Knightsfield School Listening to Learn

Specialist Sensory Academy

A Specialist School for Deaf children using auditory/oral method of teaching



AIMS:

We intend that when our students leave school they will:

- use their speaking and listening skills effectively in a range of environments and situations
- be able to think independently
- increase their rate of progress in learning
- be responsible, self-disciplined and thoughtful citizens
- be ready to have an active and fulfilling role in today's changing world.

DEPUTY HEADTEACHER – APPLICATION PACK

Start Date: 1 September 2018

Application Deadline: 16 April 2018 Interviews: 20 April 2018

Message from the Headteacher

Thank you for your interest in the post Deputy Headteacher at Knightsfield School. Knightsfield is a great place to be for both our pupils and staff.

We are a Special Secondary School for the Deaf and communicate using the auditory/oral method, which means that sign language is NOT used. All of our pupils have EHC plans for their hearing impairment and either have hearing aids or cochlear implants, and communicate by speaking and listening, hence our strap line **'Listen to Learn'.**

Knightsfield School is a small but expanding school, licensed to teach pupils from Year 6 through to Year 13. We are situated on the same site as Monk's Walk School, this gives us the unique advantage of enabling our pupils to attend classes such as Art, Drama, D&T and PE, with their mainstream peers. We have a long-standing partnership with Oaklands College to enable pupils who opt for vocational courses to access their courses supported by our Teaching Assistants/note takers.

Attendance is good and we have an effective Behaviour policy which ensures that behaviour is generally good throughout the school. Our pupils want to learn and our parents are very supportive.

We are looking for a dynamic individual who is passionate about learning for all pupils, regardless of their ability. We have approximately 40 pupils on roll with a range of interests, aptitudes and disability. The successful candidate will be someone who understands the need to differentiate and adapt the curriculum to ensure ALL pupils succeed.

At Knightsfield School we recognise that effective teamwork is the key to ensure the best outcomes for our pupils.

As Deputy Headteacher at Knightsfield School you will be a member of the Senior Leadership Team and will deputise for me in my absence. You will liaise with Trustees and share key information at Committee and Full Trustee meetings.

This is an exciting time to join Knightsfield School as we look to expand and improve our curriculum delivery. The role will be challenging and rewarding, but support will always be there if you need it.

I look forward to meeting you soon.



Suzanne Thrower

Headteacher

Our Advertisement

The Trustees of Knightsfield School are seeking an inspirational leader for the role of Deputy Headteacher to support the Headteacher in leading our expanding and forward-thinking school.

We can offer:

- Happy and enthusiastic students who enjoy learning
- A committed team of passionate professionals
- A competitive salary: a 5 point scale within the range L10 – L15
- Strong support for your further professional development
- Opportunities to work alongside our mainstream partner school
- Exposure to a wide range of leadership responsibilities
- A good work/life balance

We want you to bring:

- A clear vision for raising standards
- A passion for education in its widest sense
- Exemplary understanding of teaching & learning process
- A proven ability and confidence to lead and inspire others
- Ability to hold people to account effectively
- High expectations of both professional conduct and pupil behaviour
- Knowledge of curriculum development and delivery
- Knowledge of data to inform school improvement
- Intellectual curiosity
- High levels of resilience
- Enthusiasm, common sense, initiative and good humour

We are looking for the right person to fill this important role; you are looking for the right school to work in. We hope that by looking at our website and reading our Application Pack, our school will be the school for you!

Knightsfield School is an Auditory/Oral Secondary School for the Deaf. This means sign language is not used and our students communicate well through speaking and listening.

Visits are welcomed and encouraged in advance of application. The Headteacher welcomes any questions you may have and can be contacted at head@knightsfield.herts.sch.uk. Alternatively, you can contact the current Deputy via email ndennis@knightsfield.herts.sch.uk

All shortlisted candidates will have references taken up prior to interview.

Closing date is Monday 16th April 2018 at 12 noon.

Interviews will take place Friday 20th April 2018.

We are committed to safeguarding and promoting the welfare of students and staff. This post will be subject to an enhanced DBS check.

Personal Specification

The table below outlines some of the main traits & skills expected of the successful candidate. It is not exhaustive.

Attributes	Essential	Desirable	Evidence
Safeguarding	• Enhanced DBS clearance • Evidence of right to work in UK • Knowledge of safeguarding practice		• Safer Recruitment documentation • Interview
Qualifications	• Qualified teacher Status • Honours Degree • Willingness to undertake Teacher of the Deaf training	• Teacher of The Deaf qualification • Master's Degree or equivalent • SEN experience/interest	• Original copies of certificates
Personal	• Role model of professional standards • Establish good and productive working relationships, and work well in a team • Communicate effectively to staff, students, parents, orally and in writing • Self-motivated with high levels of personal drive, able to work with minimal direction • Strong organisational and time management skills • Strong analytical skills with attention to detail and high levels of accuracy • Empathise with young people and yet be firm, fair and consistent when dealing with them • Excellent attendance and punctuality • High standards of dress, conduct and presentation • Enthusiasm, flexibility and personal dynamism	• Sense of humour & perspective • Ambition • Willingness to offer extra-curricular activities and interventions • Good ICT skills	• Application letter • School Tour • Interview • Taught lesson • Lesson observation & subsequent feedback

Teaching & Learning	• Excellent classroom practitioner with evidence of: - good progress for all students - setting appropriate expectations to advance learning and engage, as well as motivate, students - maintain a good standard of discipline in the classroom through well focused teaching, positive relationships and excellent classroom management - the use of an appropriate range of differentiated teaching and learning strategies for whole classes, individuals and groups which stimulate, stretch and challenge students - setting clear and appropriate targets - providing bespoke, subject specific feedback to students in the light of rigorous, planned assessments • Reflect on own practice	• Use of research to inform and improve teaching practice • Successful experience of teaching pupils with SEND • Experience working in different key stages of education	• Application letter • Interview • Taught lesson • Lesson observation & subsequent feedback • School Tour
Leadership & Management	• Excellent understanding of assessment and the use of assessment data • Knowledge and experience of safeguarding processes • Experience leading & managing teams, including supporting and coaching teachers • Ability to work under pressure and meet deadlines • Ability to maintain a work/life balance and awareness of own well-being	• Experience of managing the teaching of pupils with special educational needs • Knowledge and experience of safeguarding processes • Experience of leading development and implementation of school improvement strategies • Experience working in senior leadership position	• Application letter • Interview • Lesson observation & subsequent feedback

Deputy Head Job Description

Main purpose of the Role

- To be responsible for the development, organisation, review and evaluation of the school curriculum, lead on teaching & learning, and to deputise for the Headteacher in her absence.

- To ensure that best practice is delivered throughout the school and that all provision demonstrates the values and aspirations in the school's vision and mission statement.

Leadership and Management

- Support and deputise for the Headteacher in her absence, contribute to the strategic leadership of the school and assist with its smooth operation on a daily basis.

- Lead and monitor curriculum development in association with subject leaders, ensuring that it meets national and school priorities, take corrective action to ensure quality and performance standards are maintained and continuously improved.

- Contribute to the overall strategic direction of the school as a member of the Senior Leadership Team in the production, monitoring and evaluation of the School Development Plan, including future development of Post-16.

- Work with the Headteacher in evaluating the quality of learning and achievement of pupils including target setting, progress and analysis of internal and external examination results.

- Work effectively with the Headteacher to establish and maintain stakeholder involvement.

- Attend and participate as an Associate member of the Trustee Body, leading the production of school policy statements and policies for curriculum, teaching and learning and safeguarding.

- Monitor the work and performance of all staff in cooperation with the Headteacher and School Business Manager, which includes organisation of internal/external cover for staff absences.

- Assist the Headteacher by receiving visitors, prospective parents, LA representatives and other professionals.

- Assist the Headteacher in the recruitment of new staff.

- Undertake any duties the Headteacher may reasonably require.

Teaching and Learning and Curriculum

- Line manage the work and performance of all teachers.

- Cover for absent staff as necessary.

- Monitor the effectiveness of curriculum development, pedagogy, assessment and reporting.

- Provide advice to teaching and support staff in devising, monitoring and evaluating specific programmes for individual pupils.

- Promote the professional development of staff by leading Teacher meetings and play a lead role in the organisation, implementation and participation in INSET/training for staff.

Safeguarding and Welfare

- Contribute to ensuring the safety and well-being of all pupils, staff and visitors at all times.
- Behaviour management of all pupils and students.
- Carry out all duties in a manner which is consistent with school policies, procedures and practices, maintaining at all times the aims, and ethos, of Knightsfield School.

This job description sets out the duties of the post and should be seen as describing in more detail aspects of the duties set out in the Education (School Teachers; Pay and Conditions of Employment) Act currently in force. The Headteacher may vary the duties from time to time, without changing their general character or the level of responsibility.

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