachers, two associate members and two non-teaching, Director of Welfare and School Business Manager).

The Emmbrook is proudly a truly comprehensive and inclusive school. We have students from all backgrounds and together we form a happy and cohesive community. We have the highest aspirations for our students and have made huge improvements in outcomes in recent years such that our outcomes are now broadly at or above national performance and we want to achieve even more! We are fortunate to have a strong workforce who are deeply committed and we benefit from very low staff turnover, indeed, this is my 20<sup>th</sup> year at The Emmbrook and there are many other staff who have been here longer! Alongside, with the growth in the school, we have benefitted further from the arrival of many new colleagues who each bring fresh ideas and approaches.

As part of The Circle Trust, we have outstanding support from the central team and the ability to collaborate with other Trust schools. Our Trust has strong shared values and an essential common ethos and vision for education and learning. Central to our mission is to improve the educational outcomes for all. The schools together are the Trust, the Trust is the schools. We believe that preserving the unique identity and ethos of each school is essential and that headteachers run their schools, with the support of local governance and the Trust, to be the best they can be.

As I hope you can see, this is an exciting time for The Emmbrook. The appointment of a new Deputy Headteacher is vitally important for the school, so I hope the additional information we have enclosed is useful and helps you get a sense of our school. Thank you for taking the time to learn more about us and should you decide to apply, please complete the application form (available on our website) and write a short letter of application (no more than two sides of A4) outlining your experience and reasons for applying. If successful, you will be joining a terrific group of highly professional staff who work hard and enjoy their time together.

Best wishes,

**Nick McSweeney**  
Headteacher

# An exciting opportunity to help shape our thriving school

We are seeking an exceptional leader to join our flourishing school at a crucial stage on the path to making The Emmbrook a truly exceptional school. If you believe that you have the skills and qualities needed to make your essential contribution then we would love to hear from you.

You will have a proven track record of inspiring others to reach challenging goals through effective communication and good judgement. You will be able to work successfully within a team and independently.

As Deputy Headteacher you will:

- Work in partnership with the Senior Leadership Team to provide effective strategic leadership and operational management of the school.
- Share responsibility for driving up standards across the school.
- Embody and promote The Emmbrook's FAIR values (family, ambition, integrity and respect) in all aspects of your work and interactions.
- Collaborate with colleagues from Circle Trust schools.

## We offer:

- A culture and ethos where staff work collaboratively, feel valued and are well supported.
- A thoughtful and impactful approach continuing professional development.
- A strong commitment to the wellbeing of all staff.
- A school where our pupils "are focused on their learning" and "take pride in rising to the school's high behaviour expectations" (Ofsted, 2023).
- A strong track record of rising outcomes at KS4 and in the Sixth Form.
- Being part of The Circle Trust, giving you access to a network of experienced educational leaders and mentors.

## As Deputy Headteacher you will:

- Be utterly ambitious for every student that you teach.
- Have a love of your subject and the skills, talent and energy to bring that to every lesson.
- Work collaboratively with department and school colleagues.
- Share our FAIR values (family, ambition, integrity and respect).

To arrange a visit or apply

Sarah Farndon (Head's PA) – [vacancies@emmbrook.wokingham.sch.uk](mailto:vacancies@emmbrook.wokingham.sch.uk) Tel. 0118 978 4406

Applications can be made via the [application form](#) on our school website

**Closing date:** Thursday 27th February, 4pm

**Interview dates:** Tuesday 11th & 12th March

*The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo screening appropriate to the post. This will include an enhanced DBS check.*



## Our school

The Emmbrook is a mixed 11-18 comprehensive secondary school. We offer students of all abilities and interests the opportunity to fulfil their potential.

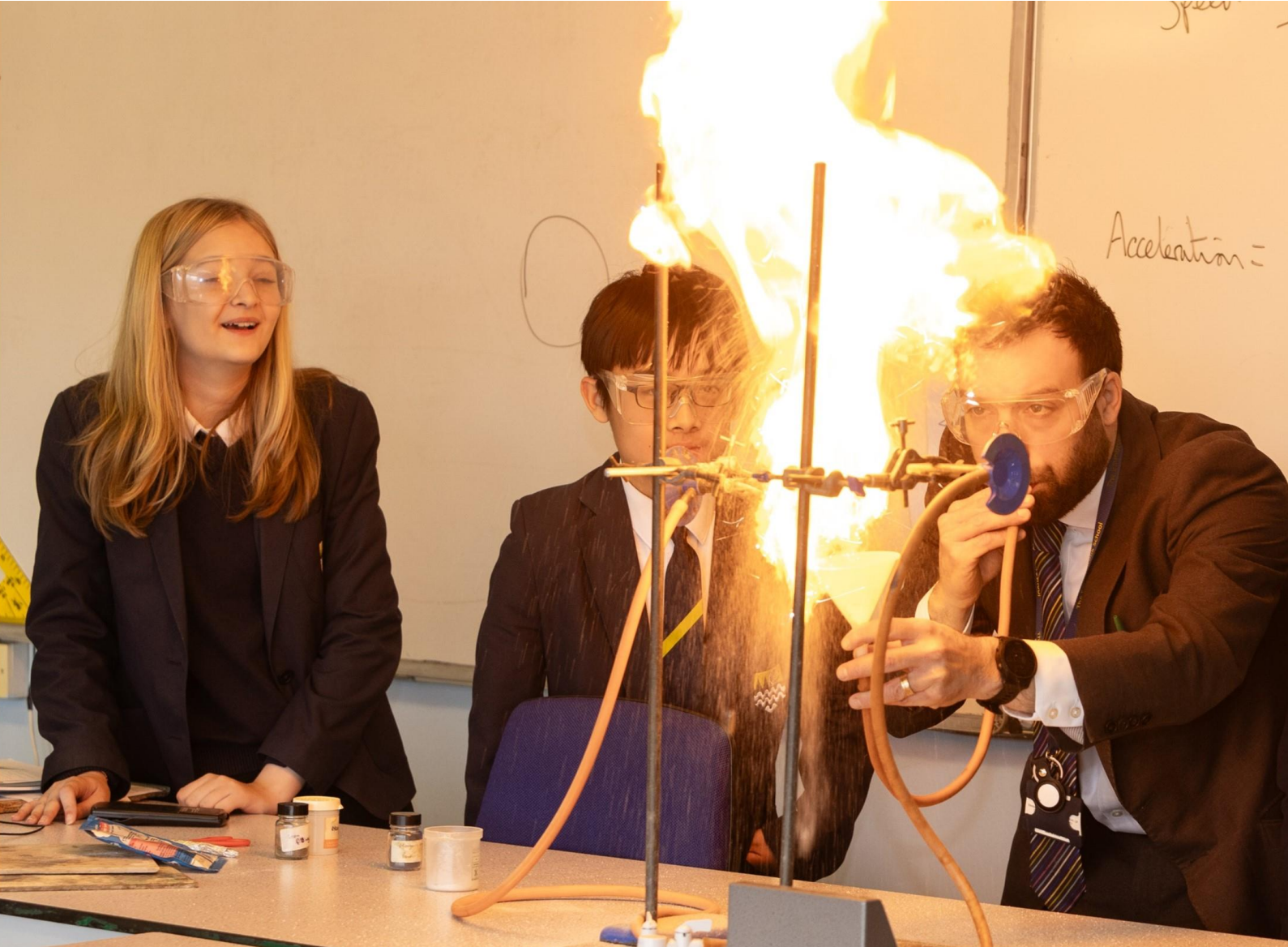
We have a strong sense of community. When Ofsted last visited (October 2023) we were proud of the first line of the report which began "pupils and parents value the 'family feel' of the school and how welcoming it is."

You would be joining an amazing staff body. We are collaborative and supportive. Our CPD programme is organised by staff for staff; such peer-to-peer support allows every member of staff to develop and grow their professional expertise.

The hard work and dedication of staff is leading to rising standards and a track record of academic outcomes improving overtime. We are determined to sustain this journey.

## Key Information

Type of School	Academy
Planned Admission Number (PAN)	210
Number on Roll (NOR)	1,317
Ofsted (October 2023)	Good in all areas



## Curriculum and qualifications

We are committed to providing a curriculum that is broad, balanced, challenging and fosters a love of learning. The curriculum is designed to: build on students' prior learning, provide engaging and high-quality learning experiences, and promote aspirational performance and progress for all its students. Each subject area has its own clear statement of curriculum intent, designed to reflect the school's values and vision.

- In KS3, students follow the full breadth of the national curriculum to build a strong foundation of knowledge and skills for KS4.
- In KS4, students have a large degree of freedom to choose subjects that reflect their talents, interests and future aspirations. There is a wide range of GCSE subjects with vocational choices available and students can select four option subjects.
- In Sixth Form, we offer a traditional A-level pathway to university, degree apprenticeship, college or work.

Our students achieve academic excellence at GCSE and A-level. Our most able students out-perform their peers nationally and we support students to take up places at top universities, including Oxbridge. We take great pride in the achievements of all our students at all levels and we recognise that every single member of staff makes a vital contribution to this success.



## Pastoral life

The house system has been an integral part of the school since our inception. It aims to provide an even greater sense of community, competition and a range of opportunities for students to get involved in school life and try new skills. We have four houses: Jupiter (yellow), Mercury (red), Saturn (green) and Venus (blue). Every student in the school is identified within their house through their school ties which has a coloured stripe. Throughout the year there is a programme of inter-house competitions (including sports, academic, artistic and crafts events) which culminates with sports day in July. Students earn house points through the year.

We offer a wide range of clubs to enrich the experience of our students. This includes music (orchestra, bands and choirs), PE (individual and team sports), academic subjects (such as science) and hobbies/interests (for example retro-gaming or crochet). There is a well-established School Council and prefect system, both of which support student voice and provide students with opportunities to contribute to the development of the school. Students from all year groups have the opportunity to go on trips, ranging from day trips to local sites of interest, through to significant residential trips abroad (in recent years to Borneo, USA and China).

### Family

We support each other in everything that we do.

### Ambition

We are determined to achieve excellence.

### Integrity

We are always honest and do the right thing.

### Respect

We treat everyone and everything with care.

## Our culture

**We have four values (family, ambition, integrity and respect) that form the foundation of our actions. Together, the first letter of these four values form the word 'fair' – this is our guiding principle; we act with fairness at all times.**



## About The Circle Trust

The Circle Trust, established in 2018, was created to serve Wokingham and the surrounded 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.



 [An introduction to The Circle Trust](#)

We are a community of schools that have shared values and 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.

Our Trust's vision is

All children and young people deserve to have an excellent well-rounded education and **to flourish** in first rate schools with the best teaching, the best facilities and the most up to date resources made available to them.







Our values are our cultural north star  
they drive our behaviour and decision making.



The highest educational outcomes  
for every learner is paramount



Preserving the unique identity and  
ethos of all partner schools is  
essential



To be anything but utterly  
inclusive is non-negotiable



Being self-reflective is essential in  
encouraging innovation, our Trust is  
always driven to improve further



What we say is what we do, we  
recognise talent, foster expertise,  
believe well-being for all is  
fundamental



Our Trust promotes collaborating  
with others and being outward  
looking

## Our schools

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.

As a trust we are rooted in this approach and our ambition is clear; to improve the educational outcomes for children and young people. We don't want to change schools; we want to help them progress.



Badgemore Primary School



Emmbrook Infant School



Emmbrook Junior School



The Hawthorns Primary School



Nine Mile Ride Primary School



Shinfield Infant and Nursery School



St Crispin's School



The Emmbrook School



Wescott Infant School



Westende Junior School



## Our name

In the early days, we spent hours debating our name! We chose “The Circle Trust” as it symbolically reflects our approach and ethos. It is a name that is deliberately neutral, without association to a specific school. One of our core values is inclusivity, and we wanted our name to encapsulate that. We include any type of school or phase and appreciate the importance of treating every school as unique.

## Our support

Our Trust 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.

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 (nursery—18 years), we are able to provide school improvement advice and strategy based on consistent and fluent approaches to education provision.



## To find out more:

Please visit [The Circle Trust](#) website and [Family Circle guide](#).

If you would like to arrange a meeting, please get in contact via the school office.

**We'd love to have a cuppa with you!**



## Job description

### Salary

LD20-24 (£79,475-  
£87,651)

### Contract

Full time

### Reporting to

Headteacher

### Start Date

September 2025

## Job purpose

- Support the Headteacher in the internal organisation and management of the school.
- Contribute to leadership, vision and management across all aspects of the school.
- Take responsibility leading designated aspects and functions of the school.
- Work with other leaders in mutually supportive professional partnerships which set a model for professional relationships throughout the school.
- Contribute to the distributed management and collective ethos within the school.
- Be approachable to all within the school community.
- Develop and promote the school as part of the wider community through partnership and collaboration.

## Main Duties & Responsibilities

### Shared Senior Leadership Responsibilities and Duties

- To ensure ongoing school improvement.
- As part of the senior leadership team to:
  - Set and maintain clear expectations for staff and students.
  - Be consistent in upholding agreed principles and practices.
  - Be approachable and enable two-way communication.
  - Recognise success in achievement and development.
  - Challenge unacceptable performance.
  - Inspire others through a positive and enthusiastic approach.
- To ensure effective action planning in realisation of the School Development Plan.
- To integrate the use of the Self Evaluation Form as a diagnostic and planning tool.
- To work with designated leaders in monitoring, supporting and reviewing self-evaluation.
- To maintain links with relevant external agencies.
- To advise the Headteacher and Leadership Team on matters related to areas of responsibility.

- To support the implementation of school policy regarding appraisal.
- To manage any given budget in line with school policy, practice and procedures.
- To actively implement key aspects of the school's behaviour and inclusion policies.
- To ensure the best possible representation of The Emmbrook in the community.
- To attend, support and participate in school events as required.

### **Specific Responsibilities and Duties**

The roles and responsibilities for the senior leaders are reviewed each academic year in consultation with the Headteacher. The initial roles and responsibilities for this post will be determined based on the skills and experience of the successful candidate.

### **Working with Others**

- To act as a role model for all stakeholders.
- Lead, manage and motivate identified senior and middle leaders within the school community to fulfil their potential; develop strengths and interests without prejudice; challenging underperformance in an effective and timely manner.
- Delegate tasks within a distributed management culture and to develop staff, ensuring appropriate monitoring.
- Create and maintain an effective partnership with parents and carers to improve every student's achievement and personal development.
- Promote effective relations with other educational establishments, especially schools within the Trust.
- Liaise with the external partners, including the Local Authority in order to contribute to the effectiveness of the school.

### **Supporting Governance**

- Contribute to the production of clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Work with members of the central team of The Circle Trust (providing information, objective advice and support) to promote school improvement.
- Work with the Local Advisory Board (providing information, objective advice and support) to enable it to meet its responsibilities.

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 in negotiation with the employee in the future.

The appointment is subject to the conditions of employment in the School Teachers' Pay and Conditions Document in relation to the role of Deputy Headteacher.

## Person Specification

		Essential	Desirable	Assessed
<b>Knowledge &amp; Qualifications:</b>	Qualified teacher status	✓		A
	Degree	✓		A
	Post-graduate qualifications (e.g. MA, PHD)		✓	A
	Further professional study (e.g. NPQH)		✓	A
	Understanding of current developments in education	✓		A/I
	Knowledge of school accountability measures	✓		A/I
	Understanding of staff appraisal	✓		I
	Understanding of curriculum planning		✓	I
	Understanding of safeguarding	✓		A/I
<b>Abilities &amp; Experience</b>	Proven impact as a classroom teacher in a secondary school	✓		A
	Proven record of impact as a middle leader	✓		A/I
	Proven record of impact as a senior leader	✓		A/I
	Budgetary management	✓		A/I
	Effective positive behaviour management	✓		I
	Ability to track and monitor student progress and use the information to inform school development priorities	✓		I
	Ability to build strong working relationships with staff and students	✓		I
	Experience leading projects or initiatives	✓		A/I
	Experience of leading significant whole school initiatives		✓	A/I
	Recent experience leading change	✓		A/I
	Proven leadership of a team	✓		A/I
	Proven record of good judgement	✓		I
	Proven record of participation in the wider life of the school	✓		A/I
<b>Personal Qualities</b>	Strong communication skills (both orally and in writing)	✓		A/I
	Ability to investigate, solve problems and make decisions	✓		I
	Strong leadership qualities	✓		I
	A strong commitment to inclusion	✓		I
	Clear sense of direction and purpose	✓		I
	Personal impact, self-confidence and presence	✓		I
	Energy, determination and perseverance	✓		I
	Reliability and integrity	✓		I

**Key** A: Application Form I: Interview Process



Photo taken by Stewart Turkington Photography

## About Wokingham

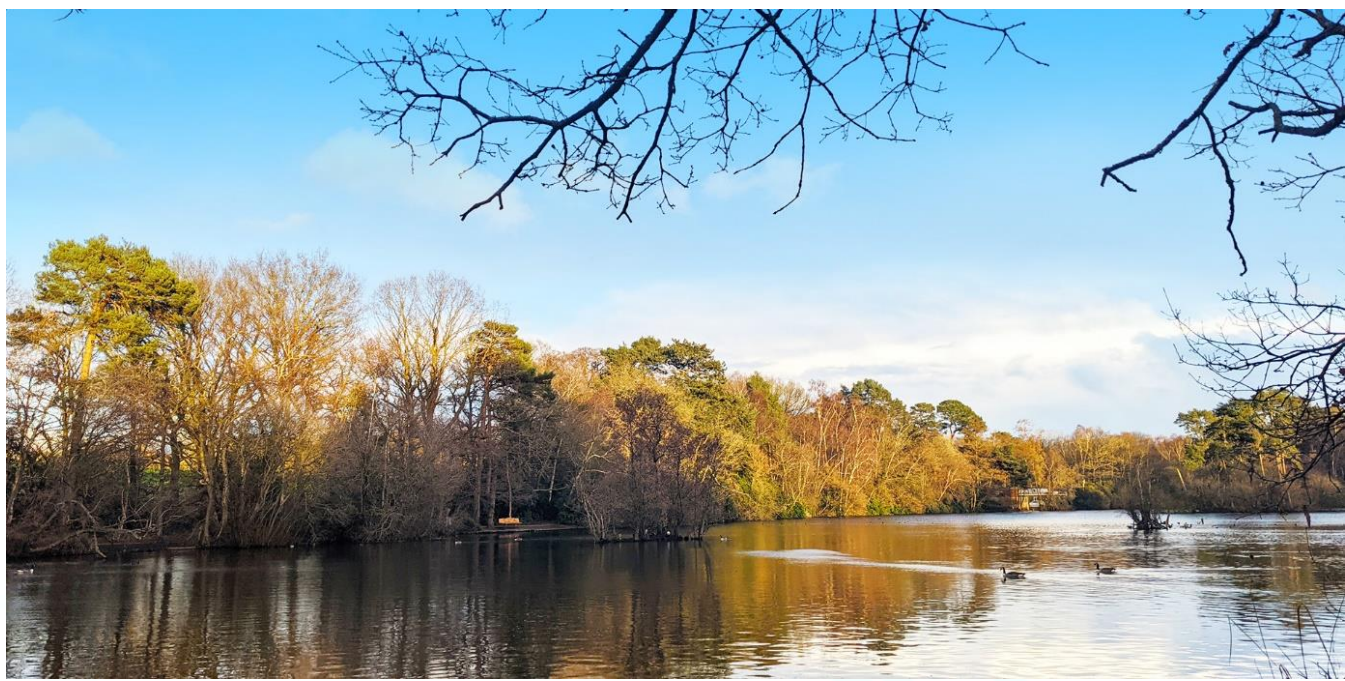
Wokingham has plenty to offer and our historic market town is by no means standing still. We are coming to the end of a £100m town centre regeneration programme and the population continues to grow.

We are often found at or near the top of surveys for the best place to live and to raise a family. We are surrounded by spacious woodland and lush green fields. There are plenty of options for being active in the great outdoors – we are near excellent mountain bike trails, water sport centres, play areas, skateboard parks, golf courses and bridle paths. There are also many other ways to keep busy with nearby cinemas, ten pin bowling and theatres.

We enjoy good transport links by road and rail to key towns such as Reading, Bracknell, Windsor, Basingstoke and Guildford, in addition to being just 40 miles from central London and 25 miles from Heathrow Airport. Reading is an award-winning shopping destination in the Thames Valley region and Windsor is of course world-renowned for its Royal residence, Windsor Castle.

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.

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



## The process and how to apply

The Circle Trust 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, checks on references and an online search.

Visits to the School	Visits to the school are warmly welcomed, please contact Sarah Farndon to arrange a visit.
Application form	Please complete <a href="#">The Circle Trust application form</a> . 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. If any references relate to employment at a school/college, your referee must be the Headteacher/Principal. If you are short-listed, the school will contact your referees without further reference to you.
Equal opportunities monitoring form	<p>We are committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair and transparent.</p> <p>Any information provided on this form will be treated as strictly confidential, will not be seen by staff directly involved in the appointment and no information will be published or used in any way which allows any individual to be identified.</p> <p>The completion of this <a href="#">equal opportunities monitoring form</a> is entirely voluntary. However, it will assist us in carrying out this monitoring. We would therefore be grateful if you would complete the questions on this form.</p> <p>Prior to shortlisting this information will be removed from your application form and used only to provide data for statistical purposes.</p>
Application closing date	<p>The closing date for applications is Thursday 27th February, 4pm. Applications can be made via the <a href="#">application form</a> on our school website.</p> <p>Please send your application to Sarah Farndon (Head's PA) - <a href="mailto:vacancies@emmbrook.wokingham.sch.uk">vacancies@emmbrook.wokingham.sch.uk</a> tel. 0118 978 4406</p> <p>Applications will be acknowledged by email on the next school day.</p>
Shortlisting	Shortlisting will be 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 to interview.
Interview Dates	Tuesday 11th & 12th March
Checks	If you attend the 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 or posted. Any offer is made subject to satisfactory references, enhanced DBS clearance and other safeguarding checks as required.

All unsuccessful candidates will be notified by email

## How we use your data

In completing this application form you should refer to the Recruitment Privacy Notice on our website. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice.

If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside The Circle Trust without first seeking your permission, unless there is a statutory reason for doing so.

In accordance with our statutory obligations under Keeping Children Safe in Education, The Circle Trust is required to conduct an online search as part of our due diligence on the successful candidate. This may help identify any incidents or issues that have happened and are publicly available online. If there are any, we may wish to explore them with you prior to confirming your appointment. We carry out these searches for SLT roles using a trusted third party.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.

Thank you for your interest. If you have any questions or wish to arrange a visit, please contact the school office.



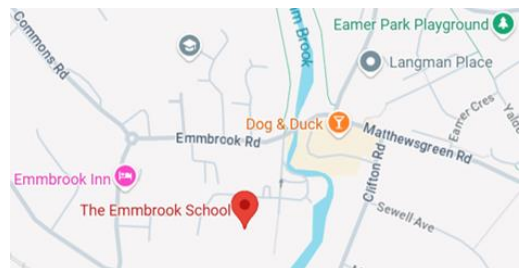
**The Emmbrook School**

**Emmbrook Road**

**Wokingham**

**RG41 1JP**

**0118 978 4406**



The Emmbrook School is an academy and part of The Circle Trust.

The Circle Trust is a charitable company registered in England and Wales (number 11031096) whose registered office is The Oval Offices C/O St Crispin's School, London Road, Wokingham RG40 1SS.

Further information about The Circle Trust is available at [www.thecircletrust.co.uk](http://www.thecircletrust.co.uk).