**THE HOLLIES PUPIL REFERRAL UNIT**



**Deputy Head Teacher**

**APPLICATION PACK**

THE HOLLIES PUPIL REFERRAL UNIT

THE STABLES

NEWPORT ROAD

STAFFORD

ST16 1BY

TEL: 01785 241784

FAX: 01785 241839

CONTACT:

Mrs Emma Jackson, Business Manager Tel: 01785 241 784

Email: bursar@holliesschool.staffs.sch.uk

HEAD TEACHER: Sonia Lockett

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Closing date: 19th May 2019

Shortlisting date:  Monday 20th May 2019

Interviews: Thursday 23rd May 2019

School Visits: Monday 13th May 2-5pm/Thursday 16th May 8-9.30am or 3-5pm

Positive Attitudes

Positive Outcomes

Dear Applicant

Thank you for your interest in applying for the post of Deputy Head Teacher at The Hollies Pupil Referral Unit.

The Hollies is a very successful PRU which over recent years has gone from strength to strength. Our leadership team is expanding due to changing needs within the school. We are a double district PRU, covering both Stafford and South Staffordshire. This presents many challenges not least of which is the geographical spread of pupils on roll. Much of our on-site provision takes place at The Hollies base in Stafford and requires considerable transportation gymnastics. We are currently in discussions for an additional site in the South Staffordshire area to support our KS3 pupils and dual rolled pupils, who need intervention support so that we can return to mainstream schools as soon as possible.

We have approximately 55 pupils on roll, although this varies throughout the year. We are responsible for pupils in KS3 and KS4. KS3 pupils are mainly catered for at The Hollies with occasional enrichment activities off-site. The curriculum available to KS4 pupils is English, maths, Art, PE, Food Technology, Duke of Edinburgh, as well as a range of level 1 and 2 qualification and access to alternative provision, although there are a few pupils who have all their provision off-site and where they are supported by the Hollies staff. We work in partnership with all the high schools in Stafford and South Staffs and have very successful working relationships as a result of the District Inclusion Partnerships. Our joint aim is to re-integrate as many young people as possible to mainstream education and, where this is not possible, to ensure the best academic and social attainment at KS4.

Our staff group at The Hollies is very solid and mutually supportive. We work together to bring about the best possible outcomes for the young people on our roll whether this is planning programmes of work, looking for opportunities for development, working together with families or just being listening colleagues when times are tough.

I would welcome visits to The Hollies for prospective candidates, the dates for visits is: Monday 13th May 2-5pm/Thursday 16th May 8-9.30am or 3-5pm. Should you wish to make an appointment please ring Sally Briggs, Office Manager on 01785 241784.

I look forward to hearing from you.

Yours sincerely,

Sonia Lockett

Head teacher

**THE HOLLIES PUPIL REFERRAL UNIT**

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| --- |
| JOB DESCRIPTION***‘DIRECTORATE’*** |
| **Post No.** | **Post Title** | **Grade** | **Date** |
|  |  **Deputy Head Teacher** | **L7-11** | **September 2019** |

**Job Title: Deputy Head Teacher**

**Salary: Leadership 7-11**

To carry out duties of a Deputy Head Teacher as set out in The Deputy Head Teachers’ Pay and Conditions Document.

**General requirement:**

The successful candidate will be able to demonstrate:

* a proven record of success as a leading practitioner and team leader
* vision, enterprising ideas and the ability to think strategically

**Specific Responsibilities:**

To assist the Head Teacher of the Hollies Pupil Referral Unit in all areas of responsibility

* To deputies for the Head Teacher
* To assist the Head Teacher with relevant policies and procedures
* Designated Safeguarding Lead
* To attend meetings as agreed with the Head Teacher.
* To liaise with all necessary agencies.
* Line manage teachers, supply teachers and teaching assistants as required.
* SCIP-r coordinator.
* Data Management.
* Curriculum Management.
* Produce whole school timetable.
* To lead the staff briefing each morning and organise the timetable for that day.

**Leading Curriculum**

* To have a teaching commitment that will be negotiated and reviewed at least annually.
* Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community.
* Work with the head teacher to raise standards through staff appraisal.
* Lead the development and delivery of training and support for staff.
* Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
* Work in partnership with the head teacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented.
* With the head teacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality.
* Ensure the systematic teaching of the core curriculum and recording of impact is consistently high across the school.
* Develop, review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards.
* Ensure through leading by example the active involvement of pupils and staff in their own learning.
* To ensure school improvement, achievement of objectives and the educational success of the school.
* Contribute to the smooth transition of young people on return to full time education
* Organise and implement the timetable.
* Monitor and manage individual learning plans, lesson plans and individual behaviour plans.

**Developing self and others**

* Support the development of collaborative approaches to learning within the school and beyond.
* Organise and support the induction of staff new to the school and those being trained within the school.
* Participate, as required, in the selection and appointment of teaching and support staff.
* Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn.
* Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting.
* Work with the head teacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management.

**The Hollies Pupil Referral Unit**

**Deputy Head Teacher**

**Person Specification**

E = Essential D = Desirable A = Application I = Interview R = Reference

The following list shows the essential and desirable characteristics we are looking for when considering your application and at interview.

|  |  |  |
| --- | --- | --- |
| **Characteristic** | **E / D** | **A / I / R** |
| **Qualifications and skills** |
| Recent further relevant study | D | A  |
| Qualified Teacher Status | E | A  |
| Good people management and communication skills | E |  I  |
| Recent teaching experience with disaffected pupils at KS4/4 | E | A |
|  |  |  |
| **Special Knowledge, abilities and/or experience** |
| Ability to articulate characteristics of effective teaching, especially of challenging pupils | E | A  |
| Experience of middle management | E | A / I |
| Competence to monitor, and improve teaching through evaluation | E |  I |
| A presence which inspires confidence in others | E | A/R |
| The willingness to take difficult decisions and convey outcomes clearly and sensitively | E  | I/R |
| Experience of ICT across the curriculum  | E | I/R |
| Experience of cross-curricular teaching | E | I/R |
| Experience of data management and implementing an effective system to monitor pupils progress and attainment | E | A/I/R |
|  |  |  |
| **Personal Qualities** |
| Flexibility, strength of character and listening skills | E | I |
| Prepared to ask for advice and support where necessary | E | I/R |
| A sense of humour | E | I |
| A high level of commitment and determination | E | I/R |
| Be able to drive pupils in your own car | E | I/R |
| **Be a naturally resilient individual E I/R** |