

Deputy Headteacher Information Pack

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Application closing date: 16th October 2019

Job start: 1st January 2020

Salary: L14 – L18

Location: Leeds, West Yorkshire

Contract type: Full Time, permanent

We are seeking to appoint a talented, dedicated and inspirational Deputy Headteacher who will share our determination to transform the life chances of our wonderful pupils. We are looking for a highly effective leader to join our team from January 2020. This is an exciting opportunity to take a pivotal, non-teaching leadership role in a Good school that has made rapid improvements over recent years and confidently expects to continue to do so. We are a vibrant, inclusive school and arguably the most mixed and diverse primary school in the city.

Interested candidates will have:

- substantial leadership experience having impacted on an aspect of whole-school improvement;
- a proven experience of positively impacting on pupil progress and developing excellence across the school whilst maintaining our nurturing ethos;
- high expectations of themselves, colleagues and pupils and the energy and determination to make a difference;
- a good understanding of relevant and current educational policy and practice;
- exceptional expertise in all matters relating to learning and teaching – including being a strong practitioner themselves and fully capable of impacting widely on the practice of others;
- the ability to lead and drive effective SEND provision- to maintain and promote our inclusive school ethos;
- the expertise to maintain a highly effective culture of safeguarding across school

We can offer:

- wonderful children who have great work ethic and are proud of their school;
- a caring and supportive school community that is culturally diverse and inclusive;
- a dedicated staff committed to achieving high standards ;
- a supportive, warm and welcoming ethos;
- opportunities to work collaboratively with five other schools within the LEODIS Alliance;
- happy, enthusiastic pupils who are keen to learn;
- excellent CPD opportunities

Visits to the school are warmly welcomed and actively encouraged. To request an application pack, to arrange a visit, or to discuss the school and the opportunities in more detail please contact Bronagh McKinney, the PA to the Headteacher.

Telephone: 01132716963

Email: bronagh.mckinney@hg-ps.org

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check. We promote diversity and want a workforce which reflects the population of Leeds.

Key Dates in the Recruitment Process:

Application Closing Date and Shortlisting

Closing Date: Wednesday 16th October 2019
Shortlisting: Thursday 17th October 2019



Recruitment Centre Day 1

Monday 21st October 2019



Recruitment Centre Day 2

Tuesday 22nd October 2019



Deputy Headteacher Job Description

1. PURPOSE OF THE JOB

To assist the Headteacher with the leadership and management of the school in seeking to achieve the highest standards of pupil achievement and school efficiency, and deputise in the absence of the Headteacher both at short notice and over a longer term.

To play a major role in assisting the Headteacher to:

- formulate the aims and the objectives of the school
- establish the policies through which they are to be achieved
- Manage staff and resources towards their achievement
- Monitor progress towards their achievement

2. THE STATUTORY REQUIREMENTS

The appointment is subject to the current conditions of employment for Deputy Headteachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.

3. DUTIES AND RESPONSIBILITIES

Shaping the future

- Ensures the vision for the school is clearly articulated, shared, understood and acted upon effectively by all
- Motivates and works with others to create a shared culture and positive climate
- Works with individual staff and teams to translate the school vision into agreed objectives and operational plans which will promote and sustain school improvement

Leading teaching and learning

- Leads and drives effective SEND provision- to maintain and promote our inclusive school ethos
- Recruits, retains and deploys staff appropriately
- Is a good role model to all teaching staff within the school and reflect a high level of professional teaching standards and conduct
- Demonstrates and articulates high expectations and set stretching targets for the whole school
 - Monitors, evaluates and reviews classroom practice and manages improvement strategies
 - Analyse and interpret school data to inform classroom practice across the school

Developing self and working with others

- Manages positive working relationships with all staff
- Motivates and challenges all staff to maintain high expectations of behaviour
- Develops and maintains effective strategies and procedures for staff induction, professional development and performance review

Managing the organisation

- Implements evidence-based school improvement plans and policies for the organisation and its facilities
- Ensures that school practices take account of national and local policies and initiatives
- Manages the school environment to ensure that the school meets all health and safety regulations and operates in an increasing sustainable manner

Securing accountability

- Manages staff roles and ensures that responsibilities are clearly defined, understood and agreed
- Works with the governing body or governing body sub groups to enable them to meet their statutory responsibilities
- Is able to present the school's performance and other school initiatives to a range of audiences: parents, governors, school improvement officers and other external agencies e.g. Ofsted

**Strengthening the community**

- Works with other agencies to ensure that the school is integrated into the wider community
- Builds the reputation of the school with the outside community
- Creates and maintains partnerships with parents and carers to support and improve pupils' achievement and personal development

Safeguarding and child protection

- Ensure that the child protection policies and procedures adopted by the governing body are fully implemented and followed by all staff
- Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection and safeguarding-related responsibilities effectively

Deputy Headteacher PERSON SPECIFICATION

Key:

App - Application Form

Ref - Reference

SP - Selection process. This could include a range of exercises, including an interview.

Knowledge, Experience and Skills	Essential/ Desirable	How identified
Leadership and management		
Ability to build effective relationships with staff, parents, governors and other agencies	E	App/SP
Ability to line manage staff	E	App/SP
Ability to use HR policies and procedures	E	App/SP
Ability to make and implement difficult decisions	E	App/SP
Shaping the future		
Implements an improvement plan across a key stage, area or classroom, identifying the priorities and evaluating the impact	E	App/SP
Works with and motivates teams and individuals to implement improvements across the school	E	App/SP
Leading teaching and learning		
Being a very good role model in all teaching standards	E	App/SP
Knowledge of how to use data to monitor pupil progress	E	App/SP
Have a current knowledge of SEND practice, policies and procedures	E	App/SP
Knowledge of assessment tools to monitor teaching and learning	E	App/SP
Ability to identify effective interventions to ensure pupils maintain good progress	E	App/SP
Ability to identify excellent classroom practice to enable teachers to improve, through effective feedback	E	App/SP
Developing self and working with others		
Regularly reviews own practice and continually participates in quality CPD	E	App/SP
Uses CPD to motivate, enthuse and develop staff	E	App/SP
Ability to plan and allocate work effectively	E	App/SP
Ability to coach and mentor staff	E	App/SP
Managing the organisation		
Implements changes to staffing structures	D	App/SP
Recruits, retains and manages a range of school staff	E	App/SP
Manages the school's environment in line with health and safety regulations and in a manner that promotes sustainability	D	App/SP

Securing accountability		
Holds people to account for what they have agreed to deliver	E	App/SP
Works effectively with the governing body to fulfil statutory duties	D	App/SP
Provides performance data to parents, governors and school improvement officers	D	App/SP
Strengthening the community		
Builds relationships with community groups, outside agencies and other schools to benefit the educational progress, well-being and opportunities afforded to our children and staff	E	App/SP
Promotes the school	D	App/SP
Works with parents and carers to improve pupil achievement and well-being	E	App/SP
Child protection		
Is aware and able to manage effective CP policies and procedures	E	App/SP
Ability to deal with sensitive issues in a supportive and effective manner	E	App/SP
Qualifications and training		
Qualified Teacher Status or other educational qualification	E	App/SP
A degree qualification	E	App/SP
Senior or Middle Leadership qualification	D	App/SP
Personal qualities and attributes		
Moral purpose	E	SP
Excellent communicator (Listening, putting a message across)	E	SP
Child-centred	E	SP
Resilience	E	SP/R
Integrity	E	SP/R
Self-motivation and able to motivate others	E	SP
Well-organised and able to meet deadlines	E	SP/R
Commitment to inclusion	E	SP/R
Enthusiasm and optimism	E	SP/R
Excellent problem solving/analytical skills	E	SP
Self-awareness, knowledge of strengths and limitations	E	SP