



Mill Hill County High School



Deputy Headteacher Staff Development & Wellbeing

Candidate Information Pack



Mill Hill County High School

Letter from Andy Stainton, Headteacher

Dear Colleague,

Thank you for your interest in joining our community as Deputy Headteacher.

I know it is important to make the right decision as you step up in senior leadership – it has to feel the right place for your continued professional development and you have to feel you can make a difference. I can assure you of both at Mill Hill County High School.

I took up my post as headteacher in September 2019 and I can honestly say it is a fantastic community to be part of:

- Our staff are exceedingly positive and you will experience a family of support, and a team ready and willing to work with you from day 1.
- Our students are exceptional ambassadors, keen to learn and lead, responding positively to our high behaviour expectations.
- Our governors are fully committed to the development of the school and give generously of their time to support the senior leadership team.

We are committed to supporting staff wellbeing in a variety of ways and the good working relationships within the staff body, and between staff and students, is why many colleagues have chosen to stay with us for the long term. We are also strong at supporting staff career development and colleagues are successful in securing promotions at all levels. We now want to build from this strong foundation.

Although we achieve excellent results year on year and are heavily over-subscribed, we are not complacent. We know there is always more to do. As a member of our senior leadership team, I will expect you contribute to all strategic decisions, whatever your own strategic responsibilities will be – after all more voices are better than one to form a strategy that will have real impact. I encourage a collegial approach to strategic development and will expect you to be flexible in the way you work so that we create an agile team ready to address any challenges that may lay ahead, especially in the current climate.

The Staff Development & Wellbeing post will strategically lead on: recruitment & retention, career development & appraisal for teaching and support staff, staff wellbeing and workload, broadening networks, CPD and training, development of Early Careers Framework and Initial Teacher Training provision through liaison with the new Teaching School Hubs, developing an action research & coaching culture as a centre of career excellence. This outline is not exhaustive and may change to meet the demands of the organisation.

If you wish to visit the school, we can arrange this for the week beginning Monday 8th March 2021, subject to interest and whilst working within our COVID Risk Assessment Guidance. Needless to say, the health & safety of everyone is paramount at this time, so we thank you for your understanding if we are unable to fulfil this due to changes in guidance. You can register for a visit by contacting my PA Amanda Leonard leonarda@mhchs.org.uk Tel: 020 8238 8184. Alternatively, you can arrange a pre-application telephone conversation with me, contacting Amanda as above.

Mill Hill County High School is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

If you feel that Mill Hill County High School is the right environment for the next step of your career, then we would be delighted to receive your application.

Kind regards,

Andy Stainton
Headteacher



Mill Hill County High School

Title of Post: **DEPUTY HEADTEACHER – STAFF DEVELOPMENT & WELLBEING**

Salary: L21-25 (Outer London) £72,383 - £79,489

Commencement: September 2021 or earlier

Contract: Full time – Permanent

Overall Purpose: To support the strategic leadership of the school by providing effective leadership and management of school strategy, specifically staff development & wellbeing. In addition, to lead on specific strands of the School Improvement Plan.

Responsibilities: The specific duties of the Deputy Headteacher are reviewed on a regular basis and will change as the aims and objectives of the school change. Responsibilities may be rotated through the team as and when the Headteacher deems it appropriate. The priority initially will be leading on Staff Development & Wellbeing

Responsible for: Line management of specific middle leaders, pastoral and academic.

Reporting to: Headteacher

KNOWLEDGE & SKILLS:

Shaping the Future

- Awareness of local, national, and global trends, as well as research and inspection evidence, to inform policies, practices and expectations
- Helping to build, communicate and implement a shared vision; actively promoting the school ethos.
- Contribution to strategic planning process
- School self-evaluation
- Awareness of new technologies, their use and impact
- Helping to lead change
- Creative and innovative skills
- Develop and implement policies and practices which reflect our school's commitment to high achievement, effective teaching and learning, strong behaviour management and investment in staff
- Commitment to collaboration & wider networking, modelling effective professional practice & inspiring others
- A commitment to inclusion
- Monitor the progress made in achieving our strategic goals and intervene appropriately
- Awareness of financial planning
- Change management
- Develop effective links with the local community, including business and industry

Leading Teaching and Learning

- Strategies for raising achievement and achieving excellence
- Use of new and emerging technologies to support teaching and learning
- Principles of effective teaching and learning for engagement
- Strategies for developing effective teachers and support staff
- Curriculum design and management
- Data collection tools and analysis, assessment & reporting
- Strategies for reducing variability
- Development of students' literacy, numeracy and IT skills
- Differentiation & personalised learning
- Set expectations and targets for staff and students in relation to standards of student achievement and the quality of teaching
- Work with staff to establish a partnership with parents to involve them in their child's learning of the subject, as well as providing information about curriculum, attainment, progress and targets



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Leading Behaviour and Inclusion

- Promoting a positive behaviour culture
- Removing barriers to engagement with and access to learning
- Impact of behaviour/attendance on learning and educational progress
- Awareness of effective alternatives to exclusion
- Awareness of the need to support the family as well as the child to improve behaviour
- Clear rewards and sanctions systems, understood and applied fairly by all
- Up-to-date awareness of safeguarding, child protection and safer recruitment
- Work with the SENCO and external providers to support education, health and care plans to support their academic and pastoral progress

Developing Self and Working with Others

- Establish clear expectations and constructive working relationships among staff through distributed leadership, empowering others
- Performance Appraisal: supporting their development and holding people to account
- Contribute to the day to day management of the school
- Support staff career development and wellbeing
- Contribute to staff training and CPD at different stages of career development
- Communicate effectively
- Aware of your own strengths and development needs as a reflective practitioner
- Enthusiastic and engaging
- Empowers others through strong emotional intelligence
- Commitment to a coaching culture
- An appreciation for consultation to develop strategy
- Empowering student leadership
- Engaging with families and external agencies

Efficient and Effective Deployment of Staff and Resources

- Manage any delegated budgets effectively and contribute to whole school budget monitoring
- Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school
- Make sure that there is a safe working and learning environment in which risks are properly assessed
- Develop a comprehensive recruitment and retention strategy
- Engage with the wider sector to support the delivery of Initial Teacher Training and the successful implementation of the Early Career Framework
- Develop a comprehensive training programme for teacher and support staff at different stages of their careers
- Play a leading role in the school marketing strategy

Safeguarding

- The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making an appointment to this post
- We expect all postholders to undertake annual safeguarding and child protection training including familiarisation with national policy updates to Keeping Children Safe in Education

Additional Information

The responsibilities and tasks as set out above are not intended to be exhaustive. The post holder is expected to carry out such other related duties commensurate with the post grade that may reasonably be assigned by the Headteacher. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. The review will be carried out in consultation with the post-holder before any changes are implemented.



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PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualification & Training	<ul style="list-style-type: none"> • Qualified to at least degree level • Qualified Teacher Status • Permitted to work in the UK 	<ul style="list-style-type: none"> • Evidence of further education and training
Experience	<ul style="list-style-type: none"> • Recent experience as a successful senior leader or an exceptional middle leader with whole school experience • Breadth of experience in leading staff development & wellbeing • Proven track record of excellent teaching & behaviour management • Proven track record of sustained strategic impact at middle leadership level and above • Self-evaluation and improvement planning for measurable impact and/or change 	<ul style="list-style-type: none"> • Evidence of working with and building networks to support professional development of all staff • Coaching qualification or commitment to attain this
Shaping the Future	<ul style="list-style-type: none"> • A clear vision of how to achieve educational excellence through a well-trained and supported staff body • Outstanding written and verbal communication skills to a variety of audiences • Commitment to the school vision: Aiming Higher, Promoting Harmony, Achieving Excellence • Experience of quality assurance and holding people to account • Good knowledge of national policy developments in education, specifically related to career development • Experience of promoting a school ethos through assemblies and form time learning • Ambition to develop MHCHS as a centre of excellence for staff development and wellbeing 	<ul style="list-style-type: none"> • Involvement in professional networks to keep abreast of Teaching School Hub development and the implications for Mill Hill County High School • Experience of working effectively with governors
Teaching & Learning	<ul style="list-style-type: none"> • An excellent teacher who achieves strong outcomes • A strong understanding of effective teaching and learning strategies and the development of effective teaching teams • Impactful tracking and monitoring of identified groups • Leading intervention programmes that have had sustained impact on improving teaching • Experience in observing lessons and providing developmental feedback 	
Behaviour & Inclusion	<ul style="list-style-type: none"> • Strategies to develop behaviour management effectively • Understanding of safeguarding & its importance for staff • Awareness of engagement with behaviour support, SEND and Pupil Premium expert practitioners and networks 	<ul style="list-style-type: none"> •
Developing Self and Working with Others	<ul style="list-style-type: none"> • Ability to lead and inspire others • Committed to hard work whilst mindful of wellbeing of self and others • Tenacious in exploring all options to support and develop staff • Resilient, able to see projects through to completion • Ability to respond effectively to stakeholder demands • Ability to meet deadlines and manage workload • Commitment to coaching and collaboration – contributing to & leading teams • Experience of delivering staff training • Commitment to life-long learning and action research • Values equality and diversity and the unique contribution that every individual makes to the learning community • Leadership of performance appraisal and team development 	
Deployment of staff and resources	<ul style="list-style-type: none"> • Experience as a budget holder • Experience of safe recruitment and deployment of staff • A vision for marketing the school as a centre of career excellence 	<ul style="list-style-type: none"> • Safer Recruitment training

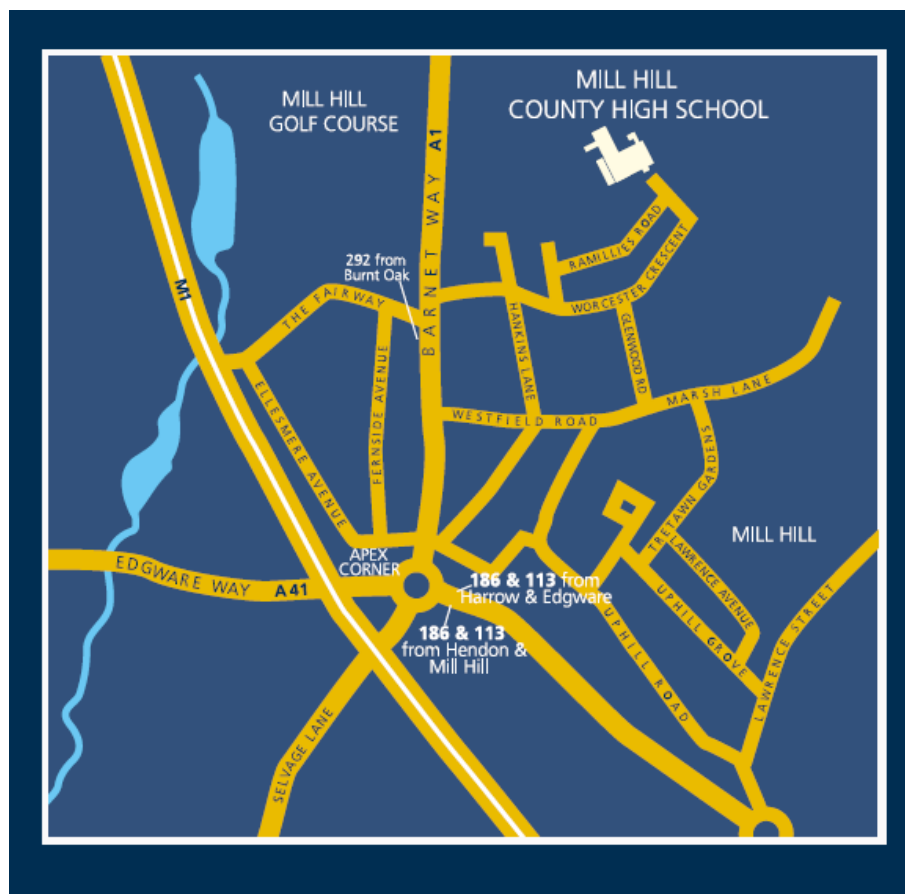


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TIMELINE OF EVENTS FOR THIS POST

- Tours – week beginning Monday 8th March 2021
- Deadline – Monday 15th March 2021 by 10:00am
- Candidates notified of shortlist – Friday 19th March 2021
- Longlist Interviews – Tuesday 23rd March 2021
- Shortlist Final Interview – Wednesday 24th March 2021

HOW TO FIND US



Mill Hill County High School
Worcester Crescent
Mill Hill
London
NW7 4LL