Stanborough School



DEPUTY HEADTEACHER

Information Pack for Candidates

January 2019

Welcome

Dear Candidate, 7th January 2019

Thank you for your interest in the role of Deputy Headteacher. We are delighted that you see Stanborough as a school where you can make an impact. We know that Stanborough will provide an outstanding opportunity as you seek to make the next step in your career.

It has been a privilege to lead Stanborough School from September 2018. My team share an educational philosophy which promotes the highest expectations and consistent pastoral care. Our core aim is to nurture enquiring minds and to inspire our youngsters to pursue their dreams, leaving our school ready to excel in a future which has limitless possibilities.

Stanborough is an oversubscribed, co-educational specialist Mathematics and Computing 11-18 Academy which has been asked to expand due to local demand for places. Following the retirement of our current Deputy Headteacher, Bryan Mason, we are looking for an inspirational individual to support me as the new Headteacher in leading the school into an exciting future.

The successful candidate will be a committed educator with student-centred values, drive, ambition and a genuine love of learning. You may already hold a Deputy Head role yet be seeking a position which offers greater scope for personal development in a stimulating, intellectually challenging environment. Alternatively, you may be ready for a greater challenge and be passionate about teaching, learning and the development of others. You will have innovative ideas to inspire and lead our team and students to even greater success. We are looking to appoint the right person to this crucial role in the school and as such, your final job description and indeed your start date can be open to an element of negotiation in order that they best suit your skill set and needs.

I would encourage you to visit the school and to meet with me for an informal discussion about this position. This can be arranged by emailing Sheila Delaney, Headteacher's PA on sdelaney@stanborough.herts.sch.uk

Thank you for your interest in Stanborough. If you are passionate about education and really feel you can make a positive difference to students' lives then we look forward to receiving your application to join us at Stanborough.



Mrs M John
Headteacher

Stanborough School



Stanborough School is an 11-18 co-educational Academy that sits on the southern fringe of Welwyn Garden City. The school currently has 1096 Students. Due to parental demand for places at the school, from September 2019 we will be expanding to eight form entry. This will require a substantial amount of new premises work to be completed. In December 2014, the school was judged by Ofsted to be 'Good'. We pride ourselves in being a fully inclusive school that serves our local community and on being a school that does its best for each individual student so they can achieve their potential during their time at Stanborough.



Stanborough is proud of its community involvement. We work closely with the four other local Secondary Schools as part of the Welwyn-Hatfield 16-19 Consortium. We also take a leading role in hosting and developing a number of other key community developments such as the Handside Schools Partnership with a local special school and primary school.



The school boasts excellent facilities including our first-rate IT resources, a legacy of our Specialist Computing Status. With a dedicated Technology block, Sports Hall, Sixth Form Centre and recently refurbished outdoor sports pitches, the students enjoy some outstanding facilities. Our excellent resources in all curriculum areas also show our commitment to giving students a wide variety of curricular opportunities including technology, the performing arts and computing.



Our greatest asset at the school is our staff. We want the best educators for our students and through exceptional retention we have a stable staff with very low turn-over. A number of staff who started at the school as NQTs now find themselves in senior positions at the school.

With the appointment of a new Headteacher from September 2018, this is an exciting time to join the school and become part of an ambitious and hard-working team dedicated to moving the school forward. We are looking for a new Deputy Headteacher who will embody our four principles of High Expectations; Mutual Respect; Quality Learning and Success for All.

Senior Leadership Team

Tim Braybrook, Deputy Headteacher—Learning and Achievement

Post 16 Learning and Progress; Consortium Quality Assurance; Curriculum monitoring and tracking progress; Assessment; VLE; Educational Visits; Homework; Staff Recruitment and Retention; Middle Leadership impact and support; Curriculum Enrichment and activities.

Bryan Mason, Deputy Headteacher—Data and Standards (Retiring)

Data management and systems and reporting; Examinations; SIMS and data returns; Target Setting; Consortium Curriculum Development Group; Staffing and Curriculum Plan; Timetable; Progress Updates Data and tracking; SISRA and Data Analysis; Rotas

Jessica Vlijter, Assistant Headteacher

Child Protection; Safeguarding; CLA; Attendance; Year 10, Year 11 KS4 Leadership Tracking and Achievement strategies; Behaviour support; Student Welfare; House System; Student Council; Student Leadership.

Adam Green, Assistant Headteacher

Staff Induction and Training; IIP; Well-being; Staff Absence; Cover and Supply; NQTs; Schools Direct University Liaison; School Experience Placements; IT Systems; Data Protection & Security; Online Safety.

Ellen Daplyn, Assistant Headteacher

SEND; Student Support and Inclusion; The NEST (nurture provision); Life Sills; Vulnerable groups; Pupil Premium-Intervention and Data Compliance; Communication; Stanborough Times; Website; Parent engagement; Behaviour and Rewards System; ClassCharts system.

Sharon Humphreys, Assistant Headteacher

Teaching and Support Staff Performance Appraisal; Teacher Targets; Mentoring/Support; T & L innovation and development.

Karen Ashley, School Business Manager

Strategic Finance and Governors; Premises; Maintenance; Development and staffing; EFA Liaison; Health & Safety; School Calendar; Service Contracts and performance; Catering; Support staff HR; Duties/Rotas (with DHT); Lettings; FOSS (Friends of Stanborough School).

Welwyn Garden City



Welwyn Garden City is a town in Hertfordshire with a population of just under 50,000 people. Welwyn Garden City was the second Garden City to be built, founded in 1920 and it exemplifies the physical, cultural, social and planning ideals of the time it was built.

Location and Transport Links



Welwyn Garden City enjoys superb communication links. Stanborough School sits five minutes from the A1(M) and approximately 10 minutes from the M25. The M1 is only a 30 minute drive away. The train station in Welwyn Garden City is on the main East Coast Line linking Scotland to London and Kings Cross station is a 30 minutes train journey.

Luton Airport is less than 30 minutes away and both Heathrow and Stansted Airports are less than an hour's drive away. The town is also a central hub for local bus services which link it to the rest of Hertfordshire.



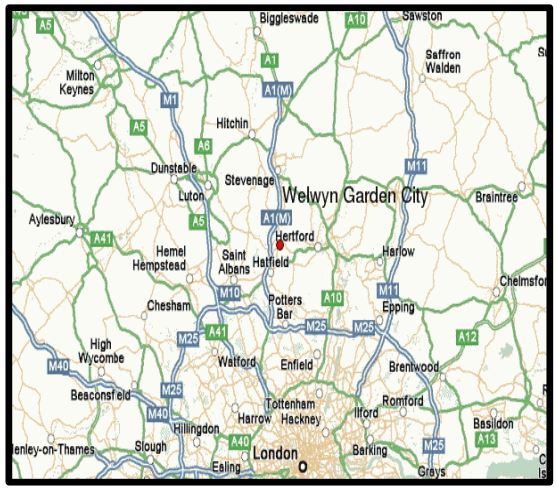
Facilities and Amenities

Stanborough School is a two minute walk from the Gosling Sports Park and is only a short car/bus journey to the University of Hertfordshire Sports Village in Hatfield. A range of shops, bars, restaurants and cafes can be found in the Town Centre as well as in the local Galleria shopping centre. St Albans, Hitchin and Hertford are all around 30 minutes away and all offer a range of retail and leisure experiences.



The town also has the QEII Hospital, a theatre, cinema and numerous other cultural and leisure facilities. Stanborough School lies at the southern edge of the town and the school grounds back onto the Stanborough Lakes Country Park.

Housing and Accommodation



A range of accommodation options are available in the local area and there is a thriving rental market. The excellent transport links allow many staff at the school to live in other parts of Hertfordshire as well as North London.

Help and advice can be given by the school if accommodation is required.

DEPUTY HEADTEACHER - JOB DESCRIPTION

Grade: 23 – 27

Responsible to: Headteacher

Responsible for: Helping to lead the strategic development of the school and to raise student achievement

Core Purpose and Accountability:

- To assist and support the Headteacher in the leadership and management of the school
- To embody and promote the school's ethos, values and principles.
- To undertake, in the absence of the Headteacher, and to the extent required by her or the Governing Body, the professional duties of the Headteacher.
- To be responsible and accountable for specific areas of school leadership and management as delegated by the Headteacher.
- To provide professional leadership and management of School Evaluation and Improvement Plan priorities.

Key Areas of Responsibility:

You will operate as a Senior Leader and professional in the school sharing significant whole-school responsibility with other members of the Senior Team as well as having your own key responsibilities. You will model excellence in all aspects of teaching, leadership, conduct and organisation. You will be aware of the 'whole-school' perspective and the impact of actions across the school. You will be a part of the Senior Leadership team of the school and will also lead aspects of staff training and school development including leading working groups, committees, INSET days etc. and you will attend, contribute to and be a member of Governors Committees and full Governors Meetings as required. Your role will be facilitated by administrative support from appropriate non-teaching staff and other teaching staff through whom you will lead many aspects of your work. Specific shared responsibilities with other members of SLT will include:

- Whole school strategic planning (including the Self Evaluation Improvement Plan) and Policy development.
- Raising levels of student achievement
- Day to day management of the school
- The good order of the school and ethos for learning
- School assemblies
- School duties, including daily team leadership
- The performance management of certain middle leaders.
- The appointment of new staff in conjunction with the Headteacher.
- Undertake a range of leadership and management roles and responsibilities as agreed with the Headteacher.
- Deputise for the Headteacher as required.

- Work collaboratively within the SLT to create, implement and review whole school policies and procedures.
- Adopt a high profile amongst staff and students, promoting high standards and achievements.
- Represent and promote Stanborough School, both internally through assemblies and meeting with families and visitors, and externally within the local community including other schools and other agencies as relevant.
- Participate in, and lead, professional activities for staff.
- Undertake annual Performance Management, setting and agreeing objectives, linked to the school development plan priorities, with the Headteacher.
- Promote high expectations for attainment.
- Provide regular feedback for colleagues in a way which recognises good practice and supports their progress against professional and performance management objectives resulting in a tangible impact on students learning.
- Provide effective organisation and management of the school and seek ways to improve organisational structure and functions based on rigorous self-evaluation.
- Ensure the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment.
- Work with the Headteacher to build a professional learning community which enables others to achieve.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Carry out all professional duties commensurate with this post as directed by the Headteacher.

How you do the job:

- Lead through strategies designed to support and challenge staff, and monitor and promote a positive, purposeful atmosphere around school.
- Proactively seek to promote the school in a positive way in all contacts with staff, students, Governors and the local community.
- Ensure the smooth running of the school on a day to day basis through forward planning, pre-emptive interventions and careful monitoring to ensure successful outcomes at all times.
- Always conduct relationships with staff, students and outside agencies in a professional and emotionally intelligent way, modelling good practice and leading by example.
- Adopt self-evaluative review systems to measure good practice, celebrate success and build robust, reportable systems to provide evidence of success across the school.
- Report regularly and discuss issues with the Headteacher in a proactive way that shows initiative, drive, and purpose and aligned to core leadership principles and the values of the school.
- Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- Plan, delegate and evaluate work carried out the team(s) and individuals.
- Reflect on personal contribution to school achievements and take account of feedback from others.
- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.

Knowledge, experience and training.

Senior Leaders should have the necessary experience and capabilities to be 'lead practitioners' in the school, specifically in areas of teaching, leadership and management. The specific skills are implicit in the expectations of 'how you will do the job'.

Your professional development and training will be met within the context of your needs and those of the school, supported by your line-management meetings with the Headteacher. You should be committed to your own professional development.

Additional information.

All staff at Stanborough have a comprehensive package of support, training and performance management, giving scope for personal and professional development. All teachers contribute to the development implementation of the annual Learning Improvement Plan.

It is a requirement of all staff that they sign the IT Acceptable User Policy and all staff will be expected to attend Safeguarding and Prevent training.

January 2019

Whilst every effort has been made to explain the main responsibilities and duties of the post, each individual task to be undertaken will not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description is current to the date shown but, in consultation with you, it may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Deputy Headteacher Person Specification

Qualifications

Essential	Desirable
• Graduate with QTS • Evidence of continuing professional development	• Post graduate qualification in Education

Experience

Essential	Desirable
• Leadership experience as an Assistant or Deputy Headteacher in a secondary school • Experience of managing change effectively with positive impact on student outcomes • Experience of analysis and interpretation of data which led to school improvement • Successful teaching experience within the secondary sector • Experience of successful development and implementation of strategies to improve the quality of teaching and learning • Experience of subject and/or pastoral leadership • Evidence of contribution to: effective performance management processes which successfully contributed to improvement; setting and achieving ambitious goals for self and others. • Experience of working with parents and carers. • Experience of leading staff training and development	• Successful partnership working with organisations outside of the immediate school community e.g. other schools and agencies. • Experience of curriculum innovations, development, organisation and implementation • Experience of resource management including budgetary involvement • Experience of working with a management information system. • Experience of supporting student interventions

Ability to:

Essential	Desirable
• Demonstrate excellent interpersonal and communication skills • Think strategically, innovatively and creatively • Lead by example • Creatively anticipate and solve problems • Confidently analyse and evaluate data • Deliver highly effective learning in the classroom through own outstanding teaching practice • Demonstrate flexibility in a range of leadership styles including the ability to coach and mentor middle leaders • Inspire, challenge and motivate others to contribute fully to the school's vision and values • Understand the principles and the practice of effective school self-evaluation • Establish successful relationships with stakeholders at all levels • Demonstrate resilience and positivity in the face of challenges • Acknowledge excellence and challenge underperformance • Demonstrate an understanding of the principles of distributed leadership and management • Contribute fully to the school's safeguarding culture and processes	• Lead on collaboration with other organisations outside of the immediate school community including local schools (both primary and secondary). • Lead on strategic use of new technology

The above will be evidence by a variety of means including:
Application Form Letter of application References Interview process

How to apply and the Selection Process

7th—25th January 2019	**Application Window** Visits to the school for a tour and a meeting with the Headteacher before applying are encouraged. Various times have been allocated for the visits between 9 – 10 a.m. on the following dates: 9th, 11th, 14th, 16th, 18th, 21st and 23rd January.
25th January 2019 (noon)	**Deadline for applications** Applications should be sent to sdelaney@stanborough.herts.sch.uk All candidates, both those shortlisted and those who are not successful, will be contacted by email. Details of the date and time of final interviews will be given to successful candidates. Candidates will also be given a topic to prepare for their lesson observation prior to interview.
28th January	**Shortlisting**
5th & 6th February 2019	**Formal interview at the school** Candidates will be asked to demonstrate and outline, in a variety of ways, their ability to successfully lead change at Stanborough School Details of this will be sent out in advance. All candidates will be contacted following the interviews.

