



BEVERLEY GRAMMAR SCHOOL

Deputy Headteacher

Recruitment Information Pack



**Beverley Grammar School
Queensgate
Beverley
East Yorkshire
HU17 8NF**



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Contents

| | |
|---|-------|
| Letter from Gavin Chappell, Headteacher | 3 |
| Beverley Grammar School Mission Statement | 4 |
| Application Process | 5 |
| Vacancy Advert | 6 |
| Job Description | 7-9 |
| Person Specification | 10-11 |



September 2017

Dear Applicant

Thank you for taking an interest in the post of Deputy Headteacher, here at Beverley Grammar School. I look forward to receiving your application form and supporting letter.

Beverley Grammar School prides itself on its ethos and, as you would expect, is committed to driving-up still further the outcomes of all our students. I believe that this post, which has become available due to promotion, represents an excellent opportunity for a talented and ambitious colleague who is seeking to make a discernible impact in one of the East Riding's leading schools, on your journey to headship.

Beverley Grammar School is an all-boys school with 661 students (Years 7-11) and 228 in the Joint Sixth Form. We are a comprehensive school which achieves excellent outcomes for our students. In August 2017, we achieved our best GCSE results ever, with 69% of students achieving strong passes in English and Maths –the highest in our local authority.

The attached documents include a Job Description, a Person Specification and a school application form. Please outline in your supporting letter, of no more than 2 sides of A4, how your leadership qualities will enhance the provision at Beverley Grammar School.

If you are enthused by this challenge, I look forward to hearing from you by the closing date of 16 October 2017. Interviews will take place on 19 and 20 October 2017 and selected candidates will be informed by e-mail. Further details will be provided once shortlisting has taken place.

Yours sincerely

Gavin Chappell
Headteacher



BEVERLEY GRAMMAR SCHOOL

Mission statement

Our straightforward aims were derived out of sessions conducted with staff and representatives of student voice. We then ensure that as we build our school development plan each year that it is consistent in helping us deliver these aims

Our aims are for students to

- Have the ambition and confidence to achieve their dreams
- Act with self-awareness and tolerance
- Have the independence and resilience to overcome barriers

In order to achieve these aims we will strive to

- Set high expectations and standards in all areas of school life
- Provide a consistent, respectful and highly supportive environment
- Create opportunities for students to become leaders
- Value the achievements and contributions of all students
- Make students experience at BGS memorable



BEVERLEY GRAMMAR SCHOOL

THE APPLICATION PROCESS

The post of Deputy Headteacher is a full-time, permanent post to commence in January 2018.

Please complete and return the application form, addressed to Mrs Claire Hoyle to arrive by noon on Monday, 16 October 2017. This can be sent by e-mail to apply@beverleygrammar.co.uk or posted to Beverley Grammar School, Queensgate, Beverley, HU17 8NF.

It is important that you explain clearly in your supporting statement (no more than two sides of A4) why you are applying for the role and how you have been equipped for it by your experience and qualifications. We also require full contact details of two professional referees.

If you have been shortlisted you will be contacted soon after the closing date. Please ensure we have a daytime number or e-mail address so that we can get in touch to make the necessary arrangements.

If you have not heard from us within two weeks of the closing date please assume your application has been unsuccessful on this occasion but we should like to thank you for your interest in working at Beverley Grammar School.

The successful applicant will be expected to:

- provide proof of relevant qualifications and current salary;
- provide details of two professional referees;
- provide proof of eligibility to work in the UK;
- undertake a Disclosure and Barring Service check and receive clearance

The enclosed Job Description outlines the detail of the post. More information about the school can be found on our website.

Queries

If you have any queries on any aspect of the application process or need additional information, please contact Mrs C Hoyle in the first instance on 01482 881531.

THE CLOSING DATE FOR APPLICATIONS IS:

12.00 Noon -Monday, 16 October 2017
Interviews – 19 & 20 October 2017



Beverley Grammar School
Queensgate
Beverley
East Riding of Yorkshire
HU17 8NF
Headteacher: Gavin Chappell
Tel: 01482 881531

An outstanding Deputy Headteacher is required for January 2018

| | |
|------------------------------------|--|
| Dates: | Closing date for applications: 12.00 noon 16 October 2017 Interview Date: 19 & 20 October 2017 |
| Grade: | Standard National scale in line with the current Teachers' Pay and Conditions document (15-19) |
| Salary: | £55,600-£61,341 |
| Contract type: | Full Time |
| Contract term: | Permanent |
| Responsible to: | The Headteacher, the Governing Body |
| Responsible for: | Playing a pivotal role in the day to day management of the school and quality assurance of the standard of education delivered, and instrumental in shaping the future success of the school |
| Supervisory Responsibility: | The senior leadership team and ultimately the school staff |
| Principal Responsibility: | The appointment is subject to the current conditions of service for Deputy Headteachers contained in the School Teachers' Pay and Conditions document. In carrying out their duties, the Deputy Headteacher shall consult, when appropriate: The Headteacher, the Governing Body, the staff of the school, the parents of its pupils |

Founded in 700 AD Beverley Grammar School enjoys the history and tradition of being the oldest state school in the country. As an 11 to 18 boys' comprehensive school which shares a joint sixth form with the neighbouring girls' school, Beverley High, we strive to provide a consistent, respectful and highly supportive environment that enables our students to realise their ambitions.

This is an amazing opportunity for a dedicated, ambitious and innovative professional to join a school on its journey to excellence. The successful candidate will play a pivotal role in a senior leadership team seeking to build upon our best ever GCSE results, which saw 69% of boys gain a strong pass in both English and Maths.

You will be an outstanding teacher and leader, experienced in a variety of leadership roles, with the ability to positively influence the development of all of our staff and students.

Further details and application forms are available on the school website: www.beverleygrammar.co.uk.



BEVERLEY GRAMMAR SCHOOL

DEPUTY HEADTEACHER: JOB DESCRIPTION

| | |
|-------------------------|---|
| Job title | Deputy Headteacher |
| Responsible to | Headteacher, the Governing Body |
| Leadership Scale: 15-19 | The appointment is subject to the current conditions of service for Deputy Headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out their duties, the Deputy Headteacher shall consult, when appropriate: the Headteacher, the Governing Body, the staff of the school, the parents of its pupils |

Duties: The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Main purpose of the post

- To ensure the vision for the school is clearly articulated, shared and understood and acted upon effectively by all
- To work with the Headteacher and as a member of the SLT to ensure a high standard of education provision for pupils and assist the Headteacher to support the Governing Body in fulfilling its responsibilities in accordance with national legislation
- To assist the Headteacher in the efficient running of the school by developing and maintaining effective whole school systems, practices and procedures to create an organizational culture which is embedded in the school's values
- To assist the Headteacher in ensuring that there are consistently high standards of teaching and high standards of learning and pastoral care throughout the school
- To help, support and encourage all teaching and non-teaching staff in school, promoting and developing an effective internal communication system
- To work alongside the Headteacher to maintain and develop effective school self-review and improvement planning processes
- To deputise for the Headteacher in his/her absence and to assist in the overall management of the school
- To be an excellent practitioner and lead by example at all times by demonstrating consistently high standards of personal and professional conduct, acting within the statutory frameworks which set out their professional duties and responsibilities
- To promote and safeguard the welfare of children and young people within the school.
- To work with colleagues within the leadership team to monitor children's progress and attainment and continue to raise standards
- To lead by example making a positive contribution to the wider life and ethos of the school.
- To develop effective professional relationships with colleagues

Specific Responsibilities for Leadership in the School

- To share with the Headteacher and Governors the management and running of the school by helping to produce clear aims, effective policies and strategic planning
- To share with the Headteacher the responsibility for ensuring that the school's aims and objectives are achieved and support the Headteacher in developing and maintaining high morale and confidence amongst all staff and to set an example of high professional standards and leadership
- To motivate and work with others to create a shared culture and a positive climate that reflects the vision of the school
- To be responsible for the performance appraisals of an identified group of staff across the school, setting clear objectives and targets
- To demonstrate an ambitious vision for the school and strive for high expectations for every pupil by setting high standards and leading by example in all areas of work
- To evaluate the strengths and weaknesses in the school and use the findings to actively promote improvement
- To develop leadership capacity through CPD
- To work together in the SLT to effectively develop strategies and promote and sustain an effective leadership model that is focused on the rigorous implementation of improvement plans.
- To ensure that a consistent approach to policies and procedures is adhered to
- To take a lead role in the review, development and management of activities relating to the curriculum to pursue excellence for the school
- To work closely with other leaders to ensure effective transition across key stages
- To assist with the selection and appointment of staff to the school

Specific Teaching and Learning Responsibilities**

- To lead on teaching and learning strategy within the school, ensuring that it is suitable for the needs of all students
- To assist in monitoring and evaluation standards of teaching and learning in school, taking action to tackle underperformance and develop staff potential
- To advise teaching staff in planning and implementation of long and medium term plans across the curriculum
- To take a lead role in raising the quality of teaching and learning across the school through the monitoring of curriculum delivery ensuring that it is appropriate to the needs and abilities of individual children
- To work alongside the Headteacher and SLT to devise and implement strategies to remove barriers to learning and enable all pupils to have full access to a broad and balanced curriculum
- To work with teachers to provide high quality learning, setting high expectations and establishing a stimulating environment for pupils
- To know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- To take a lead role to ensure pupils' behavior is managed effectively to create a good and safe learning environment and establish a framework for discipline with a range of strategies
- To lead and participate in meetings covering school and pupil activities and attend and lead assemblies
- To communicate and consult with parents/carers and other relevant bodies applicable to the role

**It is anticipated that this will be the main area of focus for the successful applicant, however, should talent and expertise dictate the specific area of responsibility may be reshaped

Other Duties

- To assist the Headteacher in establishing a positive school ethos to ensure that the school is an inclusive learning community
- To provide leadership and give practical support and encouragement to teaching and non-teaching staff and provide assistance to staff seeking clarification of difficult issues
- To understand and know how to use local comparative and school data to set clear targets for children's achievements
- To understand how children's learning is affected by their physical, intellectual, emotional and social development
- To assist pupils to acknowledge their individual worth by careful monitoring of the PSHE provision across the school

| | | | |
|---------------|----------------|-----------|--|
| Date approved | September 2017 | Signature | |
| Date reviewed | By agreement | | |

| | | |
|-------------|----------------|--|
| Headteacher | Gavin Chappell | |
|-------------|----------------|--|

The job description is current as at the date shown above. In consultation with the postholder it is liable to variation by the Headteacher to reflect or anticipate changes, in, or to, the post and the organisation. The job description gives an overview of the main responsibilities of the role. The daily job will also involve any other duties and responsibilities, express or implied, which arise from the nature and character of the post.

**BEVERLEY GRAMMAR SCHOOL
PERSON SPECIFICATION – DEPUTY HEADTEACHER**

Key: Ess : Essential, Des : Desirable, A : Application, I : Interview, R: Reference, C : Certificate

| | Ess | Des | A | I | R | C |
|---|------------|------------|----------|----------|----------|----------|
| A. Qualifications | | | | | | |
| Graduate with Qualified Teacher Status or QTLS | * | | | | | * |
| NCSL, or other leadership qualification | | * | * | * | | * |
| Higher Degree | | * | * | * | | |
| Regular and appropriate CPD, including evidence of recent leadership and management development | * | | * | * | | * |
| | | | | | | |
| B. Leadership and Management Experience | | | | | | |
| Experience of working in several schools | * | | * | * | * | |
| Leadership experience at Assistant Headteacher or Deputy Headteacher level | * | | * | * | * | |
| Successful leadership of Whole School initiatives | * | | * | * | * | |
| Use of proactive and dynamic strategies to manage day to day scenarios and drive attainment and achievement | * | | * | * | | |
| Evidence of work with Governors | * | | * | * | | |
| Successful experience of leading and managing changes through innovation | * | | * | * | | |
| | | | | | | |
| C. Professional Knowledge and Understanding | | | | | | |
| Knowledge of national education strategy | * | | | * | | |
| Understanding of quality in learning and teaching and how to achieve excellence | * | | * | * | | |
| Knowledge of monitoring and evaluating performance and use of school self-evaluation | * | | * | * | | |
| Understanding of tools for the interpretation, analysis and use of data to inform school improvement | * | | * | * | | |
| Knowledge of key considerations in effective management and development of people and other resources | * | | * | * | | |
| Knowledge of best practice and procedures for safeguarding children and young people | * | | | * | | |
| Knowledge of strategic financial planning | * | | * | * | | |
| Awareness of new technologies, their use and impact | * | | * | * | | |
| | | | | | | |
| D. Skills | | | | | | |
| Able to manage change ie national, local and school | * | | * | * | | |
| Able to communicate effectively orally and in writing to a range of audiences | * | | | * | | |
| Able to think creatively to anticipate and solve problems | * | | | * | | |

| | Ess | Des | A | I | R | C |
|---|-----|-----|---|---|---|---|
| Able to formulate a vision and strategy for the school and secure commitment to it from others | * | | | * | | |
| Able to drive improvement and challenge underperformance | * | | * | * | | |
| Able to establish and sustain appropriate structure and systems and monitor them | * | | * | * | | |
| Able to motivate, challenge and influence others to attain higher goals | * | | * | * | | |
| Able to develop and empower individuals, teams and deal sensitively with people and resolve conflicts | * | | * | * | | |
| Able to communicate, inform and involve governors in supporting, challenging and creating the strategic direction of the school | * | | * | * | | |
| Effective written and verbal communication skills | * | | * | * | | |
| Excellent classroom and behaviour management skills | * | | * | * | | |
| | | | | | | |
| Professional Qualities | | | | | | |
| Committed to the development and maintenance of good relationships | * | | * | * | | |
| Positive, enthusiastic outlook, embracing risk and innovation | * | | * | * | | |
| Demonstrate respect and empathy towards others | * | | * | * | | |
| Resilience, perseverance and optimism in the face of difficulties and challenges | * | | * | * | | |
| Ability to be decisive and focused on solutions | * | | * | * | | |
| Commitment and dedication to equality and excellence | * | | * | * | | |
| Capacity to be flexible, adaptable and creative | * | | * | * | | |
| Committed to the continuing professional development of self and others within the school | * | | * | * | | |
| Committed to a school vision of excellence and equity that sets high standards for all | * | | * | * | | |
| | | | | | | |
| Further Requirements | | | | | | |
| Enhanced Disclosure and Barring Service Check | * | | | | | * |