



Morpeth School



PROSPECTIVE DEPUTY HEADTEACHER INFORMATION PACK

(Application Process)

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DEPUTY HEADTEACHER

Job Description

1. To undertake a range of leadership and management roles and responsibilities as agreed with the headteacher.
2. To deputise for the headteacher, as required.
3. To work collaboratively within the SLT to create, implement and review whole school policies and procedures.
4. To adopt a high profile amongst staff and pupils, promoting high expectations and achievements.
5. To represent and promote Morpeth School both internally through assemblies and meeting with families and visitors, and externally within the local community including other schools, the local authority and other agencies, as relevant.
6. To participate in, and lead, professional activities for staff.
7. To carry out all professional duties commensurate with this post as directed by the Headteacher.

Teacher of

Job Description

1. AS A MEMBER OF STAFF

Under the guidance and direction of the Headteacher, Associate Headteacher or Deputy Headteacher:

- carry out the professional duties of a schoolteacher.
- carry out supervisory duties in accordance with published rotas.
- participate in appropriate meetings with colleagues and parents relative to professional duties.
- implement whole school policies.
- adhere to whole school guidance/procedures.

2. AS A MEMBER OF A DEPARTMENT

Under the guidance and direction of the Head(s) of Department:

- plan and prepare courses/lessons/schemes of work.
- teach according to the allocated timetable.
- set, mark, assess and record work carried out by pupils in school and elsewhere.
- complete reports/profiles as required by the department and school.
- communicate with parents re. pupils' progress and achievements.
- actively participate in the department's extra curricular activities.
- participate in CPD activities within and beyond the school.
- promote and maintain the positive behaviour of pupils, safeguarding their health and safety, both in school and in authorised school activities elsewhere.
- participate in relevant meetings relating to curriculum, administration or organisation.
- cover for absent colleagues in accordance with the Education (*Schoolteachers' Pay and Conditions of Employment*) Order, 1987.
- participate in public and internal examination arrangements.
- register the attendance of pupils at each lesson.
- be responsible for relevant teaching areas with regard to health and safety, appearance and display.

3. AS A MEMBER OF A YEAR TEAM (*Tutors and Attached Staff*)

Under the guidance and direction of the Head of Year:

- follow procedures re. attendance and punctuality outlined in the *Staff Handbook* including the maintenance of the daily register.
- complete relevant reports/profiles/references.
- promote and monitor a positive ethos amongst pupils, including high standards of work, organisation, behaviour, attendance and punctuality.
- check and sign Pupil Planners on a weekly basis.
- use registrations profitably, and ensure that pupils remain in their tutor group rooms at these times.
- teach the CPSHEE programme.
- attend assemblies.
- participate in meetings called by the Head of Year.

DEPUTY HEADTEACHER

Selection criteria

1. Evidence of effective teaching in an inclusive school, and the ability to share good practice.
2. Evidence of a wide range of leadership skills.
3. Evidence of an understanding of how to create and sustain an environment, within a fully inclusive school, where all pupils can achieve academic and personal success.
4. Evidence of the ability to lead and manage successful whole school initiatives from inception, through implementation to completion.
5. Knowledge and understanding of how monitoring, evaluation and review can lead to improved pupil achievement.
6. Knowledge, and critical understanding, of key issues currently facing school leadership teams.
7. Evidence of the ability to think creatively and solve problems.
8. Evidence of a commitment to your own and others' continuous professional development.
9. Commitment to the protection and safeguarding of children and young people.

APPLICATION FOR DEPUTY HEADTEACHER

We would like **TWO** supporting statements.

STATEMENT ONE

Please write a personal statement which addresses the selection criteria attached.

Please note that you may wish to combine selection criteria – do not feel that you need to produce separate sections/paragraphs.

Maximum 800 words

STATEMENT TWO

Please respond to the following question.

What has led you to apply for this post at Morpeth?

Feel free to draw upon your personal/professional values and experiences.

Maximum 500 words