



Sheldon School
Chippenham

Candidate Information



DEPUTY HEADTEACHER

Closing date: 24th February 2020

Interview dates: W/B 9th March 2020

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February 2020

Dear Colleague,

Deputy Headteacher
L20 – L27 (starting point dependent on experience)
September 2020

Following the announcement of Sue Powell's retirement after 22 years' invaluable service as deputy headteacher, we are looking to recruit an enthusiastic, positive and dynamic teacher to join the senior management team at Sheldon. Sheldon is a large comprehensive school numbering 1700 pupils and has 350 in the sixth form. It is a high-performing school, is popular, regularly over-subscribed and has ambitions to go even further. Our new deputy head will play a major part in making this happen.

The role is a substantial one. It is predominantly pastorally focused with line management of five heads of year, pupil support and inclusion, as well as carrying the overall responsibility for safeguarding. This aspect has rated as outstanding in the two most recent Ofsted inspections and is clearly something we are determined to maintain. Alongside this, there is significant responsibility in overseeing the programmes for trainee teachers, NQTs and new staff as they enter the school, which gives the role a very different dimension.

We are a senior management team totalling seven, this post being the fifth appointed member to the team in just over two years. We also have an additional seconded member of staff to the SMT, supplementing the work we do, which has been a new initiative for 2019/20. Having such a relatively new team after many years of stability has allowed us to look at the respective job descriptions of the team members and I would expect the roles to continue to evolve in the coming years. My aim for everybody on the team is that they have the opportunity to lead on significant whole-school aspects and then rotate some responsibilities so that they can prepare for the next stages of their career. I appreciate that not everybody would want to become a headteacher, but I believe that experience of contrasting responsibilities is healthy and for those who wish to pursue promoted posts, having done this will be an advantage.

In our newly-appointed deputy head, we want to see an outstanding teacher who is a visible leader, someone who is out and about as far as possible, despite obvious demands on their time; we also want a colleague who will give willingly to wider whole-school events.

Sheldon's environment is extremely appealing, the site being very well-maintained through significant regular investment. Two years ago, we completed work on a £700k dance studio and classroom block, most of it funded through a CIF bid, and during Summer 2018, we completely overhauled the sports changing facilities, again CIF-funded. More recently, our library underwent considerable renovation, further enhancing our learning environment.

It is, however, the staff and students who make the school very special. Students are proud of their school and Ofsted commented in the last inspection in June 2017 that "pupils are keen to share their enthusiasm and enjoyment of school, reflecting the principles that we have instilled." Moreover, "the all-pervading caring ethos ensures that pupils are happy and able to thrive from the moment they arrive at school."

Hardenhuish Lane, Chippenham, Wilts. SN14 6HJ

Headteacher: Neil Spurdell BSc (Hons)

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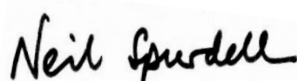


There is a continual focus on staff development and wellbeing, both of which rated very highly in the most recent external survey. This, too, features prominently in the deputy head's role. Staff morale, in what are challenging educational times, is high, borne out of there being a real sense of community. We work hard, but the effort is worth it and the students certainly appreciate it. You will see and hear lots of laughter and, as well as working hard, you will have plenty of fun and fulfilment.

I believe that this is a fantastic place to work – it genuinely is a pleasure to come to school each day and I hope, having read the information available to you, that you will decide to apply. To do so, please complete the application form and provide a letter of application (of no more than two sides).

Good luck with your application. I look forward to receiving it and to perhaps meeting you at interview. The closing date for applications is Monday 24th February at noon, with interviews scheduled for the week beginning 9th March.

Yours faithfully,



Neil Spurdell
Headteacher

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Job Description

Sheldon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires a satisfactory enhanced DBS disclosure.

Job Title: DEPUTY HEADTEACHER

Salary: L20-L27

Responsible to: HEADTEACHER

Purpose:

Reporting to the headteacher, the deputy headteacher will provide senior leadership within the school and will play a vital role in promoting and ensuring the highest standards of teaching and learning, behaviour and attitudes across the school. They will also play a critical role in providing professional leadership to secure achievement and success for all members of the Sheldon community, working in a culture of strong self-evaluation and continuous improvement.

Key responsibilities:

- Develop the ethos, vision and aims of the school in consultation with the headteacher and other members of SMT, staff, students, parents and governors
- Provide clear strategic direction which achieves the highest quality educational provision
- Ensure a consistent school-wide focus on high standards of student behaviour and attitudes
- Lead and manage the Year Heads' group
- Provide strategic leadership for all aspects of safeguarding within the school, ensuring compliance with all relevant legislation and statutory guidance
- Be responsible for student and staff wellbeing
- Ensure that the tutorial programme in Years 7 to 11 fully promotes the development of the 'whole child' and that it is regularly reviewed, updated and delivered consistently and effectively
- Lead and coordinate the partnerships with universities for the delivery of high quality ITE and, working alongside assistant headteachers, be responsible for the induction of NQTs and new staff
- Alongside the headteacher, be responsible for all teaching personnel issues, including recruitment
- Line manage Pupil Support and Behaviour Support
- Liaise with the LA on transport issues
- Service the Governors' Staffing, Care and Guidance Committee

General responsibilities

- Provide an inspirational role model for others
- Represent and promote the school in a professional manner, including meeting visitors, parents and prospective parents, attending and being an ambassador at events as required
- Ensure the school benefits from a rigorous self-evaluation framework which substantially contributes to raising standards
- Work with the SMT, contributing to the SEF and school development plan
- Ensure that current educational initiatives are considered and appropriately incorporated into the school
- Share leadership, build teams and work cooperatively within and outside school to achieve the school's objectives
- Work positively and supportively with colleagues to ensure they are effectively managed and monitored
- Develop a culture of high expectations and take appropriate action when performance is unsatisfactory
- Play a major role in the Performance Review process
- Show a commitment to continuing professional development to ensure professional skills are kept up to date
- Oversee budgets and areas of responsibility
- Undertake any other duties as may reasonably be required by the headteacher

Other:

- In addition to the specific duties listed above, ensure that the professional standards for teachers with QTS are met
- To take part in the school's staff continual professional development programme
- To support the aims and ethos of the school
- To comply with the school's health and safety policy
- To undertake any other reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description does not replace or supplant the current schoolteacher's pay and conditions document. It is subject to renegotiation at the instigation of the teacher or headteacher and it is subject to review as part of the performance management process.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.



Person Specification

ROLE: DEPUTY HEADTEACHER

Attributes	Essential	Desirable
Qualifications: Qualified Teacher Status Good Honours Degree Working towards NPQH or similar Commitment to personal Continual Professional Development	Y Y	Y Y
Experience: Successful experience of teaching in 11-18 secondary school Minimum 3 years' experience in middle leadership role Minimum 3 years' experience in senior leadership role Significant safeguarding experience Successful experience teaching GCSE and A Level Successful team working Experience working with outside agencies Experience working with governors	Y Y Y Y Y Y Y	Y
Professional Skills: Outstanding classroom practitioner High level of ICT literacy, including social media High level of literacy Ability to deliver confidently to a wide range of audiences Experience of using data effectively Strong analytical skills	Y Y Y Y Y Y	
Personal Qualities: An ability to inspire others The competence to lead, manage and develop people individually and as a team A strong drive to deliver high academic standards and to uphold school expectations with staff and students The ability to provide a clear sense of direction and purpose to achieve stated aims The ability to make and take decisions Good communication/interpersonal skills and the capacity to listen, empathise and resolve conflict The ability to work effectively under pressure and maintain self-motivation The ability to take initiative and accept responsibility Resilience, energy and stamina Have integrity and show loyalty Creative and visionary The ability to work with governors, senior management, heads of faculty and heads of year on whole-school initiatives A willingness to contribute to extra-curricular events and activities Ambition for further promotion	Y Y Y Y Y Y Y Y Y Y Y Y Y Y	Y Y

Senior Management Team Job Roles

- These are the job roles for 2020-21
- They reflect the skills, interests and experience of the current post holders.
- These roles will be reviewed during the course of the next academic year.

HEADTEACHER: Neil Spurdell

Strategic Direction of and Vision for the School: working with the Board of Governors to build on the school's achievements and take it forward; overseeing and monitoring the school improvement and development plans; consultation with staff and governors; leading the whole school community in maintaining ethos, formulating policy and monitoring the performance of the school in the pursuit of its aims

Teaching and Learning: overall responsibility for the curriculum and its assessment

Ethos and Pastoral Care: responsibility for maintaining an environment which promotes effective learning and high standards of achievement and discipline

Leadership and Management: working closely with SMT, leading and managing the staff team in planning the tasks and workload to be undertaken by groups and individuals, ensuring the delegation of tasks and responsibilities and establishing clear lines of accountability

Effective Management of Resources: working closely with senior staff and governors to attract and retain high calibre staff; managing school finances effectively; managing and developing the physical environment and accommodation

The School in the Wider Community: responsibility for fostering positive relationships between the community and the school and for managing relationships with external agencies

NCS (Head) will also lead on admissions, appointments, the school development plan, SEF, marketing and China Partnership

DEPUTY HEAD 1: VACANCY Personnel, Care and Guidance

Designated Safeguarding Lead
Pupil support, care and guidance

- Pupil behaviour and attitudes
- Attendance
- Monitoring pupil progress and pastoral intervention
- Support provision, including outside agencies

Designated teacher for looked after children
Chair and line manager of year heads team, including performance reviews
Oversight of pastoral development planning
Oversight of ITE and links with training institutions
NQTs and new staff induction (in conjunction with AHTs)
Student and staff wellbeing
Line management of pupil support team
Line management of the Inclusion Lead and oversight of inclusion provision
Transport
Staff Handbook
Service of Governors' Staffing, Care and Guidance Committee

DEPUTY HEAD 2: Alison Simpson Curriculum, Development and Planning

Curriculum planning and developments assisted by AH1
Timetable
Oversight of faculty development planning
Year 9 and sixth form options systems
Homework (in conjunction with AH1)
Co-ordinating ICT Development
Oversight and line management of external exams administration
Chair and line manager of faculty heads, including performance reviews
School calendar
Assessment
Development of school reports and reporting systems
Data and target setting
Equalities
Service of Governors' Curriculum committee and attendance at Governors' Premises Committee

ASSISTANT HEAD 1: Judith Owen
Teaching and Learning

Leading and coordinating developments in teaching and learning, including feedback and marking, to raise achievement
 Leading and coordinating teaching and learning training programmes (with AH2), including the teaching and learning group
 Monitoring of curriculum provision and impact
 Oversight of curriculum enrichment opportunities (with AH2) and management of the enrichment budget
 Oversight of whole school display
 Whole school marketing and school social media
 SMT member responsible for the coordination of Open Evening
 Oversight of disadvantaged pupils – strategies and monitoring of impact

ASSISTANT HEAD 2: Sian Mundy
Staff Development and Pupil Care

Continuing Professional Development (including staff development days, coaching, school-to-school support and federation working)

Pupil support, care and guidance

- Pupil behaviour and attitudes
- Monitoring pupil progress
- Support provision, including outside agencies
- KS2/3 transition

Liaison with KS3 year heads

Lunchtimes and MDSAs

Oversight of Staff cover and line management of Cover Manager

SMT member responsible for the coordination of Awards Evening
 Health and Safety Co-ordination (with school business manager), including school visits

Pupil rewards

Staff duties

ASSISTANT HEAD 3: Eugene Spiers

Head of Sixth Form

Lead and manage the sixth form, including:

- Line management of heads of Year 12 and 13
- Marketing and recruitment within sixth form
- Quality of teaching and learning within sixth form
- Quality of tutoring within sixth form
- Development of curriculum within sixth form (with DHT2) and utilisation of data to positively affect sixth form outcomes
- Liaison with outside agencies, especially universities and workplace providers
- Pupil care: day-to-day issues, attendance, behaviour, reviews, progress
- Work with parents
- Plan effective transition to sixth form
- Work with the senior student team
- Oversight of the most able provision whole-school

SCHOOL BUSINESS MANAGER: James Couchman

Finance, including:

- Budget construction, monitoring and forward projection
- Strategic financial planning
- Bids for grants and income generation.
- The procurement of capital projects

Leading, managing and co-ordinating the support services, as well as the maintenance and development of the facilities including:

- Buildings, facilities, grounds, health and safety compliance
- Major support service contracts
- Administration services
- Recruitment and personnel management for all support staff
- Direct line management of support staff serving in finance, personnel, facilities maintenance, administration and commercial letting roles.

Service of Governors' Finance & Premises Committees.

ALL: Whole-school objectives
 School ethos and discipline
 Budget planning and monitoring
 Parent forums
 SMT representation at parents' evenings and school events
 Duty team leadership
 Attendance at full governors' meetings



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