



HOE VALLEY SCHOOL

ACTING DEPUTY HEAD TEACHER

JOB DESCRIPTION & PERSON SPECIFICATION

THE SCHOOL

"Hoe Valley School is an inspiring environment at the heart of its community where every student's experience is personalised. Our students will learn to think independently, pursue their ambitions and achieve to their highest potential."

Hoe Valley School is:

- An oversubscribed secondary school which opened in September 2015 to serve the local community of South Woking
- Currently has 360 year 7, 8 and 9 students. Year 9 students started their GCSE courses last September. A new cohort of 150 Year 7 students will join in September 2018.
- Committed to knowing all of our students' talents and strengths and their areas for development. This allows us to personalise the curriculum to stretch and motivate all of our students
- Following the national curriculum offering an extended day which enables us to prioritise time for English and Maths and ensure all students complete their homework during the school day.
- A Google School with ICT fully embedded in all curriculum areas
- Employing outstanding, experienced teachers and teaching assistants
- Committed to learning which is relevant with links to the 'real world' of business, higher education and the local community
- Currently located in the green space of Woking Park close to Woking Town Centre and Station. Moving to a state of the art new School in September 2018 on Egley Road, Woking with brand new facilities for Art, Design Technology and Food Technology
- Committed to supporting our staff to have an excellent work / life balance by having minimal paperwork and slick systems, by offering bespoke CPD programmes including buddying staff with peers in local outstanding Schools and trusting our staff to deliver excellent outcomes.

THE ROLE

Our current Senior Leadership Team consists of the Head Teacher, an Associate Head Teacher, a Deputy Head Teacher and the School Business Manager. As our current Head Teacher will be on maternity leave for the majority of the next Academic Year and our Associate Head Teacher has been appointed to be the Acting Head Teacher, the School will need additional strategic leadership to ensure the School operates effectively.

The OFSTED area that the successful candidate will initially lead on will be Personal Development, Behaviour and Welfare. The job holder will line manage the respective Heads of Year, and the SENCO and be responsible for all the pastoral work at HVS.

This is an exciting and unique opportunity for the right candidate to be part of the decision making process as a school transitions from being new to established and starts operating from its brand new, purpose built permanent home. We are already heavily oversubscribed and fully staffed and aim to be outstanding in all that we do. Nothing but the best is good enough for our students and we talk regularly about how to become the best School in Britain.

Our staff are all optimistic, enthusiastic and dedicated to the School's vision and we work closely as a tight community to design and deliver a curriculum which is exciting, personalised, challenging and relevant to the tough world which awaits our students.

Our leadership team are flexible, not afraid of 'mucking in', driven by outcomes and model the excellent teaching, feedback and behaviours expected of others.

CORE RESPONSIBILITIES (IN ADDITION TO TEACHERS' STANDARDS)

Leadership and Management

- To lead on Personal Development, Behaviour & Welfare
- To work closely with the Head Teacher and take shared responsibility for the School in their absence
- To manage a pastoral team as well as some faculties via regular meetings and through a rigorous appraisal process
- To contribute to the School's Development Plan and Self-evaluation Processes
- To be high profile around the School, with parents and with the local community
- To work effectively with the School's Governors
- To support the School's marketing and recruitment plan through attending events, contributing to marketing materials and via frequent high quality interactions with local primary schools
- To embody the School's values both on and off site
- Assist the Head Teacher in achieving the highest possible standards, securing improvements and success for the school and keeping the Head Teacher informed at all times
- Assist in the deployment, recruitment and appointment of staff where relevant
- Deliver high quality professional development and training opportunities where relevant for teaching and support staff
- Oversee the creation and implementation of school policies in their areas of responsibility.

Behaviour and Safety

- To lead on the pastoral system and line manage a team of Heads of Year
- To be the Designated Safeguarding Lead for the School and the Designated Teacher for Looked after Children
- To line manage the SENCO
- To ensure policies and procedures relating to attendance, behaviour management and safeguarding are consistently followed and implemented by all staff, at all levels across the School
- To collaborate closely with parents to ensure that they are aware of their child's welfare, engaged in their development and in supporting them in their vision for the future
- To ensure the absolute safety of all students on and off site
- To model and enforce excellent standards of behaviour within and beyond the faculty.

Teaching and Learning

- To teach outstanding lessons in their specialist subject (or other as required) within the age range 11-18
- To contribute to CPD across the School and share best practice via coaching, sharing planning and resources and following an 'open door' teaching policy

- To ensure that resources are organised and available to promote a purposeful environment for teaching and learning to take place, through a mix of traditional teaching techniques, integrating ICT where appropriate and via project based learning
- To ensure that classrooms within the faculty present a stimulating environment through the display of students' work and other exemplar materials
- To participate in intervention programmes during the School holidays, before / after School or during weekends if required
- To deploy other adults effectively within the classroom, involving them, where appropriate, in the planning and management of student learning.

Progress and Attainment

- To ensure assessment, feedback and monitoring is SMART, accurate and clearly moves students' learning on across all teachers within the faculty
- To standardise marking with colleagues both within the School and with partner schools
- To rigorously analyse student data to inform planning and intervention programmes
- To lead and attend internal and external meetings as required
- To feedback to students and parents / carers in line with the School policy.

PERSON SPECIFICATION

Essential	Desirable	Assessment Criteria
Qualifications & Competencies		
A bachelor's degree at a 2.1 or higher		Application form
Qualified teacher status through a PGCE, GTP or other international equivalent		Application form
Designated Safeguarding Lead – fully trained		Application form
Evidence of relevant CPD qualifications	Relevant leadership qualifications, for example, MA, NPQSL, NPQML or equivalent	Application form
Experience		
Experience of being whole school pastoral lead in a secondary setting with a proven record of positive outcomes		Application form, interview & reference
	Experience of leading whole school change with clear evidence of the positive impact / outcomes on school improvement	Application form, interview & reference
Excellent interpersonal skills with strong levels of numeracy and written and oral communication		Application form, interview & reference
Experience of successfully leading a team and holding others to account		Application form, interview & reference

Evidence of holding high aspirations for young people		Application form, interview & reference
Evidence of delivering excellent outcomes for students		Application form, interview & reference
Skills and Attributes		
<p>Alignment with HVS Values:</p> <p>C - Courtesy : model the calm behaviours expected of others in terms of consideration, professionalism, trust and respect</p> <p>I - Integrity : fair and honest, trustworthy, committed to earn success through hard-work</p> <p>R – Resilience: Not giving up when times are tough, demonstrating endurance</p> <p>C - Community : A strong sense of responsibility to the community to improve the quality of the local environment for its residents</p> <p>L - Leadership : show leadership in thought and action, being open to new ideas and overcoming adversity to achieve success; communicating effectively</p> <p>E - Enthusiasm : a positive attitude towards life, passion, curiosity and a lifelong love of learning</p>		Application form, interview & reference
Excellent organisation skills with the ability to multi-task and effectively prioritise		Application form, interview & reference
Strong attention to detail where only the best is good enough		Application form, interview & reference
Able to adapt to find practical solutions to problems		Application form & interview
Ability to remain calm, good humoured and strategic in challenging contexts		Application form & interview
Good level of physical fitness		Interview & reference
Commitment to the ethos of the School		Application form & interview
Safeguarding		
2 satisfactory written references including from current/most recent employer		Application form & reference
A satisfactory enhanced DBS check		