

# Heath School

## Deputy Head of School Recruitment Pack

**Salary:** L15 - L19

**Deadline for Applications:** Tuesday 6 May 2025.

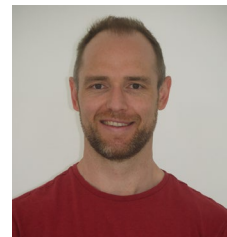
**Interviews:** Tuesday 20 May and Wednesday 21 May 2025.

**Post commences:** Monday 1 September

**For more info email:** [hr@h3federation.org.uk](mailto:hr@h3federation.org.uk)

## Welcome from the Head of School, Alex Wilson

Thank you for your interest in applying to work at our school. Heath is an inclusive, diverse and aspirational 11-16 Pupil Referral Unit based near Hampstead Heath. We are proud to be a founding partner of the H3 Federation, whose vision is *'to be a place for **all** to learn and grow'*. We place this at the centre of everything that we do, and we expect our colleagues to model this ethos at all times.



**Ofsted inspection June 2024** found the school to have:

- **Outstanding** behaviour and attitudes
- **Outstanding** leadership and management
- **Outstanding** personal development
- **"Excellent regular training"** and a staff body who **"feel proud and happy to work at the school"** and **"enjoy their development and training and report leaders are considerate of their well-being"**

The students who come to Heath School have faced a number of challenges during their educational lives, with this impacting their engagement with school and sense of self-worth. We view ourselves as an intervention rather than a destination for these students, providing the support for them to reintegrate to mainstream education, or to transition successfully to their post-16 placement.

We recognise that working in a school can be challenging and to deliver our goal, our staff's wellbeing and development needs to be a priority for us. To this end, Heath School currently operates **a model of flexible working whereby all permanent members of staff are entitled to one day of flexible working every three weeks**. Staff are not expected to physically attend the school site on these days.

As part of the H3 Federation, all staff at Heath have access to a broad range of [Professional Development](#) opportunities, so you can feel confident that you can grow and develop with us. If you would like to find out more in advance of applying, please don't hesitate to contact [HR@H3Federation.org.uk](mailto:HR@H3Federation.org.uk) to arrange an informal discussion or visit to the school. We very much look forward to receiving your application.

*Heath School is welcoming and ambitious. We empower every student to flourish*

*Our purpose is to unlock our students' potential and inspire them with a thirst for life*

*We have a rich and versatile curriculum and we believe in every single student*

## Heath School – H3 Federation

JOB DESCRIPTION			
<b>Post Title:</b>	<b>Deputy Headteacher (Special School/ Alternative Provision setting)</b>	<b>Grade:</b>	<b>Inner London Pay Spine Range: L15 – L19</b>
<b>Department:</b>	<b>Senior Leadership Team</b>	<b>Date:</b>	<b>Required for September 2025</b>
<b>Responsible to: Head of School/ Executive Headteacher</b>			

### INTRODUCTION

In addition to the duties covered by the School Teacher's Pay and Conditions Document, as a key member of the Senior Leadership Team, the Deputy Headteacher will have a key role in strategic leadership and development, formulating policy and monitoring key aspects of our pastoral and academic provision.

The following are generic responsibilities of the post:

#### 1. Basic principles

- To depute for the Head of School or Executive Headteacher as required.
- To lead key strands of the School Development Plan as required.
- To develop, monitor and implement school policies as required.
- To act as a behavioural role model to staff and students.
- To ensure the health and safety of students, staff and visitors.
- To support the continuing professional development of all staff.
- To be a strong, visible presence throughout the school, including being on duty as required at key moments in the school day.
- To promote the school ethos at all times.
- To take a leading role in ensuring excellent student behaviour.
- To ensure accountability through regular monitoring, evaluation and review.
- To provide accurate self-evaluation of school performance.
- To provide support and challenge to all staff.
- To be a principal point of contact for parents and carers, and maintain the confidence of the whole school community.
- To agree challenging targets for achievement ensuring that these are reviewed systematically and regularly through improvement plans.
- To ensure that H3 Federation policy and practice reflects a commitment to equal opportunities and inclusion.
- To ensure that procedures for safeguarding children are in place and followed by all staff.
- To take responsibility for own personal and professional development, and show aptitude to develop further within and beyond this role.
- To play a leading role in the Camden Special School network

## **2. Day to day management of the school**

- To deputise for the Head of School and Executive Headteacher as required.
- To manage daily staffing needs to ensure the smooth running of the school.
- To lead daily SLT briefing meetings
- To oversee delivery of daily staff briefing and debrief meetings
- To oversee the production of internal and external communications such as the staff briefing, bulletins, social media and the school website.
- To oversee arrangements for public events as required.
- To lead staff meetings as required.
- To oversee and manage staff duties.
- To support the management of student behaviour and safety at all times.
- To undertake safeguarding training to be able to support and manage those responsible for safeguarding in the absence of the Head of School.
- To support, and lead where required, the delivery of reintegration and outreach from the school as appropriate.

## **3. Learning and Teaching**

- To act as a lead professional in the classroom and online promoting the highest standards of learning, including through leadership and development of the school's Teaching and Learning framework.
- To coach and mentor staff and students to become more effective learners, teachers and leaders.
- To promote the highest standards throughout the organisation and to challenge underachievement in all its forms.
- To promote high expectations from and towards all members of the school community.
- To stretch and challenge all learners, with a focus on preparing them for transition from the school.
- To play a leading role in the observation and evaluation of the quality of teaching.

## **4. Leadership and Management**

- As a member of the school's Senior Leadership Team to contribute to building and maintaining a culture of high expectations and achievement, a place where "All Can Learn and Grow".
- To promote the school's ethos and values, maintaining a commitment to inclusive and trauma informed practice.
- To take a key strategic role with Camden LA inclusion team and SEND and AP commissioning, and fully support the work of Camden Learning.
- To advise and liaise with members of the Governing Body as appropriate and ensure that they have an accurate understanding of the impact of your work within the school.
- To provide strategic leadership and line management for Senior and Middle Leaders as required.
- To be responsible for appraisal of colleagues across the school, working with the H3 Leadership team.
- To create the conditions for direct reports (and others as appropriate) to succeed – role modelling the school's consistent, timely, robust and tailored application of all policies and procedures and holding others to account as required.
- To lead senior and middle leaders' meetings as required.
- To work with the broader community to promote the schools.
- To manage delegated budgets and produce financial management plans as appropriate.
- To have a lead responsibility for the recruitment, retention and deployment of staff.

**A Deputy Headteacher will work with the Head of School and Executive Headteacher to establish a portfolio which will vary according to service needs, and the professional development needs of the postholder. This post will be appointed to Heath School in the first instance, but the Federation reserves the right to require postholders to redeploy within the Federation within the expectations of the role, and according to service needs.**

**Specific Duties will include:**

**1. Curriculum**

- To oversee the development of a broad and rich curriculum offer, and play a leading role in writing a timetable that meets the requirements of the school development plan and enable students to transition successfully from the school.
- To lead on staff deployment.
- To oversee the day-to-day running of the school, including the calendar, term dates and directed time.
- To play a leading role in extra-curricular activities and enrichment, including opportunities arising from the school's PD and Active Learning programmes.
- To play a leading role in the development of systems for assessment, recording and reporting, including the management of data, having overall responsibility for formative and summative assessments, including formal exams.
- To take a lead role in the management of the school site in conjunction with the H3 business unit.
- To have strategic oversight of careers education, information, advice and guidance for students, and a programme of tutor time activities and assemblies which supports students in developing social, moral, spiritual and cultural understanding and experience, and which prepares them fully for life in modern Britain.
- To lead on external visits to the school e.g. Camden Professional Partner and Governor visits.

**2. Standards**

- To be responsible for the quality of provision for all students, and achievement and standards in all areas.
- To lead middle and senior leaders, and to chair meetings of both groups.
- To report to Governors on areas of responsibility as required.
- To lead on school self-evaluation and quality assurance.
- To lead on appraisal for teaching and support staff.
- To play a leading role in the school's literacy strategy.
- To lead strategies for intervention in order to close gaps between the achievement and standards of different students or groups of students, including developing strategies for maximising the impact of the Pupil Premium and other funding streams.
- To play a leading role in budget monitoring and quality assurance of expenditure.
- To line manage whole school teams as required.
- To act as the school's strategic lead for data.
- To ensure that targets set for students and staff are challenging.
- To lead the school's response to external quality assurance and accountability.

**3. Inclusion, Behaviour and Safety**

- To work with other leaders to ensure that the safeguarding team and the whole staff receive all required training, guidance and information to secure wellbeing for all.
- To lead on the development, implementation and ongoing use of the School's Behaviour Policy, ensuring that these documents are at the heart of the school's ethos and strategies for student personal development.
- To lead on the development of trauma informed practice.

- To quality assure the work of the lead teacher for LAC – taking this role personally if required - and be a key professional for external agencies including Camden Early Help, Social Services, CAMHS and MHST.
- To lead on inclusion practice across the school.
- To develop a strategic approach to ensuring outstanding behaviour, welfare and safety across the school.
- To be responsible for standards of behaviour, including working with other leaders to establish systems, policies and procedures for supporting students to behave in a way that is appropriate and prepares them for successful transition from the school.
- To be responsible for whole school attendance – working with other leaders on this area - including task managing the attendance team, reducing any school absence, and reporting to Governors as required.
- To oversee procedures around suspensions, exclusions, managed moves and reintegration into mainstream schools.
- To have strategic oversight of the Camden Pathways Programme.
- To manage school admissions and the FAP process.
- To oversee inclusion, liaising with relevant agencies to access support.
- To work with relevant colleagues to support the inclusion of all learners.

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**In addition to the above, specific responsibilities, the post holder will carry out any other reasonable duties relevant to the role as directed by the Head of School/Executive Headteacher.**

**This Job Description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.**

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### **EQUAL OPPORTUNITIES STATEMENT**

Adhere to the Council's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

### **COMMENSURATE STATEMENT**

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

### **CHILD PROTECTION**

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.

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Signed \_\_\_\_\_ Date \_\_\_\_\_  
Postholder

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Headteacher

## Heath School, H3 Federation

### Person Specification

#### Deputy Headteacher

Education, Qualifications & Experience	<ol style="list-style-type: none"> <li>1. Graduate with qualified teacher status.</li> <li>2. Range of senior leadership experience.</li> <li>3. Recent appropriate Continuous Professional Development as senior leader.</li> <li>4. Record of impact in role as senior leader.</li> <li>5. Experience of closely monitoring and raising achievement.</li> <li>6. Experience of leading a team.</li> </ol>
Knowledge, Skills & Understanding	<ol style="list-style-type: none"> <li>1. Has the knowledge and understanding of current and national issues in relation to student development, progress and raising attainment, including the National Curriculum, accountability measures, Ofsted frameworks and 2015 SEN Framework and Code of Practice.</li> <li>2. Good knowledge of strategies for inclusion, including multi-agency work and working with families.</li> <li>3. Knowledge of tracking and target setting to raise attainment at student, cohort and whole-school level.</li> <li>4. Ability to analyse data, present findings and implement improvements.</li> <li>5. Ability to communicate effectively, both orally and in writing with a range of audiences.</li> <li>6. Ability to make sound and informed judgements on the quality of teaching &amp; learning observed, giving quality feedback using a coaching model.</li> <li>7. Proven administrative and organisational skills.</li> <li>8. Proven ability to motivate and inspire students and colleagues.</li> <li>9. Experience in helping young people to overcome the personal, motivational, and academic challenges involved in school life.</li> </ol>

Professional Expertise	<ol style="list-style-type: none"> <li>1. Outstanding classroom practitioner.</li> <li>2. Experience of school self-evaluation and development planning procedures.</li> </ol>
Monitoring, Evaluation & Review and Accountability	<ol style="list-style-type: none"> <li>1. Has the skills and aptitude to lead and manage middle leaders and to be accountable for student outcomes.</li> <li>2. Ability to monitor performance (student, curricular, faculty, pastoral).</li> <li>3. Is able to evaluate and review progress and evaluate and implement change as necessary.</li> </ol>
Other Professional Requirements	<ol style="list-style-type: none"> <li>1. A willingness to initiate and participate in both cross curricular and extra-curricular activities.</li> <li>2. Has the ability to work with parents, external agencies and the wider community.</li> <li>3. Determination to promote a culture that celebrates success.</li> <li>4. Ability to lead by example, setting high standards of punctuality, dress and conduct.</li> <li>5. Clarity of thought and vision with proven ability to finish a task.</li> <li>6. Positive, team-based approach to school improvement, with a 'can-do' attitude to improve outcomes at the school.</li> <li>7. Desire and aptitude to develop professionally beyond this post.</li> </ol>