

Ysgol Uwchradd Dinbych

Denbigh High School



*Cyd-weithio - cydlwyddo - â balchder*

*Succeeding Together - Progressing with Pride*

# Deputy Head Teacher

Denbigh High School

• vacancy information pack.



# Letter from Kate Sutherland Chair of the Governors

Dear Colleague

Thank you for your interest in this post at Denbigh High School.

We are based in the heart of the Vale of Clwyd and Denbigh High School itself forms a hugely important part of our community. Whilst we are an English medium mainstream school we are proud of being a school in Wales reflecting the unique and distinctive Welsh character.

The Head Teacher benefits from working closely with the Governing Body who bring with them a wide range of skills. We are all committed to the school's vision and improvement.

Denbigh High School was placed into Special Measures in June 2018. We require a highly driven and committed person to join our School as Deputy Head Teacher as soon as possible. The ability to drive our School forward and ensure that we achieve outstanding results for our learners is key. It is important to us that the successful candidate can motivate and inspire learners and colleagues in addition to raising standards.

Our School has strong links with its feeder primary schools and the wider community and the ability to maintain and build upon those links is crucial. The Deputy Head Teacher will benefit from a supportive Senior Leadership Team as well as a cluster Business and Finance Manager and HR Support who are based at the school.

The salary range for this permanent position is L15—L19, (currently £56,434 - £62,262).

We would welcome applications from those who share the same vision as us.





# Letter from Dr. Paul Evans, Head Teacher

Dear Prospective Candidate,

Thank you for showing an interest in applying for the post of Deputy Head Teacher at Denbigh High School.

We are an English Medium Comprehensive School serving the urban settlements of Denbigh and St Asaph and its surrounding villages. We currently have 517 pupils on roll and a FSM weighting of 19.6%. I was appointed as Head Teacher in March 2018 and, following an Estyn inspection in June, the school was placed into special measures. A Post Inspection Action Plan is now in place to drive the school forward and secure improvement in four key areas.



We are currently in the process of re-modelling our Senior Leadership Team and this new post of Deputy Head Teacher will occupy a key position within the new leadership structure.

We are seeking to appoint a highly motivated and effective leader with a genuine determination to ensure the highest standards and expectations across all areas of the school. We are looking for an individual with the energy, drive and passion to help develop and maintain a high performing team that will challenge pupils to capitalise upon their strengths and, in doing so, achieve their personal, career and life ambitions. This is an exciting opportunity for a person to develop strategic leadership and excellent management skills to help secure pupil improvement and take the school out of special measures. If you would like to join us on this journey of improvement and feel you could play a key leadership role in this process, we look forward to receiving your application.

In addition to completing the Denbighshire application form, please provide a letter of application of not more than two sides of A4 outlining your vision for outstanding teaching and learning, effective behaviour management, together with your leadership and management experience to date and what personal skills and attributes you would bring to this position.



**Team Tachyon**  
**Formula 1 in Schools**





## The local area

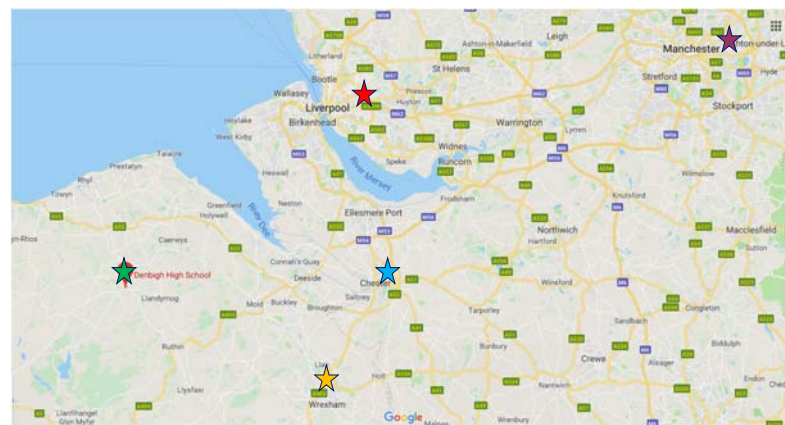
Located in scenic North Wales, residents of Denbighshire are in the fortunate position of being able to enjoy this peaceful Area of Outstanding Natural Beauty which runs the entire length of the county, as well as the hustle and bustle of our market towns and coastline.

Ours is a county of contrasting environments, from wild rivers, mountains and forests, to historic castles, lively towns, and stunning beaches boasting blue flag status.

Along the A55, Liverpool and Chester are within an hour's drive, and Manchester is only a further 20 minutes away. For an even quicker journey to these destinations and beyond, there is a mainline train service along the North Wales coast. If you are looking for adventure then Surf Snowdonia, Zip World and Bounce Below are all less than an hours drive away. We are ideally located for those commuting from Anglesey, as well as those looking to spend the day out exploring Snowdonia National Park.

Denbigh itself is a historic borough with its impressive castle built by Edward I in 1284. The town has more listed buildings than any other town in Wales. At the same time, Denbigh is a working community living very much in the present, with a lively arts scene and a fine range of independent shops, cafés and restaurants.

There is a diversity of employment potential in the local area, including QiOptiq, the Betsi Cadwaladr University Local Health Board and many tourism / service industry opportunities.



- ★ Denbigh High School
- ★ Chester
- ★ Wrexham
- ★ Liverpool
- ★ Manchester



# How to apply

If you are interested in this unique opportunity, are committed to making a difference and if you have the passion and the integrity we are looking for, then we would warmly welcome your application.

## Information packs are available from:

[www.denbighshire.gov.uk/vacancies](http://www.denbighshire.gov.uk/vacancies)

Or

Helen Murphy, HR Support Assistant — Denbigh Cluster, on  
[hmurphy@denbighhighschool.co.uk](mailto:hmurphy@denbighhighschool.co.uk) or 01745 812485 ext 48

## To apply:

Complete our online application via the Denbighshire County Council website  
[www.denbighshire.gov.uk](http://www.denbighshire.gov.uk)

In addition to completing the Denbighshire application form, please provide a letter of application of not more than two sides of A4 outlining your vision for outstanding teaching and learning, effective behaviour management, together with your leadership and management experience to date and what personal skills and attributes you would bring to this position

The closing date for applications is **Sunday 21st October 2018**

The interviews will be held on **Thursday 25th October 2018**

If you would like to arrange a visit to the school, please contact Helen Murphy on the details above.

Denbighshire County Council is a Disability Confident Employer and is committed to Equal Opportunities and Welsh Language Standards. We welcome applications made in the Welsh Language. Any applications made in the Welsh Language will not be treated less favourably than any submitted in English. For alternative methods of applying, please contact Helen Murphy on 01745 812485 ext 48.





# Person Specification

In order to be shortlisted for interview, applicants must evidence on their application form how they meet most, if not all, of the following essential criteria.

Criteria	Essential	Desirable	Evidence
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Qualified to degree level</li> <li>Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>Further postgraduate study/qualification relevant to the post</li> <li>NPQH (possession of, working towards, or intention to begin)</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Certificates</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Record of recent successful leadership and management in a secondary school setting</li> <li>Successful experience of leading whole school initiatives</li> </ul>	<ul style="list-style-type: none"> <li>Experience of participating in Estyn inspections and working with Governors and the Local Authority</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Supporting statement</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>Experience of leading change in a school setting</li> <li>Ability to clearly articulate a strong vision to all members of the school and local communities</li> <li>Commitment to sustained school improvement and a desire to enhance provision for all</li> <li>Ability to plan strategically</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of school leadership</li> <li>Evidence of securing improvement</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Supporting statement</li> <li>Assessment Centre</li> </ul>
<b>Teaching &amp; Learning</b>	<ul style="list-style-type: none"> <li>Evidence of outstanding practice in the classroom</li> <li>Experience of using data to enhance attainment and achievement, and to judge standards</li> <li>Experience of monitoring / evaluating the quality of teaching</li> <li>Success in raising pupil achievement through review, evaluation, intervention and challenging target setting</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of leadership in teaching &amp; learning</li> </ul>	<ul style="list-style-type: none"> <li>Supporting statement</li> <li>Assessment Centre</li> <li>References</li> </ul>
<b>Leading and Managing Staff</b>	<ul style="list-style-type: none"> <li>Ability to lead and manage decisively within a collaborative ethos</li> <li>Ability to identify and develop strengths in individuals, groups and systems</li> </ul>	<ul style="list-style-type: none"> <li>Experience of performance management processes</li> </ul>	<ul style="list-style-type: none"> <li>Supporting statement</li> <li>Assessment Centre</li> <li>References</li> </ul>
<b>Securing Accountability</b>	<ul style="list-style-type: none"> <li>Capacity to establish priorities for leadership and monitoring accountabilities</li> <li>Evidence of working with staff at all levels to set clear priorities and accountabilities</li> </ul>	<ul style="list-style-type: none"> <li>Experience of managing teams</li> <li>Experience of working with a Governing Body</li> </ul>	<ul style="list-style-type: none"> <li>Supporting statement</li> <li>Assessment Centre</li> <li>References</li> </ul>



<b>Strengthening Community Links</b>	<ul style="list-style-type: none"> <li>• Commitment to enhancing provision and raising attainment in collaboration with the community as a whole</li> <li>• Commitment to extra-curricular enrichment</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement in developing links with external partners and the wider community</li> <li>• Experience of promoting school activities within a community</li> </ul>	<ul style="list-style-type: none"> <li>• Supporting statement</li> <li>• Assessment Centre</li> <li>• References</li> </ul>
<b>Personal Qualities and Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work under pressure and meet deadlines</li> <li>• Innovative and creative thinker</li> <li>• Able to prioritise and delegate as circumstances require</li> <li>• Accessible, responsive and accountable</li> <li>• Effective communicator</li> <li>• Able to self-evaluate and be reflective and to manage change</li> <li>• Ability to establish professional working relationships with all members of the school community</li> <li>• React positively to constructive feedback and use this to improve own performance</li> </ul>		<ul style="list-style-type: none"> <li>• Supporting statement</li> <li>• Assessment Centre</li> <li>• References</li> </ul>
<b>Safeguarding and Children</b>	<ul style="list-style-type: none"> <li>• Committed to safeguarding and promoting the welfare of children and young people</li> <li>• An understanding of the All Wales Child Protection Procedures and current Welsh Government guidance.</li> </ul>		<ul style="list-style-type: none"> <li>• Supporting statement</li> <li>• Assessment Centre</li> <li>• References</li> </ul>

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# Job Description

**Job Title:** Deputy Headteacher of Denbigh High School

**Job purpose:** To provide vision, leadership and direction for the school. With the Headteacher and the Governing Body, to be responsible for creating and maintaining a productive learning environment which is engaging and fulfilling for all students and fosters the continuous improvement of the quality of education

**Accountable to:** The Headteacher

**Accountable for:** Standards, all staff and resources

The Role of Deputy Headteacher is a key position within the school. The person appointed will support the Headteacher in the leadership of all aspects of school. Specific duties will be agreed with the successful candidate in order to reflect their own experience and to allow for their own professional and career development

## Teachers – professional responsibilities

### Deputy headteachers and assistant headteachers

A person appointed as a deputy or assistant headteacher in a school, in addition to carrying out the professional duties of a teacher other than a headteacher including those duties particularly assigned by the headteacher, must play a major role under the overall direction of the headteacher in:

- a) formulating the aims and objectives of the school;
- b) establishing the policies through which they are to be achieved;
- c) managing staff and resources to that end;
- d) monitoring progress towards their achievement;

and undertake any professional duties of the headteacher reasonably delegated by the headteacher.

If the headteacher is absent from the school a deputy headteacher must undertake their professional duties to the extent required by the headteacher or the relevant body or, in the case of a foundation, voluntary aided or foundation special school, the governing body.

### Teachers other than a headteacher

A teacher may be required to undertake the following duties:

#### Teaching

Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.

Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.

Participate in arrangements for preparing pupils for external examinations.





### **Whole school organisation, strategy and development**

Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.

Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.

Subject to paragraph 52.7\* supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.

### **Health, safety and discipline**

Promote the safety and well-being of pupils.

Maintain good order and discipline among pupils.

### **Management of staff and resources**

Direct and supervise support staff assigned to them and, where appropriate, other teachers.

Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.

Deploy resources delegated to them.

### **Professional development**

Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.

Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

### **Communication**

Communicate with pupils, parents and carers.

### **Working with colleagues and other relevant professionals**

Collaborate and work with colleagues and other relevant professionals within and beyond the school.

## **Working time**

Nothing in this Document is to be taken to conflict with Council Directive 93/104/EC of 23 November 1993 concerning certain aspects of the organisation of working time(22).

### **Working days**

A teacher employed full-time must be available for work for 195 days, of which:

- a) 190 days must be days on which the teacher may be required to teach pupils and perform other duties; and
- b) 5 days must be days on which the teacher may only be required to perform other duties;



and those 195 days must be specified by the employer or, if the employer so directs, by the headteacher.

Paragraph 51.2 does not apply to a teacher employed full-time wholly or mainly to teach or perform other duties in relation to pupils in a residential establishment.

## **Specified working hours**

The provisions of paragraphs 51.2 to 51.12 do not apply to:

- a) headteachers, deputy headteachers, assistant headteachers, teachers on the pay range for leading practitioners or teachers in receipt of an acting allowance for carrying out the duties of a headteacher, deputy headteacher or assistant headteacher pursuant to paragraph 23;
- b) unattached teachers in charge of pupil referral units whose remuneration is determined in accordance with the provisions applicable to headteachers pursuant to paragraph 39;
- c) unattached teachers (other than those in charge of pupil referral units) whose remuneration is determined in accordance with the provisions applicable to a member of the leadership group pursuant to paragraph 39.

A teacher employed full-time must be available to perform such duties at such times and such places as may be specified by the headteacher (or, where the teacher is not assigned to any one school, by the employer or the headteacher of any school in which the teacher may be required to work) for 1265 hours, those hours to be allocated reasonably throughout those days in the school year on which the teacher is required to be available for work.

Paragraph 51.5 applies to a teacher employed part-time, except that the number of hours the teacher must be available for work must be that proportion of 1265 hours which corresponds to the proportion of total remuneration the teacher is entitled to be paid pursuant to paragraphs 40 and 41.

In addition to the hours a teacher is required to be available for work under paragraph 51.5 or 51.6, a teacher must work such reasonable additional hours as may be necessary to enable the effective discharge of the teacher's professional duties, including in particular planning and preparing courses and lessons; and assessing, monitoring, recording and reporting on the learning needs, progress and achievements of assigned pupils.

The employer must not determine how many of the additional hours referred to in paragraph 51.7 must be worked or when these hours must be worked.

Subject to paragraph 51.10, no teacher employed part-time may be required to be available for work on any day of the week or part of any day of the week on which the teacher is not normally required to be available for work under their contract of employment (whether it is for the purposes of teaching pupils and performing other duties or for the sole purpose of performing other duties).

Subject to paragraphs 51.6 and 51.11, a part-time teacher may be required to carry out duties, other than teaching pupils, outside school sessions on any day on which the teacher is normally required to be available for work



(whether the teacher is normally required to be available for work for the whole of that day or for only part of that day).

The total amount of time that the teacher may be required to be available to carry out duties, other than teaching pupils, outside school sessions under paragraph 51.10, when expressed as a proportion of the total amount of time that the teacher would be required to be available for such work if employed in the same post on a full-time basis, must not exceed the equivalent of that proportion of total remuneration that the teacher is entitled to be paid under paragraphs 40 and 41.

The amount of time a teacher spends taking the break referred to in paragraph 52.3 or travelling to or from their place of work does not count towards the 1265 hours referred to in paragraph 51.5 or the pro rata equivalent referred to in paragraph 51.6, as the case may be.







Thank you for  
your interest

**Denbigh High School**

**Website :** [www.Denbighhighschool.co.uk](http://www.Denbighhighschool.co.uk)

**Facebook :** Denbighshire High School

**Twitter :** @DenbighHighSch

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