



Bradfield School

Deputy Headteacher Information pack



**glover recruitment
consultancy**



An introduction to our school

Dear Colleague

Thank you for your interest in the post of Deputy Headteacher at Bradfield School. The vacancy is a result of the promotion of the existing deputy to headship.

You would be joining the school at an exciting time in its development. Our students mainly come from our six feeder primary schools, all of which do a great job at educating them. They begin their journey with us in Y7 with high academic attainment, but the new progress 8 achievement measures indicates that we could still achieve so much more for them by the time they sit their GCSE exams. We were categorised by Ofsted in 2013 as a Good school with Outstanding features, but as a school we are yet to realise the full potential of all of our students.

We have a STEM specialism of which we are proud. Our students compete successfully on a national scale in many STEM related competitions. Bradfield is an extremely happy place to work and visitors invariably comment on our pleasant, polite and well-behaved students. I would encourage you to explore our website at www.bradfieldschool.net in order to discover more about us.

The successful candidate's main responsibility will be teaching and learning. This will include all the associated responsibilities — target-setting, monitoring and intervention — and the line-management of senior staff. As the sole Deputy Headteacher in an 11-18 school, this is an excellent opportunity to experience the professional satisfaction and challenges of Headship. You will have a crucial role in achieving the governors' ambitions for the school, which is to raise the achievement of all of our students in Y11 and Y13 so that it is outstanding in comparison to our statistical neighbours. We are looking for someone who can combine their knowledge, understanding and experience with personal tenacity and emotional intelligence to deliver on this ambition.

For an informal discussion or to arrange a visit to our school, please contact the Head's PA, Mrs Anne Gray, on 0114 286 3864 or by email agray@bradfield.sheffield.sch.uk.

Once again thank you for your interest, and we look forward to reading your letter of application.

Yours faithfully

Dr Ian Gilbert
Headteacher

Mrs Deborah Eaton
Chair of Governors

Deputy Headteacher Bradfield School



Kirk Edge Road, Worrall, Sheffield, S35 0AE

Telephone: 0114 286 3861

Website: www.bradfieldschool.net

Headteacher: Dr Ian Gilbert

Mixed 11-18 Comprehensive

Group 6 NOR: 1070

L20-L24 £62,240-£67,963

Required from September 2017

Bradfield School is looking for an exceptional school leader who can help us move from being a good school to an outstanding one. The successful candidate will place children at the heart of their practice and have the very highest ambitions for every student. As sole Deputy Headteacher, this position is excellent preparation for Headship.

The successful candidate will have:

- belief in the worth and potential of every student
- a clear understanding of the characteristics of an outstanding school
- the ability to think strategically and to implement and secure change successfully
- excellent interpersonal skills and an ability to lead and inspire colleagues
- a track record of delivering whole school improvement at leadership level

The key features of Bradfield are:

- a passion for further school improvement
- wonderful, polite and well-behaved students
- extremely committed staff
- a modern building set in a beautiful Peak District location on the edge of the city

We can offer you:

- rewarding professional opportunities
- the opportunity to work alongside the Head as you make Bradfield outstanding
- a very strong commitment to your professional development

Our expectations for every young person are high. If you share these expectations and believe you can develop the school further, please contact us for more information.

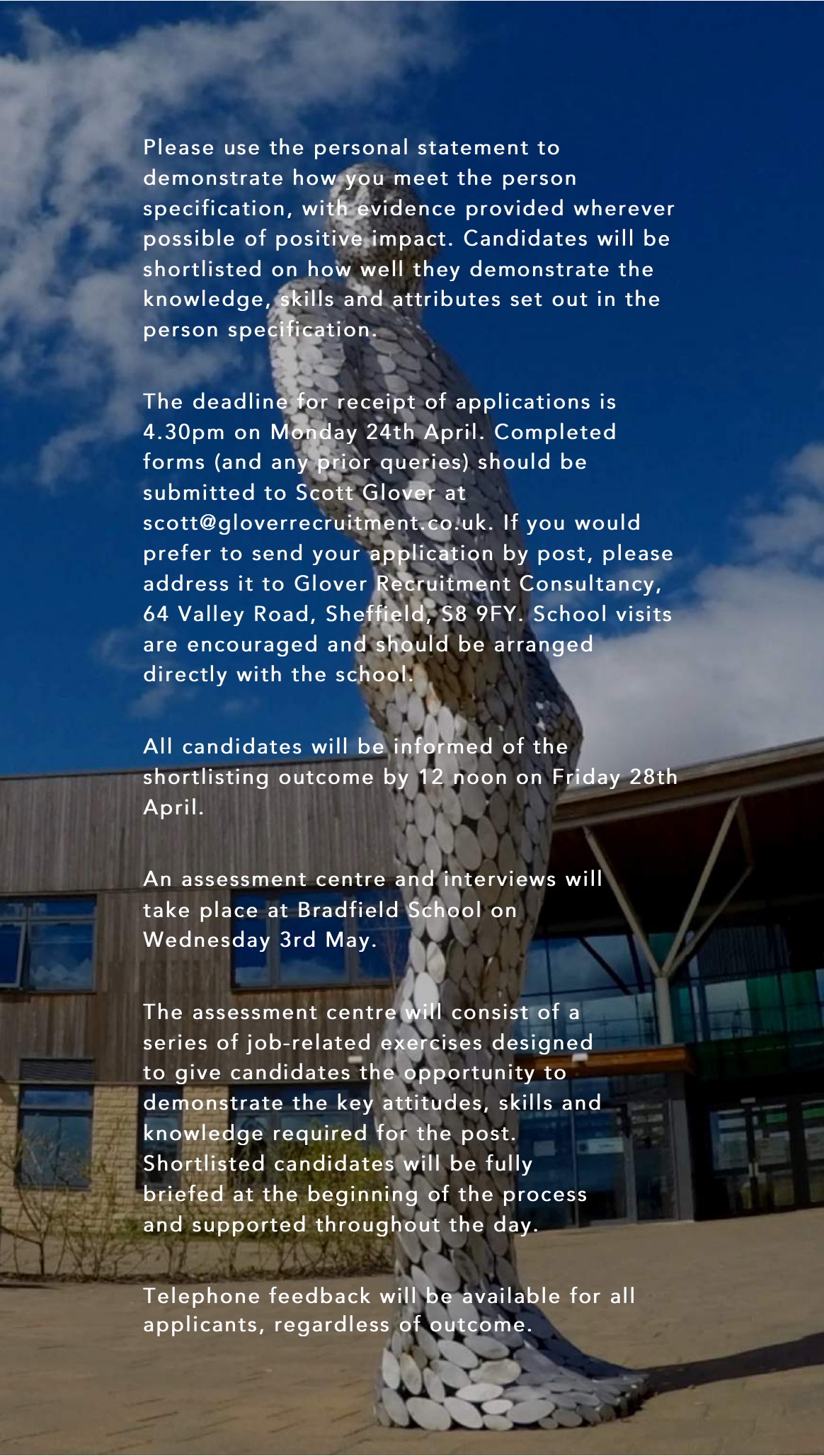
Interested candidates should call Dr Ian Gilbert, Headteacher, on 0114 286 3861 for an informal discussion about the role.

Visits to the school are warmly encouraged and can be arranged by contacting Mrs A Gray (Headteacher's PA) on 0114 286 3861 or by emailing agray@bradfield.sheffield.sch.uk.

Completed application forms, and any queries about the recruitment process, should be addressed to Scott Glover at scott@gloverrecruitment.co.uk or by phoning 07766 773682.

Bradfield School is committed to safeguarding and promoting the welfare of children and young people and expects all our staff and volunteers to share this commitment. We require the successful applicant to undertake an enhanced criminal records check via the Disclosure & Barring Service. Please take the time to read the safeguarding policy on our website.

Deadline for applications: 4.30pm Monday 24 April
Assessment centre and interviews: Wednesday 3 May



Please use the personal statement to demonstrate how you meet the person specification, with evidence provided wherever possible of positive impact. Candidates will be shortlisted on how well they demonstrate the knowledge, skills and attributes set out in the person specification.

The deadline for receipt of applications is 4.30pm on Monday 24th April. Completed forms (and any prior queries) should be submitted to Scott Glover at scott@gloverrecruitment.co.uk. If you would prefer to send your application by post, please address it to Glover Recruitment Consultancy, 64 Valley Road, Sheffield, S8 9FY. School visits are encouraged and should be arranged directly with the school.

All candidates will be informed of the shortlisting outcome by 12 noon on Friday 28th April.

An assessment centre and interviews will take place at Bradfield School on Wednesday 3rd May.

The assessment centre will consist of a series of job-related exercises designed to give candidates the opportunity to demonstrate the key attitudes, skills and knowledge required for the post. Shortlisted candidates will be fully briefed at the beginning of the process and supported throughout the day.

Telephone feedback will be available for all applicants, regardless of outcome.



Bradfield School

Deputy Headteacher job description

Title of post: Deputy Head
Status: Leadership
Accountable to: Head

Preamble:

All teachers are subject to the 'School Teachers' Pay and Conditions Document'. This job description should be read in conjunction with that document and the specific conditions for deputy headteachers. Job descriptions are subject to annual review and specific responsibilities will change to take account of the school improvement plan and staff professional development. All teachers promote the school ethos, and health and safety, and contribute to continuous school improvement.

Purpose of the job:

The purpose of this post is to ensure the continued delivery of high-quality teaching and learning. As a member of the senior leadership team, the Deputy Head promotes the ethos of the school in all aspects of his/her work and shares in the strategic leadership of the school. They deputises for the Head in their absence. The Deputy Head is expected to represent the school in the community and attend functions and meetings beyond school hours.

The post holder is accountable for all aspects of leadership of teaching and learning within the school, and the following areas:

General responsibilities:

Leading, managing and developing the curriculum and student development by:

- Helping to provide strategic direction for teaching and learning.
- Managing and developing the curriculum.
- Ensuring good curriculum and lesson planning.
- Being responsible for implementing, monitoring and evaluating a school improvement plan.
- Managing the resources and learning environment to promote high standards of teaching and learning.

The impact on the educational progress of students (other than his/her assigned classes) or groups of students including:

- Monitoring, interpreting and acting upon data analysis to raise standards/performance.
- Leading and managing an agreed approach to personalised learning to meet the specific needs of students.
- Liaising with colleagues within and beyond the school to maintain and improve student progress.
- Ensuring high standards of assessment and of reporting students' progress to parents.
- Monitor attendance, behaviour and punctuality in the relevant subject areas.

Leading, developing and enhancing the teaching practice of other staff generally and in the relevant subject areas by:

- Maintaining, developing and promoting threshold standards and school policies.
- Acting as an excellent role model for colleagues to promote school values and ethos.
- Coaching and mentoring staff in order to develop their pedagogical skills and knowledge.
- Monitor, observe and evaluate lessons and teaching and learning standards.
- Co-ordinate meetings to disseminate information and evaluate teaching and learning.

Line-management of a significant number of people, which means, 'the direction, management and professional responsibility for staff on a daily basis' through activities including:

- participating in recruitment, selection and appointment procedures.
- performance management for heads of core subjects.
- performance management of the heads of MIS and student support services teams.

Specific responsibilities:

- Help draft school policy to fulfil its aims.
- As a member of the Leadership Team, take responsibility for quality of teaching and learning.
- Use data to evaluate the school's achievements of its aims.
- Keep up-to-date with curriculum and policy developments.
- Help determine the curriculum policy and timetable provision.
- Liaison with parents, governors and members of the school community to promote the school's ethos and policies.
- Leadership of core subjects, including setting targets for staff and students to raise achievement.
- Promotion of good teaching practice and pedagogy by contributing to continuing professional development.
- Take action to address underperformance of staff.
- Monitor the learning environment to promote learning.
- Promote high standards of behaviour and attendance.
- Liaise with other members of the SLT to promote consistency and coherence throughout the school.



Person Specification

In your personal statement, you should demonstrate how well your knowledge, skills and experience meet the requirements of the person specification. The shortlisting decision will be based on how well your application demonstrates that you meet the person specification. Elements that are essential are marked with an 'E'; those that are desirable with a 'D'.

Qualifications	Method of assessment
Qualified Teacher Status (E)	Application Form
Evidence of regular and appropriate professional development (E)	Application Form
Evidence of recent management development (E)	Application Form
Further higher level qualifications (D)	Application Form
Experience	
A practicing Deputy Head at an 11-16 or 11-18 secondary school (D)	Application Form & Reference
Experience in a senior leadership position demonstrating an understanding of: <ul style="list-style-type: none"> Developing and implementing a school ethos (E) Planning, development, monitoring and assessment of whole-school issues (E) Raising achievement standards through systematic target setting and monitoring, including within the processes of Ofsted (E) 	Application, Reference & Interview
Excellent classroom practitioner (E)	Application, Reference and Interview
Appropriate teaching experience (E)	Application Form, Reference
Practical experience of delivering change (E)	Application Form, Reference
Experience in teaching in more than one school (E)	Application Form, Reference
Experience of implementing school improvement initiatives and curriculum development (E)	Application, Reference and Interview
Skills	
Planning, development and monitoring of whole school curriculum provision (D)	Application, Reference and Interview
The ability to plan strategically and operationally (E)	Application, Reference and Interview
Effective leadership, decision making and organisational skills, including: <ul style="list-style-type: none"> Excellent communication skills (oral and written) (E) Good consultation and negotiation skills (E) Ability to monitor and evaluate their own and others work. (E) Ability to delegate (E) Ability to motivate staff and students (E) Drive, commitment and enthusiasm (E) 	Application, Reference and Interview
Interpersonal skills which demonstrate an ability to develop and maintain good relationships with all members of the school community and partners (high levels of emotional intelligence) (E)	Application, Reference and Interview
Active and effective internal school liaison work, including promotion/development of teams (D)	Application, Reference and Interview
To plan and make decisions that take full account of equal opportunities (E)	Application, Reference and Interview
Performance review - the ability to devise and implement effective measures for school self-review (D)	Application, Reference and Interview

Knowledge and Understanding	
Knowledge of educational legislation (D)	Application, Reference and Interview
Knowledge of progress 8 and attainment 8 (E)	Application, Reference and Interview
Knowledge of current educational issues including, National Funding Formula, GCSE and GCE specification changes (D)	Application, Reference and Interview
Knowledge of equal opportunities policy in employment (D)	Application, Reference and Interview



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