



The Castle School
A SPECIALIST COLLEGE FOR COMMUNICATION & INTERACTION

November 2021

**Deputy Headteacher
Required from Easter 2017
Leadership Scale: L18 to L24 (£63,508 to £73,559)
Pupils: 170 on roll aged 3–19**

Dear *Applicant*,

If you are reading this then you are likely to be innovative, passionate about learning and keen to make a real difference. These are the qualities we are seeking in our new Deputy Headteacher.

Firstly, can I thank you for taking the time to read the advert details and to show an interest in our wonderful school. This really is a very exciting opportunity for someone who wants to have a genuine impact on the learning of children and young people. To learn more about what we do, please visit our website at www.thecastleschoolnewbury.org.uk

For the successful candidate, we will offer you:

- a very comprehensive training and CPD package
- freedom to be innovative in a supportive and nurturing environment
- the opportunity to work with amazing staff and students
- very committed and caring governors
- an active role in contributing to the shared vision of the school

If you want to visit us then please contact me on 01635 42976 or by email on headteacher@castle.w-berks.sch.uk

If you would like an informal chat about the role please give me a ring on **01635 42976**

The key dates for the recruitment process are:

Closing Date for applications: Monday 6th December 2021

Shortlisting: Wednesday 8th December 2021

Interview Day: Tuesday 14th December 2021

References will be requested for short-listed candidates within two days of a final list being drawn up. To prevent delays, it is essential that you have informed your referees that we will be contacting them.

Now – I hope that you are very interested. If so, this is what you need to do:

- Write a covering letter (up to 2 sides A4) outlining what excites you about the prospect of working at The Castle School.
- Complete the application form (available on the 'Jobs at The Castle' section on our website) in full, ensuring that you have directly addressed the criteria outlined in the person specification.
- Send the application form and covering letter either electronically (in .Doc or PDF format please) via email to headteacher@castle.w-berks.sch.uk or by post to Jon Hewitt, Headteacher, The Castle School, Love Lane, NEWBURY, RG14 2JG by the end of the day on **Monday 6th December 2021**.

If invited to interview, candidates will be required to complete an online occupational personality questionnaire (OPQ). We use the questionnaire because it helps us to find out more about each candidates personal style in a work context. Your responses to the questionnaire will be discussed and explored with you in a one to one feedback session on the day of interview. The questionnaire will take approximately half an hour to complete. The deadline for completion will be midnight on Friday 10th December.

I very much look forward to receiving your applications. As I have said, if you are innovative, passionate about learning and keen to make a real difference, then send us your application. This could be the start of something amazing.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jon Hewitt', with a stylized flourish at the end.

Jon Hewitt (Headteacher)