

Manor Park Primary School



Deputy Headteacher



Candidate Information

Lead - Inspire - Excel



About the role

We are looking for an inspirational and outstanding leader, with the experience and ability to support, guide and challenge our teachers and pupils. Key tasks will be:

Throughout each year group and across the curriculum, ensure that pupils make substantial and sustained progress, considering their different starting points by:

- Securing our exceptional curriculum intent and implementation, so that they are embedded consistently across the school.
- Guaranteeing all pupils consistently achieve highly, with any gaps in learning, following school closure, being rapidly eliminated. The most disadvantaged and SEND achieve exceptionally well.
- Ensuring all staff engage with innovative, personalised continuing professional development opportunities to securely deliver the school's exceptional curriculum intent

Uphold outstanding behaviour and attitudes, through an ethos of respect and care for each other and our wider community by:

- Empowering the whole school community to develop the tools to confidently adapt to changes in school life and thrive.
- Developing children as key ambassadors, promoting the wellbeing and success of all young people within our school.

Going beyond the expected to promote the exceptional personal development of all pupils by:

- Strengthening the school's rich curriculum offer, through enhancing it with our bespoke Manor Park University and extensive, tailor-made extra-curricular clubs.
- Promoting global awareness and encouraging pupils to think of themselves as changemakers: children confidently and passionately seek to make a positive difference within school, their wider community and on the global stage, in an effort to make the world a better place.

Continue to fully distribute outstanding leadership at all levels to ensure provision has a positive impact on all pupils by:

- Embedding our new governor structure to ensure highly effective and meaningful engagement with all staff, so that their performance is exceptional.
- Ensuring that staff consistently report high levels of support for their well-being, particularly relating to workload.
- Developing ambitious, highly motivated and skilled subject leaders and ambassadors who are prepared to take risks, empower others and secure excellence in the teaching of all subjects.



“Leaders, staff and governors place clear emphasis on nurturing pupils’ wider personal development as well as their academic well-being. The school’s mantra of “SOAR to success” is prominent, not just visually but also in the way it underpins everyone’s work.”

OFSTED - April 2017

“Pupils say they thoroughly enjoy coming to school because they feel it is a happy and exciting place to be. They take great pride in the school. Pupils enjoy lessons and say that teachers really help and support them in their learning. They work diligently to present their work carefully and meet teachers’ expectations. The atmosphere across the school both in lessons and on the playground is calm. Pupils are courteous and respectful to each other, visitors and staff. They particularly enjoy the opportunities they are given to take responsibility within the school, including fundraising and being a representative of the school’s council. The ‘job centre’, which encourages pupils to make an application for positions of responsibility, is seen as a fair way of gaining responsibility and older pupils say that it prepares them for the future.” - **Ofsted April 2017**

JOB DESCRIPTION

Domain 1 : Qualities and Knowledge

- To hold and articulate clear values and moral purpose focused on providing an outstanding education for the pupils at Manor Park.
- To communicate compellingly the school's vision, actively extending a school culture that takes account of the richness and diversity within the local community and promoting the school as a centre of excellence for education and families.
- To demonstrate optimistic personal behaviour, positive relationships and attitudes towards the pupils, staff, parents, governors and members of the local community at Manor Park.
- To drive the strategic leadership of the school and lead by example with integrity, creativity, resilience and clarity, drawing on your own scholarship, expertise and skills and of those around you, empowering all pupils and staff to excel.
- To sustain wide current knowledge and understanding of education and school systems locally, nationally and globally and pursue continuous professional development.
- To work with political and financial astuteness centred on the school's vision, translating local and national policy into the schools context.

Domain 2 : Pupils and Staff

- To demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff, for the impact of their work on pupil's outcomes.
- To secure outstanding teaching, through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupil's well-being.
- To develop a culture of 'open classrooms' and an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, as a basis for sharing best practice within and between schools.
- To provide opportunities for the development of all staff, by engaging in collaborative initiatives, facilitating and training staff, leading innovation and supporting both formal and informal CPD.
- To ensure that parents, carers and pupils are well informed about and understand the school's direction, priorities, curriculum, attainment and progress.
- To provide excellent extended provision and facilitate successful pupil transition to secondary school.

Domain 3 : Systems and Process

- To ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose.
- To provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- To support rigorous systems for managing the performance of all staff, addressing any under-performance, valuing excellent practice and developing staff through individual professional development plans.
- To be a full member of the Governing Body, attend all Governing Body meetings and actively support strong governance to enable it to deliver its functions effectively.
- To assist the Headteacher in the overall running of the school and to take charge in the absence of the Headteacher in all aspects of management, control and discipline relating to the school.
- To attend all school events including PTA, evening curriculum and parent events.
- To support the distribution of leadership throughout the school, forging teams of colleagues who have clear responsibilities and accountabilities and hold each other to account for their decision making.
- To participate in the cross-phase teaching programme (0.2 minimum) of the school and through this role undertake monitoring of the effectiveness of curriculum delivery.
- To represent the headteacher when necessary, undertake lunchtime duties and lead assemblies within a rota with the members of the Senior Leadership Team.

Domain 4 : The Self-Improving School System

- To support the Headteacher in creating an outward-facing school, seeking out, creating and maintaining effective partnerships with other schools, professionals, organisations and the Local Authority in a climate of mutual challenge to champion best practice.
- To present a coherent and accurate account of the school's performance to a range of audiences including governors, the Local Authority, parents and carers.
- To combine the outcomes of regular school self-evaluation with external evaluations in order to develop the school.
- To develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
- To shape the current and future quality of the teaching in school through securing and delivering high quality initial teacher training and sustained professional development for all staff.
- To support the Headteacher in modelling innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- To inspire and influence others within and beyond the school to believe in the fundamental importance of education in young people's lives and to promote the value of education.

PERSON SPECIFICATION

Qualifications/Experience	Desirable	Essential
Qualified Teacher Status		✓
Evidence of being an outstanding classroom teacher		✓
Substantial relevant and recent experience of whole school leadership		✓
Evidence of personal professional development over the previous five years		✓
NPQH or commitment to completing NPQH or equivalent	✓	

Providing Vision and Strategic Direction	Desirable	Essential
Experience of school self-evaluation and performance management processes to lead school improvement		✓
A clear understanding of strategic planning		✓
A commitment to developing an effective team culture that enables pupils and staff to excel		✓
A clear knowledge of the Ofsted framework and commitment to sufficiently prepare for an inspection		✓

Leadership	Desirable	Essential
Ability to lead by example, inspiring staff and pupils to generate high standards of work		✓
Ability to manage change successfully to improve standards		✓
Ability to delegate appropriately to ensure successful implementation of the school improvement plan		✓
Experience of analysing data and using this analysis to inform planning and practice		✓
Ability to demonstrate a commitment to developing others		✓

Learning and Teaching	Desirable	Essential
Demonstrates effective use of both innovative and traditional approaches to teaching and learning		✓
Demonstrates a clear understanding of high quality teaching and learning and the ability to offer constructive guidance		✓
Demonstrates a proven success in raising standards		✓
Shows understanding of, and commitment to, inclusive education		✓
Demonstrates a clear understanding of what constitutes a broad and balanced curriculum that meets statutory requirements and which is sufficiently well differentiated and resourced to meet the needs of all pupils		✓
Demonstrates an interest in a commitment to use of education research, identifying new evidence based initiatives to enhance pupil outcomes	✓	

Additional Skills and Abilities	Desirable	Essential
The ability to relate positively to the headteacher, pupils, colleagues, parents, governors and others who contribute to the work of the school		✓
The communication skills needed to provide clear and accurate information and well-informed advice		✓
The ability to organise and manage work effectively i.e. being able to prioritise and organise tasks, make decisions, support and delegate when appropriate		✓
To have high expectations of pupils' learning, attainment and behaviour and of one's own professional abilities and those of colleagues		✓

Stakeholder Engagement	Desirable	Essential
The ability to communicate and network with other stakeholders for the benefit of the whole school		✓
A record of supporting extracurricular activity and placing the school at the heart of the community		✓

In your application in no more than one side of A4 for each minimum font size Arial 11, please state how you meet all aspects of the personal specification and state how you will address each of the four key domains of the job description with examples from your own experiences where appropriate.