



Appointment Of Deputy Headteacher (Academic) For September 2019



St. Olave's and St. Saviour's Schools Foundation

Goddington Lane
Orpington
Kent BR6 9SH
Tel: 01689 820101

office@saintolaves.net www.saintolaves.net

Deputy Headteacher - St. Olave's Grammar School, Orpington

Job Description

Following changes to the SLT structure at the beginning of this academic year, an exciting opportunity has arisen for an ambitious, dynamic and highly capable person to apply for the position of Deputy Headteacher to join the recently appointed Headteacher in our thriving, multi-cultural school.

The Deputy Headteacher has overall responsibility for the academic life of St. Olave's Grammar School. This post would suit someone with experience of being a member of a Senior Leadership Team, an Assistant Headteacher, or a Deputy Headteacher looking to further their areas of responsibility. It is likely the successful candidate would be looking to move to Headship, after a suitable period, in the future.

The current structure of the Senior Leadership Team comprises:

- Headteacher
- Acting Deputy Headteacher (Director of Sixth Form)
- Assistant Headteacher (Pastoral: Years 7 -11)
- Assistant Headteacher (Timetable)
- Acting Assistant Headteacher (Teaching and Learning)
- School Business Manager

Accountability

The Deputy Headteacher is accountable to the Headteacher of St. Olave's Grammar School. He/she is responsible for carrying out their duties in accordance with and subject to:

- the provisions of all applicable legislation and any orders and regulations having effect under the applicable legislation, and in particular the Education Act 1996(17);
- the Instrument and Articles of Government of the school;
- The provisions of the funding agreement between the school and the EFA;
- any rules, regulations or policies made either by the Governing Body on matters for which it is responsible or the funding agency with respect to matters for which the Governing Body is not responsible.

The Deputy Headteacher should ensure that their actions:

- are focussed on learning;
- demonstrate high quality leadership;
- reflect the highest possible professional standards;
- consistently model the values, vision and ethos of the school;
- promote an open, fair and equitable culture where individuals from all faiths, or none, are able to express their views secure in the knowledge that their opinions are valued and respected.

Main Responsibilities

The Deputy Headteacher will be required to undertake any professional duties reasonably delegated to them by the Headteacher, including deputising for the Headteacher in his absence. He/she will play a major role in school leadership under the overall direction of the Headteacher, supporting and working closely with him in the following areas:

1. Specific responsibilities

- The structure, content and delivery of the curriculum, keeping abreast of national developments and requirements and ensure teaching colleagues have an awareness of developments through INSET and CPD.
- Promote the highest standards of teaching and learning, including establishing an educational culture of 'open classrooms' through 'Learning Walks' and 'Drop-ins'.
- Lead and manage academic faculties.
- Encourage the use of IT to enhance learning and create a whole school ICT strategy.
- Play a leading role in quality assurance and school self-evaluation, including preparation for OFSTED and SIAMS Inspections, using evidence and performance data, to support, monitor and improve aspects of school life, including challenging poor performance.
- Be responsible for the IPM Scheme, including reporting deadlines.
- Oversee the management of teaching staff appraisals, capability and disciplinary proceedings as required.
- Oversee Departmental Development Plans and the School Development Plan, and linking these plans to the overall School Budgets.
- Assist with the recruitment of staff and the support and induction of new staff.
- Act as a mentor and outstanding role model for colleagues.
- Collaborate with the Parents' Association as SLT link.
- Oversee the production of the Summatim – the School's termly publication.
- Supervise key events as agreed with the Headteacher.
- Support colleagues, meeting parents and engaging with pupils at the various Saturday activities, for example rugby fixtures.
- Undertake a range of specific responsibilities to be agreed in consultation with the Headteacher and SLT, and which may change and evolve from year to year.
- Teach an appropriate timetable.

2. Shaping the Future

- Create a shared vision within the context of a top performing Grammar School.
- Support the mission statement focusing on scholarship, high aspirations and excellence, alongside diverse cultural opportunities and a strong set of values.
- Articulate and model the core educational values and moral purpose of the school.
- Develop a strategic plan to sustain improvement.
- Inspire, challenge and empower colleagues and to carry the vision forward.
- Consult on, formulate and review policies and lead on their implementation to support the school vision, including ensuring policies are reviewed at the correct time and through the relevant Governing Body Committee.
- Set ambitious targets, aims and objectives, and monitor progress towards them.
- Think creatively to anticipate and solve problems.

- Lead on change and innovation, including the use of appropriate new technologies, with clear planning and project management for implementing change.

3. Managing the Organisation

- Provide effective organisation and day-to-day management, seeking improvements based on good evaluation and wider knowledge of alternative structures.
- Deploy and manage resources to provide an outstanding learning environment.
- Promote autonomy through distributed leadership and management.
- Develop and monitor peoples' roles to build capacity and achieve best value.
- Ensure that staff are treated equitably and sensitively to promote personal well-being, motivation and effective working relationships.
- Ensure that decision-making is informed and based on sound analysis and priorities.
- Sustain a safe, secure and healthy school environment.
- Ensure compliance with legal issues relating to safety, security, access, use of school facilities, Equal Opportunities, Race Relations, Disability, Human Rights and Employment legislation.
- Collaborate effectively with other organisations.

4. Personnel and communications

- Build a professional learning community where colleagues feel valued and supported.
- Challenge and motivate others to attain high goals, empowering individuals and shared leadership.
- Foster an open, fair, equitable culture and manage conflict.
- Collaborate and network with others within and beyond the school.
- Sustain the excellent public image and reputation of the school.
- Consult and communicate with the Governing Body, staff, pupils, parents and carers.
- Work closely with and support parent groups and others who are working to generate additional income.
- Promote good models of school, home, community and business partnerships, building on the work of other agencies to support wider opportunities for children's learning.
- Engage in dialogue; listen to, reflect and act on community feedback.
- Attend all major school events, functions and Governors Meetings.

5. Securing Accountability

- Be accountable to pupils, parents, carers, governors and the LA for the success and celebration of the school's performance.
- Demonstrate political insight and be aware of statutory educational frameworks, obligations and trends.
- Promote the school's values so that the moral, social, emotional and cultural development of all its pupils enables them to play their part in establishing a fair and equitable society.

6. Finance

- Work closely with the Headteacher, Business Manager and Governors on good financial management.
- Ensure sound strategic financial planning and budgetary management.

- Ensure optimum operation within the school's financial resources and limitations.
- Monitor expenditure carefully.
- Seek innovative ways to generate income.

7. Leadership in a Church School

- Provide professional leadership and management for the school within a strong Christian ethos.
- Promote an organisational structure which reflects the school's values, trust deed and mission.
- Promote a vision of a Church school, witnessing to its Christian values in its local community.
- Work within the school and Church communities to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- Demonstrate the vision and Christian values in everyday work and practice.
- Ensure a range of Church and community-based learning experiences.
- Seek opportunities to invite parents/carers, members of the Church family, community, business or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contribute to the development of the education system by, for example, sharing effective practice with schools in the Diocesan family, working in partnership with others to promote innovative initiatives.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Headteacher will carry out. The successful candidate would be expected, and actively encouraged, to look critically at all areas of the job and bring their own experience, ideas and expertise to the role.



Person Specification

Qualifications and experience	Essential/Desirable	How identified <i>A application</i> <i>C certificates</i> <i>I interview</i> <i>R reference</i>
Graduate with Qualified Teacher Status.	Essential	A,C
NPQSL or NPQH.	Desirable	A,C
Post graduate qualification.	Desirable	A,C
Evidence of preparation for leadership through Continuous Professional Development.	Essential	A, R
Significant experience in secondary school(s) as a member of a senior leadership team, an Assistant Headteacher or Deputy Headteacher.	Essential	A, R
Ambition to move onto Headship in three to five years.	Desirable	A,I
Experience of having secured outstanding and sustained student progress through their own teaching or leadership.	Essential	A, R, I
Willingness to be involved in the co-curricular life of the School.	Essential	A, R, I
Previous experience or evidence of a comprehensive understanding of education in a culturally diverse setting.	Essential	A, I
Personal experience of: <ul style="list-style-type: none"> • Motivating, inspiring and leading staff. • Safeguarding and promoting the welfare and wellbeing of all pupils. • Strategic development planning and self-evaluation. • Raising standards in learning and teaching and improving outcomes. • Developing effective teams. • Managing a demanding workload, whilst remaining professional and calm under pressure. 	Essential	A,R,I

Personal experience of developing effective and sustainable relationships and securing respect and credibility when working with the school and wider community and other external partners and organisations.	Essential	A,R,I
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Personal Qualities	
<ul style="list-style-type: none"> • Strong presence around school. • Motivated to work on behalf of others. • Takes pleasure in being part of a team. • Willing to lead and take difficult decisions. • A good listener. • Resilient with a good sense of humour. • Excellent organisation skills with a sense of when to delegate and when to muck in. • Able to multi-task and get the job done. • Emotionally intelligent across a broad community. • Optimistic and realistic. • Strong personal values of integrity, honesty, understanding and forgiveness. 	I



Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people.

Application Procedure

Further information on St. Olave's Grammar School can be found via the School's website: www.saintolaves.net

Candidates wishing to find out more about the post, the school and the area are invited to talk informally to the Headteacher; a mutually convenient time can be arranged by calling 01689 820101 or emailing ttaylor@saintolaves.net.

Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential.

The **closing date** for applications: **9.00 a.m. Monday 21 January**

Receipt of application will be acknowledged by e-mail

First Stage interviews will take place on **Thursday 24 January**

Second Stage Interviews will take place on **Friday 25 January**



Appointment Process

Applications will be short listed for interview. If you are successful, you will receive either a telephone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are selected.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

Pre-Employment Checks

The successful applicant will be required to:

- Provide details of two referees who know you in a professional capacity, one of whom should be your current Headteacher or employer. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK.
- Undertake an Enhanced DBS check, and receive appropriate clearance.
- Complete a Medical Declaration of fitness to undertake the duties of the role.

