



Hyrstmount Junior School

Highcliffe Road, Batley, WF17

7NS

Tel: 01924 326700

Headteacher: Matthew Leach

Dear Applicant

Thank you for taking the time to consider applying for the Deputy Headship of Hyrstmount Junior School. As Chair of the Governing Body I would like to take this opportunity to tell you a little bit about our school.

We are a three form Community Junior School for children in the age range 7 – 11 years. The majority of the children on roll are of Indian or Pakistani heritage. The school is situated close to the town of Batley in West Yorkshire and is part of the Batley, Birstall Partnership of which there are 20 schools.

Our strengths lie within:

- Our positive ethos
- Our broad and balanced curriculum
- Our culturally diverse community
- The extended learning opportunities we offer to our pupils
- The partnerships with local schools
- The close working professional relationship with the LA and community

When you visit our school you will find that the children are happy and very eager to learn. You will also meet a team of dedicated staff who want the very best for the children, school and community.

I hope I have given you a flavour of Hyrstmount Junior School. We have every confidence that we will successfully recruit a Deputy Head who will help us to continue to develop our vision to provide the best possible educational provision for the benefit of our pupils, their families and the community in which they live.

Yours sincerely

Chair of Governors



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Selection Process

Visits or informal enquiries prior to application are encouraged week commencing 17th December 2018. Please telephone the School Office on 01924 326700.

Your letter in support of your application is a vital part of the application process. It should succinctly address, ideally on no more than three sides of A4, the criteria for the post.

Please return your letter of support and application form to Headteacher, Hyrstmount Junior School, Highcliffe Road, Batley, WF17 7NS or by email at office.hyrstmount@kirkleeseducation.uk by noon on Tuesday 8th January 2019.

Short listing will take place on 8th January 2019.

Interviews will take place on 18th January 2019 and will involve a series of tasks, including a meeting of the School Council, a formal interview and a presentation.

The successful candidate will take up the post from the beginning of the Summer term in April 2019.

Hyrstmount Junior School Job Description

JOB TITLE: DEPUTY HEADTEACHER

GRADE/SCALE: L9 – 13

PURPOSE OF JOB

To teach and undertake the professional responsibilities of the Deputy Headteacher in accordance with the Teacher's Pay and Conditions document as directed by the Headteacher.

In the absence of the Headteacher, to take the same responsibility as the Headteacher for the running of the school and Extended Learning provision.

To work with and support the Headteacher in the internal organisation and management of the school, as prescribed by the Headteacher.

To support the supervision of teaching and Support Staff in relation to the conditions of service.

To inspire outstanding teaching and learning through the modelling of excellent primary practice meeting all the varied additional needs of children at this school.

To contribute to the school's strategic development as a leading member of the school's leadership team.

To support the Headteacher in maintaining and developing the good name of the school at all times, both internally and externally.

KEY AREAS

1. Leadership & Management
2. Staffing
3. Pupils
4. The curriculum
5. Resources and budget
6. Premises
7. Governing body, parents and community

1. Leadership & Management

- 1.1 In partnership with the Headteacher to be actively involved in school improvement issues including Extended Schools.
- 1.2 To take a lead in initiatives, promoting and modelling best practice.
- 1.3 To share responsibility for the school self-evaluation process.

- 1.4 To work with the Headteacher and governors in strategic planning including work on the School Development Plan.
- 1.5 To promote and model the implementation of whole school policies.
- 1.6 To lead staff meetings, staff development sessions and team meetings as appropriate and be responsible for ensuring these are planned effectively and relevant actions agreed and followed up.
- 1.7 To lead the school in meeting the additional needs of all identified pupils, including the work of the Additional Needs Team.
- 1.8 To lead the school on the assessment of pupil's progress.

2. Staffing

- 2.1 To contribute to the development of the Leadership Team deputising for the Headteacher when necessary.
- 2.2 To support the Headteacher in ensuring proper standards of professional performance and conduct are established and maintained.
- 2.3 To promote and take responsibility for areas agreed with the Headteacher e.g. Continuous Professional Development.
- 2.4 To take a team leader role in Performance Management, including the team leader role for all Support Staff, and to facilitate continued professional development.
- 2.5 To foster good working relationships with staff, ensure effective communication and help promote welfare, morale and motivation of all staff within the context of equal opportunity.
- 2.6 To offer leadership, guidance and support to staff in relation to teaching and learning and positive behaviour management.
- 2.7 To actively promote the inclusive ethos of the school, including Extended Schools, and provide a professional role model for all staff and support the Headteacher in creating and maintaining a school climate that is supportive of staff, pupils and parents.
- 2.8 To support the Headteacher and Governing Body as appropriate with the selection and recruitment of staff to the school.

3. Pupils

- 3.1 To undertake responsibility for the effective teaching and learning of a class or classes or groups of pupils in the school, ensuring that the pupils have an appropriate, broad and balanced education in line with school policy and legal requirements of the National Curriculum. (As determined by the Headteacher).
- 3.2 To take responsibility for the welfare of all pupils in the absence of the Headteacher.

- 3.3 To encourage a consistent, positive approach to the pastoral welfare of all pupils.
- 3.4 To promote the good behaviour of all pupils working with colleagues, parents and the community.
- 3.5 To set the highest possible standards of classroom practice and management as an exemplar to other colleagues.
- 3.6 To actively promote the spiritual, moral, cultural, social, intellectual, and physical development of pupils.
- 3.7 To encourage among class teachers a consistent, positive and inclusive approach to managing behaviour and pastoral welfare of all pupils.
- 3.8 To take responsibility for tracking and target setting process for all pupils including the analysis of assessment data in partnership with Headteacher.

4. The Curriculum

- 4.1 To liaise with the Headteacher to determine the arrangements for the organisation of the curriculum and to support staff in its effective delivery.
- 4.2 To lead curriculum innovation and practice and take a leading role in monitoring, reviewing and evaluating the curriculum to ensure that provision expectations and standards are high.
- 4.3 To liaise with the Headteacher and Leadership Team with regard to the production, implementation, evaluation and revision of school organisation, policy, planning, assessment and moderation.
- 4.4 To keep up to date with new initiatives, attending Inset courses, where appropriate, and disseminating information to staff.

5. Resources and Budget

- 5.1 To be involved in all aspects of the school's development and improvement and assist the Headteacher and governors in setting the school's budget in line with the School Improvement Plan.
- 5.2 In liaison with the Headteacher be responsible for a budget relating to a specific area.
- 5.3 To advise the Headteacher about resources needs as appropriate.

6. The Site and Premises

- 6.1 To be aware of and assist in supporting the Health and Safety policy of the governing body, the LA, and to advise the Headteacher of any known concerns regarding security.

- 6.2 To advise the Headteacher of any known concerns and liaise with appropriate agencies as and when necessary in conjunction with and on behalf of the Headteacher.
- 6.3 To take necessary and appropriate action in the absence of the Headteacher.

7. The Governing Body, Parents and the Community

- 7.1 To be responsible for inclusion in its widest sense developing our extended schools provision, working with parents and the community, liaising with outside agencies where appropriate.
- 7.2 To work with the Headteacher and develop an effective professional relationship that is beneficial to the school and staff.
- 7.3 To attend Governing Body meetings and committee meetings as appropriate.
- 7.4 To support and assist the continued promotion of positive, effective relationships between the school/parents/governors/community and localities.
- 7.5 To continue to develop and maintain links with the LA, feeder schools, the pyramid and other outside agencies.

8. Miscellaneous

- 8.1 To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the jobholder's supervisor from time to time, in consultation with the jobholder.
- 8.2 The jobholder's duties must at all times be carried out in compliance with the Council's Equality and Diversity Policy and other policies designed to protect employees or service users from harassment.
 - a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.
 - b) Co-operate with management of the service as far as is necessary to enable the responsibilities placed upon the Service under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.
 - c) It is the duty of the jobholder not to act in a prejudicial or discriminatory manner towards service users or employees, including those who may be for example from minority ethnic communities, women, disabled or older people, lesbians or gay men. The jobholder should also counteract such practice or behaviour by challenging or reporting it.

8.3 Safeguarding

As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young.

Please click [here](#) to read our safeguarding policy.

Alternatively go to <http://www.kirklees.gov.uk/beta/working-for-kirklees/about-kirklees.aspx>

RESPONSIBLE TO: HEADTEACHER

RESPONSIBLE FOR: All teaching and Support Staff within the school including Administrative Staff, under the brief provided by the Headteacher.

PERSONNEL SPECIFICATION: Deputy Headteacher – Hyrstmount Junior School

Post Title: Deputy Headteacher

You will only be short listed from the details in the application form if you meet all the criteria ranked as A. If a large number of applications are received, only those who meet the criteria ranked B will be short listed.

Attributes	Criteria	Rank	Identified
General & Special Knowledge and Skills	Excellent teacher with an ability to demonstrate exemplary teaching within KS2	A	Application Form, Interview and References
	A clear philosophy of primary education and the ability to translate it into practice and communicate it effectively to others	A	
	Be able to use knowledge and understanding of how children learn and what constitutes excellent teaching/classroom culture to develop and improve practice	A	
	Clear understanding of the role of the deputy headteacher	A	
	Successful experience of improving achievement/progress/outcomes for young people	A	
	Experience of whole school self-evaluation processes	A	
	Ability to lead in: curriculum development/staff development/CPD	A	
	Be experienced and successful in coaching and mentoring others for improved performance	A	
	Ability to work effectively as part of a team with the headteacher, colleagues, governors and other partners	A	
	A track record of developing parental engagement	A	
	Effective interpersonal, written and oral communication skills	A	
	Knowledge of current educational issues and developments	A	

Relevant Experience	<p>Significant experience in teaching Experience in curriculum leadership of a core subject area Proven experience of leading staff development Experience of implementing national, local and school educational developments Experience of monitoring, evaluating and improving the quality of teaching and learning Knowledge and experience of assessment, data analysis, and target setting strategies and their use in school self-evaluation and meeting the individual needs of the learner Experience as a team leader in performance management</p>	A A A A A A B	Application Form, Interview and References
Education and Training	<p>Qualified teacher status Evidence of training in preparation for management</p>	A B	Application Form, Interview and References
Additional Factors	<p>Willingness to work effectively in partnership with the head, governors, parents and community A positive approach to managing change Energy, enthusiasm and flexibility Interest in promoting enrichment and extra curricular activities Have a passion and enthusiasm for learning for all Willingness to undertake an enhanced Disclosure and Barring Service check Excellent record of attendance and punctuality Commitment to inclusion, equality and special educational needs within mainstream education Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.</p>	A A A A A A A A	Application Form, Interview and References

