

Manor Park Primary School

Deputy Headteacher

Candidate Information

Lead - Inspire - Excel

Manor Park Primary is a happy and popular school. We are already successful and are ready to achieve more.

Manor Park is committed to creating a safe and caring environment in which each person is valued, where children can succeed in all aspects of school life and where excellence, achievement and enjoyment are expected, praised and celebrated.

We offer a broad, balanced and rich curriculum that provides children with the necessary skills to enable them to become articulate, literate and numerate and engages them in their learning.



About the role

We are looking for inspirational and outstanding leaders, with the experience and ability to support, guide and challenge our teachers and pupils. Key tasks will be:

Ensuring that throughout each year group and across the curriculum, pupils make substantial and sustained progress, considering their different starting points by:

- Ensuring that the proportions of pupils that reach a higher standard or greater depth in all subjects at all key stages, are significantly above national figures.
- Challenging pupils to surpass expected progress in all subjects, so that the percentage of children reaching age related expectations is rising, exceeding national outcomes.
- Guaranteeing that all staff are determined that pupils achieve well and are equipped with the necessary skills to make rapid progress.

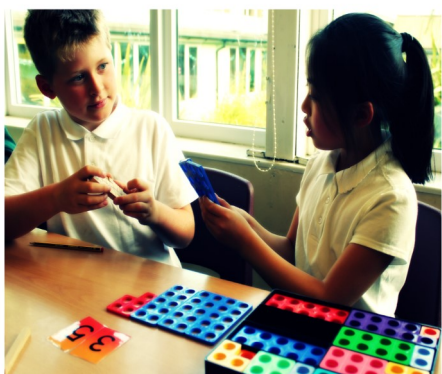
Continuing to rigorously improve the effectiveness of leadership at all levels, driving the school forwards on our journey to outstanding by:

- Ensuring that the new senior leadership and admin teams are committed unwaveringly to set the highest expectations for all staff and pupils.
- Continuing to develop the role and effectiveness of middle leaders, ensuring that they are accountable for the highest possible standards in their year groups.
- Developing motivated and inspirational subject leaders, who will build a broad and balanced curriculum, relevant to our pupils.

Embedding outstanding personal development, behaviour, safety and well-being by:

- Continuing to provide excellent provision for enrichment through the Manor Park Personal Qualities so that all pupils are confident learners with impeccable, self-disciplined behaviour, proud to be part of our community.
- Maintaining the excellence of the school's mantra of 'SOAR to Success', which underpins the work of all stakeholders.

"Manor Park is special because we have awards that make people shine" Pupil



"Leaders, staff and governors place clear emphasis on nurturing pupils' wider personal development as well as their academic well-being. The school's mantra of "SOAR to success" is prominent, not just visually but also in the way it underpins everyone's work." Ofsted April 2017

"Pupils say they thoroughly enjoy coming to school because they feel it is a happy and exciting place to be. They take great pride in the school. Pupils enjoy lessons and say that teachers really help and support them in their learning. They work diligently to present their work carefully and meet teachers' expectations. The atmosphere across the school both in lessons and on the playground is calm. Pupils are courteous and respectful to each other, visitors and staff. They particularly enjoy the opportunities they are given to take responsibility within the school, including fundraising and being a representative of the school's council. The 'job centre', which encourages pupils to make an application for positions of responsibility, is seen as a fair way of gaining responsibility and older pupils say that it prepares them for the future." Ofsted April 2017

Job Description

Domain 1 : Qualities and Knowledge

- To hold and articulate clear values and moral purpose focused on providing an outstanding education for the pupils at Manor Park.
- To communicate compellingly the school's vision, actively extending a school culture that takes account of the richness and diversity within the local community and promoting the school as a centre of excellence for education and families.
- To demonstrate optimistic personal behaviour, positive relationships and attitudes towards the pupils, staff, parents, governors and members of the local community at Manor Park.
- To drive the strategic leadership of the school and lead by example with integrity, creativity, resilience and clarity, drawing on your own scholarship, expertise and skills and of those around you, empowering all pupils and staff to excel.
- To sustain wide current knowledge and understanding of education and school systems locally, nationally and globally and pursue continuous professional development.
- To work with political and financial astuteness centred on the school's vision, translating local and national policy into the schools context.

Domain 2 : Pupils and Staff

- To demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff, for the impact of their work on pupil's outcomes.
- To secure outstanding teaching, through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupil's well-being.
- To develop a culture of 'open classrooms' and an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, as a basis for sharing best practice within and between schools.
- To identify emerging talents in staff and coach and mentor aspiring and current leaders in school.
- To provide opportunities for the development of all staff, by engaging in collaborative initiatives, facilitating and training staff, leading innovation and supporting both formal and informal CPD.
- To ensure that parents, carers and pupils are well informed about and understand the school's direction, priorities, curriculum, attainment and progress.
- To provide excellent extended provision and facilitate successful pupil transition to secondary school.

Domain 3 : Systems and Process

- To ensure that the school's systems, organisation and processes, including budgeting and resourcing, are well considered, efficient and fit for purpose.
- To provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- To support rigorous systems for managing the performance of all staff, addressing any under-performance, valuing excellent practice and developing staff through individual professional development plans.
- To be a full member of the Governing Body, attend all Governing Body meetings and actively support strong governance to enable it to deliver its functions effectively.
- To assist the Headteacher in the overall running of the school and to take charge in the absence of the Headteacher in all aspects of management, control and discipline relating to the school.
- To attend all school events including PTA, evening curriculum and parent events.
- To support the distribution of leadership throughout the school, forging teams of colleagues who have clear responsibilities and accountabilities and hold each other to account for their decision making.
- To participate in the cross-phase teaching programme (0.2 minimum) of the school and through this role undertake monitoring of the effectiveness of curriculum delivery.
- To represent the headteacher when necessary, undertake lunchtime duties and lead assemblies within a rota with the members of the Senior Leadership Team.

Domain 4 : The Self-Improving School System

- To support the Headteacher in creating an outward-facing school, seeking out, creating and maintaining effective partnerships with other schools, professionals, organisations and the Local Authority in a climate of mutual challenge to champion best practice.
- To present a coherent and accurate account of the school's performance to a range of audiences including governors, the Local Authority, parents and carers.
- To combine the outcomes of regular school self-evaluation with external evaluations in order to develop the school.
- To develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
- To shape the current and future quality of the teaching in school through securing and delivering high quality initial teacher training and sustained professional development for all staff.
- To support the Headteacher in modelling innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- To inspire and influence others within and beyond the school to believe in the fundamental importance of education in young people's lives and to promote the value of education.

Person Specification

Qualifications/Experience	Essential
Qualified Teacher Status	✓
Evidence of being an outstanding classroom teacher	✓
Substantial relevant and recent experience of whole school leadership and management	✓
Evidence of personal professional development over the previous five years	✓

Providing Vision and Strategic Direction	Essential
Experience of school self-evaluation and performance management processes to lead school improvement	✓
A clear understating of strategic planning	✓
A commitment to developing an effective team culture that enables pupils and staff to excel	✓
A clear knowledge of the Ofsted framework and a commitment to sufficiently prepare for an inspection	✓

Leadership	Essential
Ability to lead by example, inspiring staff and pupils to generate high standards of work	✓
Ability to manage change successfully to improve standards	✓
Ability to delegate appropriately to ensure successful implementation of the school improvement plan	✓
Experience of analysing data and using this analysis to inform planning and practice	✓
Ability to demonstrate a commitment to developing others	✓

Learning and Teaching	Essential
Demonstrates effective use of both innovative and traditional approaches to teaching and learning	✓
Demonstrates a clear understanding of high quality teaching and learning and the ability to offer constructive guidance	✓
Demonstrates a proven success in raising standards	✓
Shows understanding of, and commitment to, inclusive education	✓
Demonstrates a clear understanding of what constitutes a broad and balanced curriculum that meets statutory requirements and which is sufficiently well differentiated and resourced to meet the needs of all pupils	✓
Demonstrates an interest in a commitment to use of education research, identifying new evidence based initiatives to enhance pupil outcomes	✓

Additional Skills and Abilities	Essential
The ability to relate positively to the headteacher, pupils, colleagues, parents, governors and others who contribute to the work of the school	✓
The communication skills needed to provide clear and accurate information and well-informed advice	✓
The ability to organise and manage work effectively i.e. being able to prioritise and organise tasks, make decisions, support and delegate when appropriate	✓
To have high expectations of pupils' learning, attainment and behaviour and of one's own professional abilities and those of colleagues	✓

Stakeholder Engagement	Essential
The ability to communicate and network with other stakeholders for the benefit of the whole school	✓
A record of supporting extracurricular activity and placing the school at the heart of the community	✓

In your application in **no more than one side of A4 for each minimum font size Arial 11**, please state how you meet all aspects of the personal specification and state how you will address each of the four key domains of the job description with examples from your own experiences where appropriate.