



DEPUTY HEADTEACHER RECRUITMENT PACK

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Dear Colleague,

Deputy Headteacher

Thank you for your interest in the above post. The position has arisen as a result of the expansion of the current senior team.

Oakwood Park Grammar School is a Boys' Selective Grammar School which is co-educational in the 6th Form; we have 72 girls in a 6th Form of 280. The NOR of the school is currently 1080. Entry at Year 7 is by the Kent Tests; competitive entry exams in Maths, English and Verbal Reasoning. This means that we are educating pupils in the top 25% ability range in the county.

The school was last inspected in February 2019. We were graded "Good" overall with outstanding grades for Behaviour and Welfare and for our 6th Form Provision.

In 2015 the school successfully bid for capital funding and was awarded £3.4 million which enabled us to build a brand new teaching block (The Centenary Building) which houses the Mathematics, Modern Foreign Languages and Social Sciences Departments and also houses an area for 6th Form study.

There is a wealth of extra-curricular opportunities with a strong sporting tradition (football, rugby and cricket), Drama (an annual production), Music (regular concerts) and high standards in Art, Graphics and Design Technology with students' work readily on display for all to see. We also have a successful Duke of Edinburgh programme with on average 60-70 students in Year 11 completing their Bronze award and an increasing number achieving Silver in the 6th Form.

The curriculum is a traditional grammar school one. The EBACC is compulsory at Key Stage 4, which has recently returned to a two-year programme of study. The creative subjects are, however, well represented (by Art, Music, Drama, PE and DT) with Psychology and Media Studies also available. All pupils take a full course in Religious Studies, something we are very proud of.

In the 6th Form, typically all students take three A Levels, though a number who choose to study Further Mathematics may take four. The Extended Project qualification is also available and 60-70 students successfully complete this each year with outstanding results. We are very proud of our 6th Form. Our students are delightful, mature and thoughtful young people who make a substantial contribution to the school and local community through charitable fundraising and volunteering.

The vast majority of our 6th formers proceed to university. Typically, every year well over half go to Russell Group or Times Top 20 universities. Last year we had two successful Oxbridge applications; the year before this there were three.

So, there is much here to commend us. However, there is much to do. We are determined to improve our performance at GCSE with a relentless focus on improving the percentage of top grades (9-7).

What then are we looking for? You will be a highly motivated, dedicated individual with a huge capacity for hard work. You will need to think on your feet, be flexible and adaptable and have excellent interpersonal skills. Above all, you must be committed to improving the lives of young people. My mantra can be summed up thus:

"Leadership is not a position or title; it is action and example".

I have been a Headteacher now for nearly fourteen years. My mission is to prepare the next generation of future headteachers. It is therefore vital that you have the desire for headship. Yes, it can be a daunting, challenging job but it is possible!

You will of course be supported as you start Deputy Headship from both myself and my other two deputies, Anne Lewell and Judith Bevan. We are approachable, realistic and value honesty and plain speaking. Above all, it will be fun!

This information pack should contain all the information you need but if there is anything else you require, please do not hesitate to contact my PA, Ms Theresa Williamson.

With best wishes and good luck!

A handwritten signature in black ink, appearing to read 'K.W. Moody', written in a cursive style.

K.W. Moody
Headteacher



PERSON SPECIFICATION

Deputy Headteacher (Essential Qualifications, Experience, Skills and Qualities)

Qualifications

- Good honours degree
- Qualified Teacher Status
- Evidence of Continued Professional Development

Experience

- Success in a senior or significant middle leadership role in a school
- Proven record of raising attainment
- Recognition as an outstanding classroom practitioner
- Experience in working in more than one school

Professional Skills and Qualities

- Ability to analyse and to plan strategically
- Capacity to develop and motivate students and staff, providing the right levels of challenge and support
- Ability to lead, develop and work within teams
- Effective time management
- Ability to work under pressure, with humour and a sense of perspective
- Administrative efficiency
- A high level of communication skills
- Sound understanding of safeguarding
- Capacity to work successfully with a variety of stakeholders (Parents, Governors, Community)
- Readiness to act as an ambassador for the school
- Up-to-date awareness of national educational developments
- A clear understanding of recent developments in teaching and learning
- Potential for promotion to Headship within 5 years

Personal Qualities

- Courage
- Creativity
- Determination
- Diplomacy and tact
- Discretion
- Fair-mindedness
- Flexibility
- Pragmatism
- Resilience
- Sensitivity



DEPUTY HEADTEACHER IN THE SENIOR LEADERSHIP TEAM

Deputy Headteacher

L24-28

1. Overview

There will be three Deputy Headteachers who, together with the Headteacher, will form the Senior Leadership Team (SLT). From time to time, associate development posts may also be included in its membership.

Deputy Headteacher 1	Quality of Education – Mrs Anne Lewell
Deputy Headteacher 2	Personal Development and Wellbeing – Ms Judith Bevan
Deputy Headteacher 3	Achievement and Aspiration - vacancy

Each Deputy will have the requisite skills to undertake any of the posts explained in the job description. There will be, from time to time, job rotation.

2. Core Purpose

- To be a member of a cohesive Senior Leadership Team, providing vision, leadership and direction to the school community.
- To deputise for the Headteacher when necessary.
- To ensure the high quality of education and its continuous improvement
- To promote and ensure the safety and welfare of all students at all times.
- To promote the welfare and wellbeing of all employees of the school.

3. Expectations

- To support, within the school and beyond, its ethos and its agreed policies.
- To accept the mantra “students first” at all times.
- To be prepared always to go the extra mile.
- To accept that leadership is “service of and for others”



ROLE DESCRIPTION

Deputy Headteacher – Progress and Achievement

Focus: **Raise Aspiration and Achievement**

Salary L24-28

Job Purpose

- To maximise the progress and achievement of all students in the school.

Reporting to

- The Headteacher
- Chair of Governors in the Headteacher's absence

Specific responsibilities

- To act as the school's Raising Standards Leader and oversee action to increase students' academic progress
- To oversee all monitoring, reporting and assessment procedures in the school, including internal and external examinations
- To manage the collection of data and its use, including data dashboards completed by Subject Leaders
- To promote the high achievement of vulnerable groups, including Pupil Premium students
- To promote the recognition and rewarding of students' efforts and achievement
- To oversee the House System, Student Voice and school assemblies
- To assure the quality of all public events
- To develop and monitor links with primary schools
- To oversee all ICT systems in the school
- To manage and monitor staff duties
- To oversee the school's approach to environmental awareness
- To line manage allocated subjects and act as an appraiser

(Other responsibilities, by agreement, may include acting as a Deputy Safeguarding Lead and supporting a committee of the Governing Body)

