

Deputy Headteacher Candidate Information Pack

School information — job description — person specification



Birley Spa Primary Academy

A L.E.A.D. Academy



Letter from the Headteacher

Dear candidate

Thank you for the interest you have shown in the position of Deputy Headteacher at Birley Spa Primary Academy. We are a popular school situated in the South East of Sheffield providing mainstream classes along with our own Integrated Resource for those with additional needs.

At Birley Spa, the L.E.A.D. principles are at the heart of everything we do. Our vision is to ensure we are constantly challenging ourselves and our pupils to aspire to be the very best they can be through enjoying learning provided by inspirational teachers. As part of the L.E.A.D. multi-academy trust, we work with parents, community leaders and our other primary and secondary school partners to ensure we are striving for to give nothing but the very best for our pupils.

At the school, we are a team of dedicated professionals who are enthusiastic and believe that creative and inspirational learning is at the heart of everything that we do. In order to help this drive for success, we offer an excellent CPD package aimed at supporting you in all stages of your career and this post will attract a personal development plan to help shape your journey to further levels of senior leadership.

As a group of experienced leaders, we know that there are always improvements to be made within the school. This is expected from an environment with reflective practice and continuous improvement at its heart. As Deputy Headteacher, however, you can expect to play an instrumental part in these changes and will be able to demonstrate real impact in the school. We have high expectations for the standards of teaching and learning within the school and you can expect to play a key role in ensuring that these expectations are met and exceeded in order to give the best possible experience for our children.

If you have the ability, potential and resilience, are creative in your approach and strive for the very best for your pupils, I look forward to receiving your application.

Alison Green
Headteacher, Birley Spa Primary Academy



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

Thank you for your interest in leading Birley Spa Primary Academy and working within the L.E.A.D. Academy Trust.

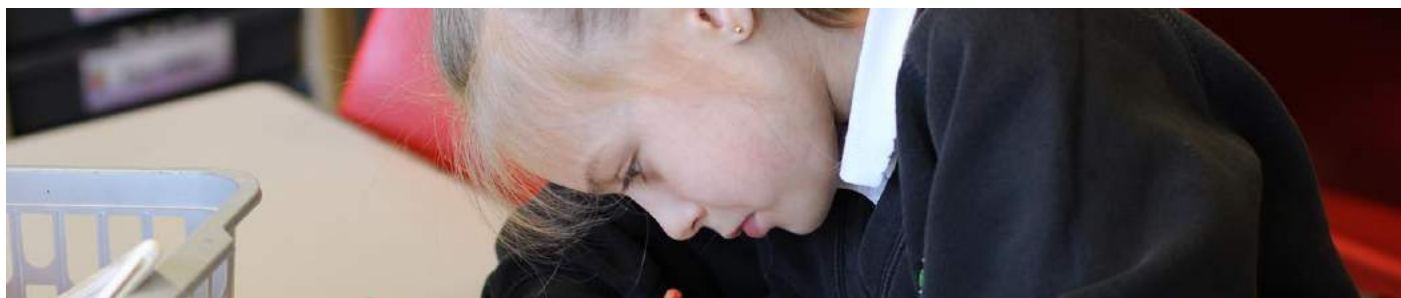
Our vision is that through outstanding leadership we will provide the highest quality education to enable every pupil to realise their full potential. Of course, every good school aspires to this aim, so what makes us different?

We passionately believe in the power of partnership working as a catalyst for ensuring more children receive an exceptional education. Our member schools know the transformational impact it can have from experience. At the same time, we recognise the importance of autonomy. Every school has its own context and challenges. This is why we encourage our member schools to lead and manage in a way that preserves their individual identity and responds to the specific needs of their children and community. The combination of autonomy and collaboration across key areas of leadership and management, underpinned by shared vision, values and best practice is what makes the L.E.A.D. Academy Trust unique.

We are also strengthened by the support, guidance and wide-ranging skills of our experienced board of trustees.

The acronym L.E.A.D. embodies the four core principles at the heart of the Trust: strong leadership at every level; empowering every child to aim high; giving every child the opportunity to achieve and constantly driving for improvement.

Our innovative model is attracting widespread attention from schools nationally that share our vision and values. We welcome your interest in joining us. For more information, visit our website <http://www.leadacademytrust.co.uk>.



Information about the process

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

The deadline for receipt of applications is 1.00pm on Friday 23rd February. Completed forms (and any enquiries) should be submitted to 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 7.00pm on Wednesday 28th February.

Shortlisted candidates will be asked to attend an assessment centre on Tuesday 6th March and, if taken through after day one, interviews on Wednesday 7th March. Full details will be provided to shortlisted candidates upon being notified on 28th 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.



Deputy Headteacher Birley Spa Academy

A L.E.A.D. Academy
Jermyn Street, Hackenthorpe, Sheffield, S12 4QE
Tel: 0114 2399106
Email: enquiries@birleyspa.sheffield.sch.uk
Web: www.birleyspaacademy.co.uk

Group size 3 NOR 441
Salary L8-12 (£46,803 - £51,643)
To start September 2018

We are looking for a Deputy Headteacher who shares our commitment to provide a creative, stimulating and inclusive learning environment in which all children can achieve their full potential. Working closely with the Headteacher, you will have high expectations and the knowledge, experience and interpersonal skills to drive sustained improvement throughout the school, whilst being committed to providing a creative, stimulating and inclusive learning environment.

Birley Spa, along with four other local schools, is a member of the L.E.A.D. Multi-Academy Trust. The Trust has a 'track record of successfully improving underperforming schools' (DfE) and has been identified by Ofsted as one of seven leading Trusts in the country (HMCI's monthly commentary October 2016). The successful candidate will be expected to collaborate with colleagues across the Trust.

The appointed Deputy Headteacher will:

- Be an excellent class teacher who can model outstanding practice
- have school leadership experience and be able to demonstrate having supported whole school improvement
- have experience of coaching and developing colleagues
- promote the school, engaging with parents, carers and the wider community

In return, we will actively support your professional development whilst offering an inspiring learning environment with engaged learners and a supportive community. This is an exciting opportunity to join a new team, shaping the future of our learners and drawing expertise both from within the school and from across the Trust.

Birley Spa is committed to safeguarding and promoting the welfare of children and young people and expects all 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 visit the school website to view our safeguarding policy.

Visits to our school are strongly encouraged and can be arranged by contacting Davinia Hellliwell, School Manager, on 0114 2399106.

Completed applications forms, and any queries about the recruitment process, should be addressed to Scott Glover at scott@gloverrecruitment.co.uk or by phoning 0776 6773682.

Closing date: 1:00pm Friday 23rd February 2018
Assessment centre and interviews: Tuesday 6th and Wednesday 7th March



Deputy Headteacher job description

Salary range:	Group 3 ISR: L8-12 (£46,803 - £51,643)
Reporting to:	The Board of Trustees and the Chief Executive Officer, L.E.A.D. Multi-Academy Trust

Strategic Purpose

- To provide inspirational, creative and professional leadership and management for the academy.
- To support the headteacher in establishing high quality systems and policies in all areas of the academy's work.
- To support the headteacher in establishing high quality education through effective leadership of teaching and learning.
- To support the headteacher in establishing a culture that promotes excellence, equality and high expectations of all pupils.
- To ensure that strategic planning is informed by rigorous self-evaluation and that it continuously improves learning and pastoral outcomes.
- To establish and develop genuine partnerships to support the work of the academy and Trust.
- To ensure that the academy provides a safe and happy environment that promotes the welfare of children.
- To ensure all safeguarding and child protection policies are adhered to.
- To take full responsibility for leading the school in the absence of the headteacher.

Core responsibilities

Strategic direction and development of the school

- In partnership with the headteacher, provide inspiring, creative and purposeful leadership for the staff and pupils/students.
- To work in partnership with the Trust, the governing body, the headteacher, staff and parents, generating the ethos and values which will underpin the academy.
- To co-create and implement a Development Plan which will secure continuous academy improvement and support the principles of LEAD Trust.
- To monitor and evaluate the performance of selected areas of the academy and respond and report to the headteacher and the governing body as required.
- To support the headteacher in ensuring that management, finances, resources and administration of the academy supports its vision and aims and maximises value for all pupils/students.
- To lead on developing selected policies and practices and ensure they take account of national, local and academy requirements and apply sound educational practice through evidence based pedagogy.
- To regularly monitor, evaluate and review the impact of selected policies, priorities and targets and take action if necessary.
- To inspire all those involved in the academy to commit to its aims, stay motivated to achieve them and be involved in meeting long, medium and short term objectives to secure the educational success of the academy.

Teaching and learning

- In partnership with the headteacher, continue to maintain an environment that promotes and secures outstanding teaching, effective learning and high standards of achievement, behaviour and attendance.
- Determine, organise, implement and monitor selected areas of the curriculum and its assessment and ensure that statutory requirements are met.
- Meticulously plan and teach engaging and challenging lessons to exemplify high standards of teaching and learning
- Ensure that pupils/students develop study skills in order to learn more effectively and with increasing independence.
- Support the headteacher in determining, organising and implementing a policy for the personal, social and moral development of pupils/students.
- Monitor and evaluate the quality of teaching and learning and achievement of all pupils/students through appropriate methods.
- Support the headteacher in determining and implementing policies which ensure inclusion, diversity and equality of access.

Leading and managing staff

- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.
- Support the headteacher to implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting.
- Promote and monitor the continuing professional development of all staff.
- Hold selected staff to account for their professional conduct and practice, as specified in the Terms and Conditions of Service of teachers.

Efficient and effective deployment of staff and resources

- Support the headteacher to recruit, retain, deploy and develop staff of the highest quality.
- Monitor appropriate expenditure, allocation of funds/resources and effective administration for selected areas of responsibility in order to improve the quality of education, pupils' achievements and ensure efficiency and secure value for money.

Accountability

- In partnership with the Headteacher, continue to develop an organisation in which all staff recognise that they are accountable for the success of the academy.
- Present a coherent and accurate account of the school's performance in selected areas in a form appropriate to the range of audiences, including the Headteacher, governors, parents, OFSTED and others to enable them to play their part effectively.
- Ensure that parents/carers and pupils/students are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning.
- Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- Carry out any such duties as may be reasonably required by the Headteacher.

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.

Qualifications and experience

1	Qualified teacher with QTS
2	Experience of senior school leadership with the primary phase
3	Has undertaken recent and relevant further professional development

Domain one: qualities and knowledge

1	Promotes a strong culture of collaborative working where every member of staff is valued and can fulfil their potential.
2	Communicates compellingly the school/academy's pupil/student centred vision and demonstrates strategic leadership, empowering all pupils/students and staff to excel.
3	Sustains wide current knowledge and understanding of national and local education and school systems within a clear set of principles focused on the school/academy's vision, values and moral purpose.
4	Demonstrates optimistic personal behaviour, positive relationships and attitudes towards all members of their school community.
5	Leads by example — with integrity, creativity, resilience, and clarity — drawing on their own scholarship, expertise and skills, and that of those around them.

Domain two: pupils and staff

1	Develops in pupils/students a love of learning and a sense of inner confidence and self-belief that enables them to achieve high standards, overcoming disadvantage and advancing equality.
2	Promotes a classroom environment that values the success and sense of wellbeing of each pupil/student, focused on safeguarding and developing their spiritual, moral, social and cultural development and exemplary behaviour.
3	Secures excellent teaching through exemplary classroom practice.
4	Establishes an educational culture of 'open classrooms' as a basis for sharing best practice with colleagues, drawing on relevant research and robust data analysis.
5	Creates an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge and to support each other through performance management processes, demonstrating continuous self-directed development.
6	Identifies emerging talents, coaching aspiring leaders in a climate where excellence is standard.
7	Holds all staff to account for their professional conduct and practice.

Domain three: systems and processes

1	Delegates leadership throughout selected areas of responsibility, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decisions.
2	Demonstrates an understanding of the statutory, financial and budgetary processes required in the management of a school/academy, including Best Value measures.
3	Would be able to build upon current academy improvement plans.

Domain four: the self-improving school system

1	Supports current school leadership in developing an outward facing school/academy which works well with other schools and organisations.
2	Seeks opportunities to invite parents, carers, community figures, businesses and other organisations into school/academy to enhance learning.
3	Demonstrates entrepreneurial and innovative approaches to school improvement and leadership.

Domain four: the self-improving school system

1	Passionate about education.
2	Approachable, enthusiastic and creative.
3	Leads by example, demonstrating integrity, resilience and clarity.
4	Committed to the L.E.A.D. principles.

The Board of Trustees is committed to safeguarding and promoting the welfare of children and young people. The Deputy Headteacher must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people.

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 or by phoning 07766773682.