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# Bradfield School

## Deputy Headteacher Information pack

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# An introduction to our school

Dear Colleague

Thank you for your interest in the post of Deputy Headteacher at Bradfield School.

You would be joining the school at an exciting time in its development. Our students mainly come from our six feeder primary schools, all deservedly Good or Outstanding rated by Ofsted. They begin their journey with us in Y7 with one of the highest academic attainment of any cohort in Sheffield, but the Progress 8 achievement measures indicates that we should achieve much more for them by the time they sit their GCSE exams. We dropped down to Requires Improvement in our latest Ofsted judgement (October 2017) and are now on a journey to rectify some long standing areas of underperformance so that we can build the school to which we aspire and through it realise the full potential of all of our students.

Bradfield School was rebuilt under PFI and opened on a new site in November 2013. We are located on the edge of the Peak District and we serve both urban and rural communities. Visitors to the school invariably comment on our pleasant, polite and well-behaved students. Those students get involved in many national competitions related to our STEM status. I would encourage you to explore our website at <http://bradfieldschool.net/> in order to discover more about us.

As one of two Deputy Headteacher posts in the school, this is a pivotal leadership role for the school to achieve its goals. The successful candidate's main responsibilities will be to (i) provide strategic direction and leadership for policy and procedures related to behaviour management and attendance, and (ii) managing and developing pastoral intervention strategies. This is a new post intended to complement the roles of the other Deputy Headteacher, which are focussed on teaching and learning.

As a Deputy Headteacher in an 11-18 school, this is an excellent opportunity to experience the professional satisfaction and challenges of Headship and a crucial role in achieving the governors' ambitions for the school, which is to raise the achievement of all of our students in Y11 and Y13 so that it is outstanding in comparison to our statistical neighbours. We are looking for someone who can combine their knowledge, understanding and experience with personal tenacity and emotional intelligence to deliver on this ambition at a crucial point in the development of our school.

For an informal discussion or to arrange a visit to our school, please contact the Head's PA Mrs Anne Gray on 0114 286 3864 or by email [agray@bradfield.sheffield.sch.uk](mailto:agray@bradfield.sheffield.sch.uk).

Once again thank you for your interest, and we look forward to reading your letter of application.

Yours sincerely

Dr Ian Gilbert  
Headteacher  
Bradfield School

Dr Tony Moody  
Chair of Governors  
Bradfield School

# Deputy Headteacher Bradfield School



Kirk Edge Road, Worrall, Sheffield, S35 0AE  
Telephone: 0114 286 3861  
Website: [www.bradfieldschool.net](http://www.bradfieldschool.net)

Headteacher: Dr Ian Gilbert  
Mixed 11-18 Comprehensive  
Group 6 NOR: 1070  
L20-L24 £62,863-£69,330

Required from April 2018 (preferred start date, but applications for September 2018 are welcome)

Bradfield School is an 11-18 fully inclusive school situated on the edge of the Peak District National Park on the northwest side of Sheffield. We wish to appoint an outstanding individual, someone who is able to inspire and motivate both colleagues and students, and who can provide support, appropriate challenge, and leadership for the Pastoral team. We seek not only an outstanding classroom practitioner, but also someone who has the experience to handle this challenging position with imagination, inspiration and integrity.

The Deputy Headteacher plays a pivotal role in shaping school life and will require the ability to actively manage complex situations, and provide a strong lead on pastoral intervention strategies. They will be a calm, positive and aspirational leader and a role model to all. This is a tremendous opportunity for a professional who places children at the heart of their practice to prepare for future advancement. This position is excellent preparation for Headship.

#### The successful candidate will:

- Have a belief in the worth and potential of every student.
- Evidence strong and strategic leadership and management skills.
- Be a strategic thinker who will inspire students and staff to achieve their full potential.
- Have a proven ability to lead and manage change.
- Evidence experience of effective behaviour management and pastoral strategies.
- Have a strong record of raising achievement.
- Have outstanding communication skills with the ability to communicate effectively at all levels.
- Demonstrate experience of enhancing school ethos, student behaviour and attendance.

#### The key features of the school are:

- A burning desire for further school improvement.
- Wonderful, polite and well-behaved students.
- Extremely committed staff.

#### We can offer you:

- Rewarding professional opportunities.
- A chance to share in developing a school on a journey from RI to good and beyond.
- Excellent leadership development.

Interested candidates should call Dr Ian Gilbert, Headteacher, on 0114 286 3861 for an informal discussion about the role. Visits to the school are warmly encouraged and can be arranged by contacting Mrs A Gray (Headteacher's PA) on 0114 286 3861 or by emailing [agray@bradfield.sheffield.sch.uk](mailto:agray@bradfield.sheffield.sch.uk). Completed application forms, and any queries about the recruitment process, should be addressed to Scott Glover at [scott@gloverrecruitment.co.uk](mailto:scott@gloverrecruitment.co.uk) or by phoning 07766 773682.

Bradfield School is committed to safeguarding and promoting the welfare of children and young people and expects all our staff and volunteers to share this commitment. We require the successful applicant to undertake an enhanced criminal records check via the Disclosure & Barring Service. Please take the time to read the safeguarding policy on our website.

**Deadline for applications: 5.00pm Friday 9th February 2018**  
**Assessment centre and interviews: Monday 26th February 2018**



Please use the personal statement to demonstrate how you meet the person specification, with evidence provided wherever possible of positive impact. Candidates will be shortlisted on how well they demonstrate the knowledge, skills and attributes set out in the person specification.

The deadline for receipt of applications is 5.00pm on Friday 9th February. Completed forms (and any prior queries) should be submitted to Scott Glover at [scott@gloverrecruitment.co.uk](mailto:scott@gloverrecruitment.co.uk). If you would prefer to send your application by post, please address it to Glover Recruitment Consultancy, 64 Valley Road, Sheffield, S8 9FY. School visits are encouraged and should be arranged directly with the school.

All candidates will be informed of the shortlisting outcome by 12 noon on Wednesday 14th February.

An assessment centre and interviews will take place at Bradfield School on Monday 26th February.

The assessment centre will consist of a series of job-related exercises designed to give candidates the opportunity to demonstrate the key attitudes, skills and knowledge required for the post. Shortlisted candidates will be fully briefed at the beginning of the process and supported throughout the day.

Telephone feedback will be available for all applicants, regardless of outcome.



# Bradfield School

## Deputy Headteacher job description

**Title of post:** Deputy Headteacher  
**Status:** Leadership  
**Accountable to:** Headteacher

### **Preamble:**

All teachers are subject to the 'School Teachers' Pay and Conditions Document'. This job description should be read in conjunction with that document and the specific conditions for deputy headteachers. Job descriptions are subject to annual review and specific responsibilities will change to take account of the school improvement plan and staff professional development. All teachers promote the school ethos, and health and safety, and contribute to continuous school improvement.

### **Purpose of the job:**

The purpose of this post is to ensure the continued delivery of a high-quality pastoral system. As a member of the senior leadership team, the Deputy Headteacher promotes the ethos of the school in all aspects of his/her work and shares in the strategic leadership of the school. He/she deputises for the Headteacher in his absence. The Deputy Headteacher is expected to represent the school in the community and attend functions and meetings beyond school hours.

The post holder is accountable for all aspects of pastoral leadership of behaviour and attendance within the school, and the following areas:

### **General responsibilities:**

#### **Leading and managing student development by:**

- Helping to provide strategic direction for policy and procedures related to behaviour management and attendance.
- Managing and developing pastoral intervention strategies.
- Being responsible for implementing, monitoring and evaluating a school improvement plan.
- Managing the resources and learning environment to promote high standards of teaching and learning.

#### **The impact on the educational progress of students (other than his/her assigned classes) or groups of students including:**

- Monitoring, interpreting and acting upon data analysis to raise standards/performance.
- Leading and managing an agreed approach to personalised learning to meet the specific needs of students.
- Liaising with colleagues within and beyond the school to maintain and improve student progress.
- Ensuring high standards of pastoral care and communication to parents/carers.
- Monitor attendance, behaviour and punctuality in the whole school.

#### **Leading, developing and enhancing the teaching practice of other staff generally by:**

- Maintaining, developing and promoting threshold standards and school policies.
- Acting as an excellent role model for colleagues to promote school values and ethos.
- Coaching and mentoring staff in order to develop their pedagogical skills and knowledge.
- Monitoring, observing and evaluating lessons and teaching and learning standards.

Line-management of a significant number of people, which means, 'the direction, management and professional responsibility for staff on a daily basis' through activities including:

- Participating in recruitment, selection and appointment procedures.
- Performance management for heads of curriculum subjects.
- Performance management for pastoral heads.

Specific responsibilities:

- Help draft school policy to fulfil its aims.
- As a member of the Leadership Team, take responsibility for quality of the pastoral system.
- Use data to evaluate the school's achievements of its aims.
- Keep up-to-date with curriculum and policy developments.
- Help determine the curriculum policy and provision.
- Liaison with parents, governors and members of the school community to promote the school's ethos and policies.
- Setting targets for staff and students to raise achievement.
- Promotion of good teaching practice and pedagogy by contributing to continuing professional development.
- Take action to address underperformance of staff.
- Monitor the learning environment to promote learning.
- Promote high standards of behaviour and attendance.
- Liaise with other members of the SLT to promote consistency and coherence throughout the school.



## Person Specification

In your personal statement, you should demonstrate how well your knowledge, skills and experience meet the requirements of the person specification. The shortlisting decision will be based on how well your application demonstrates that you meet the person specification. Elements that are essential are marked with an 'E'; those that are desirable with a 'D'.

Qualifications	Method of assessment
Qualified Teacher Status (E)	Application Form
Evidence of regular and appropriate professional development (E)	Application Form
Evidence of recent management development (E)	Application Form
Further higher level qualifications (D)	Application Form
Experience	
A minimum of four years' experience at Deputy or Assistant Head level at a secondary school (D)	Application Form & Reference
Experience in a senior leadership position demonstrating an understanding of: <ul style="list-style-type: none"> <li>• Developing and implementing a school ethos (E)</li> <li>• Planning, development, monitoring and assessment of whole-school issues (E)</li> <li>• Raising achievement standards through systematic target setting and monitoring, including within the processes of Ofsted (E)</li> </ul>	Application, Reference & Interview
Excellent classroom practitioner (E)	Application, Reference and Interview
Appropriate teaching experience (E)	Application Form, Reference
Practical experience of delivering change (E)	Application Form, Reference
Experience in teaching in more than one school (E)	Application Form, Reference
Experience of implementing school improvement initiatives and curriculum development (E)	Application, Reference and Interview
Skills	
Planning, development and monitoring of whole school curriculum provision (D)	Application, Reference and Interview
The ability to plan strategically and operationally (E)	Application, Reference and Interview
Effective leadership, decision making and organisational skills, including: <ul style="list-style-type: none"> <li>• Excellent communication skills (oral and written) (E)</li> <li>• Good consultation and negotiation skills (E)</li> <li>• Ability to monitor and evaluate their own and others' work. (E)</li> <li>• Ability to delegate (E)</li> <li>• Ability to motivate staff and students (E)</li> <li>• Drive, commitment and enthusiasm (E)</li> </ul>	Application, Reference and Interview
Interpersonal skills which demonstrate an ability to develop and maintain good relationships with all members of the school community and partners (high levels of emotional intelligence) (E)	Application, Reference and Interview
Active and effective internal school liaison work, including promotion/development of teams (D)	Application, Reference and Interview
To plan and make decisions that take full account of equal opportunities (E)	Application, Reference and Interview
Performance review - the ability to devise and implement effective measures for school self-review (D)	Application, Reference and Interview

<b>Knowledge and Understanding</b>	
Knowledge of educational legislation (D)	Application, Reference and Interview
Knowledge of progress 8 and attainment 8 (E)	Application, Reference and Interview
Knowledge of current educational issues including, National Funding Formula, GCSE and GCE specification changes (D)	Application, Reference and Interview
Knowledge of equal opportunities policy in employment (D)	Application, Reference and Interview

<b>Safeguarding</b>	
Knowledge of national and local safeguarding guidance (E)	Application, Reference and Interview
Experience of safeguarding and promoting the welfare of children and young people (E)	Application, Reference and Interview
A commitment to work with relevant agencies to protect children and young people (E)	Application, Reference and Interview
Knowledge of best practice and procedures in school for safeguarding children and young people (E)	Application, Reference and Interview

The successful candidate will be required to undergo an enhanced check from the Disclosure and Barring Service (DBS).



## **glover recruitment consultancy**

Queries about the application and recruitment process should be addressed to [scott@gloverrecruitment.co.uk](mailto:scott@gloverrecruitment.co.uk) or by phoning 07766773682.