



HOLTE SCHOOL

Wheeler Street, Lozells
Birmingham B19 2EP

Tel: 0121 566 4370

Fax: 0121 566 4372

Email: enquiry@holte.bham.sch.uk

*"Dedicated to
learning as the
foundation for life"*

17th November 2023

Dear Applicant,

Re: Deputy Headteacher – Teaching & Learning

Thank you for your enquiry and interest regarding the above vacant post.

The enclosed pack provides you with some information about the school, an application form, job description and person specification. A copy of the School's Child Protection policy is available on the website and applicants will be expected to have read it prior to the interview.

In all cases, a criminal record check via the Disclosure & Barring Service (DBS) is required before taking up a post in the school. The necessary evidence for verification would need to be provided when you attend for interview, including the requirement for all shortlisted candidates to complete a self-declaration of their criminal record and to undergo a general online search carried out by the school.

It is a requirement when completing the application form that you provide the names and addresses of two referees. At least one must be your current employer and contact at your last post working with children. Current or previous employers will be contacted as part of the verification process of pre-appointment checks. References must be received before an interview, which will take place before an interview panel.

The closing date for applications is **Wednesday 29th November 2023 at 10 am** and it is anticipated that interviews will take place shortly afterwards.

In the interests of the economy, no further correspondence will be sent to you unless you are invited for an interview. I, therefore, take this opportunity of thanking you for your application and the interest you have shown.

If you require more information about this post or would like to visit the school before submitting an application, please feel free to contact the HR department on 0121 566 4370 or email hr@holte.bham.sch.uk.

Yours faithfully

Miss M Collins
HR Manager

Headteacher: Mr S Adams



Outstanding
Leadership
Team Award
Winner
Holte School
TES Awards 2011



National College
for School Leadership





Deputy Headteacher – Teaching & Learning

Permanent - Full Time
L23 – L27 (£76,122 – £83,956)

Required to start Summer Term 2024 (8th April)

‘Holte School welcomes everyone. It is a calm and safe environment in which pupils learn well.
Pupils treat each other and adults with evident respect’ Ofsted October 2023

The Headteacher and Governors are seeking to appoint a dynamic and committed Deputy Headteacher with a passion for teaching and learning, and a proven track record of raising standards through working with and bringing out the best in others. The successful candidate must be an excellent practitioner, and will take the lead in ensuring the school continues to innovate in teaching and learning, facilitating high quality professional development that ensures outstanding provision for the young people we serve.

We are looking for an inspirational leader who:

- Is an established senior leader with a proven track record of creating a supportive culture that fosters quality professional development, coupled with ambition and high expectations, to continue to raise standards of teaching and learning and pupil outcomes.
- Is an outstanding classroom practitioner, bringing credibility to the position and who continually role models best practice both in and out of the classroom, inspiring both students and staff.
- Has a clear understanding of what constitutes highly effective teaching and learning, and a vision of how this can be implemented across a school, ensuring that all students receive a high-quality learning experience.
- Has high levels of emotional intelligence, enabling them to work effectively with staff at all levels, providing leadership as well as facilitating it in others.
- Forms strong relationships with all stakeholders, particularly those who are harder to reach.
- Is deeply ambitious for students, staff and the community we serve.

We offer:

- A supportive community and Governing Board
- A talented and hardworking staff team, who welcome new challenges and are committed to supporting and developing colleagues
- Enthusiastic students who are keen to learn
- Quality continuous professional development
- Opportunities to work in collaboration with partner schools, where available

Holte School is an oversubscribed, diverse, multi-racial, 11-18 community school and are one of only 8 schools across the country to be recognised as a ‘National IQM Inclusion Champion’ school. The school is on a shared site with both a primary and a special school, with plans to develop our sixth form facilities. The school's ethos emphasises high quality teaching to achieve excellence and enable our students to maximise their potential. We have the highest expectations around behaviour and standards, and this is achieved through working alongside passionate and dedicated colleagues who share this vision.

Our young people are proud of the school and their community, and have high aspirations that we see reflected in their conduct and engagement. We also actively promote staff wellbeing, supporting colleagues in what is a challenging yet rewarding profession.

Please take the time to read our latest Ofsted Inspection (October 2023) which can be found on our school website. We hope this inspires you to visit us, as it is only by stepping into our school and meeting our students and staff, that you are able to appreciate the special place we believe this school to be.

For further details and an application form, please download information from www.holte.bham.sch.uk **Vacancies** page. A completed **Teaching** application form, recruitment monitoring form and supporting statement should be returned to hr@holte.bham.sch.uk. Please arrange an appointment by contacting Cherise Hogan, HR Assistant, on 0121 566 4370.

Closing date: Wednesday 29th November 2023 at 10am

It is anticipated that interviews will take place on 6th December & 7th December 2023.

Holte School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Successful candidates will be subject to all necessary pre-employment checks in line with the KCSIE guidance, including an enhanced DBS; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work. All applicants will be required to provide two suitable references. It is a requirement for all shortlisted candidates to complete a self-declaration of their criminal record and to undergo a general online search carried out by the school.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide.

JOB TITLE: Deputy Headteacher – Teaching and Learning

SALARY SCALE: L23 – L27

1. JOB PURPOSE

- 1.1. To be responsible for leading and overseeing teaching and learning for the whole school.
- 1.2. To be responsible for ensuring that teaching and learning is of the highest standard.

2. DUTIES & RESPONSIBILITIES

General Duties

- 2.1. Work with the Headteacher and other Senior Leaders in managing the day-to-day running of the school.
- 2.2. To be an active and leading member of the Senior Leadership Team, working in collaboration with others to enable joined up thinking and decision making, that ensures a shared vision, ethos and whole school improvement agenda.
- 2.3. To represent the Headteacher at such meetings as he/she may request.
- 2.4. Work to ensure that high standards and school aims are maintained and enhanced at every opportunity by all members of the school community.
- 2.5. By serving as a member of the Senior Leadership Team the post holder is responsible for maintaining and enhancing our reputation for good discipline. He/she will encourage amongst the pupils' good behaviour, self-discipline and proper regard for authority. It is the postholder's responsibility to ensure the maintenance of good order and discipline at all times during the school day and to support colleagues in their effort to do likewise.
- 2.6. At all times helping to consult and explain decisions to all staff members and taking a major part in the staff development programme of the school.
- 2.7. Be highly visible around the school site whenever possible, supporting colleagues and maintaining standards through being a role model.
- 2.8. To contribute daily to lunchtime supervision.
- 2.9. To support staff in emergency discipline matters, taking action over off-site discipline matters as circumstances arise.
- 2.10. To deal with unexpected visitors.
- 2.11. To act for the Headteacher in the event of their absence.

Specific Duties

- 2.12. Lead on all aspects of teaching and learning.
- 2.13. Work collaboratively with the Deputy Headteacher for Curriculum, supporting the leadership of our school improvement agenda.
- 2.14. Through this collaboration, present a joined-up approach, whilst being responsible for the co-ordination of specific strategies related to raising provision and achievement through teaching and learning.
- 2.15. Chair meetings to ensure transparency and consistency of approach, when driving our school improvement agenda.

- 2.16. Oversee quality assurance and the impact of this throughout the school.
- 2.17. Develop a culture of CPD and ensure the school is at the forefront of innovative teaching.
- 2.18. Monitor the standards of teaching throughout the school, thus ensuring a variety of teaching and learning strategies - individual, group and whole school.
- 2.19. Work collaboratively with Senior Leaders to identify and action appropriate academic intervention within teaching and learning.
- 2.20. Liaise with the senior member of staff responsible for NQT induction and ITT partnerships, supporting training needs as appropriate.
- 2.21. Keep the Headteacher and Senior Leaders regularly advised on current developments in teaching and learning.
- 2.22. Identify and sustain local and national links, to support developments in our teaching and learning work.
- 2.23. Advise the Headteacher on and take a lead role in recruitment
- 2.24. Represent the Headteacher at Governor's Sub-Committee meetings.
- 2.25. Be responsible for the funding streams linked to teaching and learning, ensuring provision in line with the School Development Plan objectives.
- 2.26. Be responsible for overseeing the use of funding with regard to pupil progress and attainment.
- 2.27. Any other reasonable duties requested by the Headteacher.
- 2.28. To adhere to the ethos of the school:
 - 2.28.1. To promote the agreed vision and aims of the school.
 - 2.28.2. To set an example of personal integrity and professionalism.
 - 2.28.3. Attendance at appropriate staff meetings and parents evenings.
- 2.29. To promote and maintain an ethos of positive wellbeing within own department and across the school for staff and students and to support any whole school well-being approach.
- 2.30. Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

3. SUPERVISION RECEIVED

- 3.1. Supervising Officer's Job Title:
 - 3.1.1. Headteacher

4. LEVEL OF SUPERVISION:

- 4.1. Left to work within establishment guidelines subject to scrutiny by supervisor.
- 4.2. Plan own work to ensure the meeting of defined objectives.

5. SUPERVISION GIVEN: (excludes those who are indirectly supervised i.e. through others)

- 5.1. He/she will act as line manager to:
 - 5.1.1. All teaching and learning postholders.
 - 5.1.2. Assistant Headteacher Teaching and Learning
 - 5.1.3. Assistant Headteacher Teaching and Learning and 6th Form
 - 5.1.4. Teaching and Learning Coordinators
 - 5.1.5. Teaching and Learning Ambassadors

- 5.1.6. Pupil Premium Lead
- 5.1.7. Graduate Coaches
- 5.1.8. Teaching and Learning Administrator Post-16

6. SPECIAL CONDITIONS

- 6.1. None.

7. REVIEW AND AMENDMENT

- 7.1. This job description is normally subject to annual review. It may be amended at the request of the Headteacher or the postholder but only after full consultation with the postholder.

Job Description issued, after consultation by the Headteacher	Signature of Headteacher
Dated	
Copy received by Postholder	Signature of Postholder
Dated	

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DEPUTY HEADTEACHER – TEACHING AND LEARNING

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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	ESSENTIAL	M.O.A.
QUALIFICATIONS AND TRAINING	<p>Qualified teacher status.</p> <p>Degree or equivalent.</p> <p>Experience and/or qualifications in teaching and learning education.</p> <p>Recognised leadership/behaviour/teaching and learning qualification.</p>	<p>AF/C</p> <p>AF/C</p> <p>AF/I</p> <p>AF/I</p>
SKILLS AND ABILITIES	<p>Set high expectations which inspire, motivate and challenge pupils.</p> <p>Promote good progress and outcomes by pupils.</p> <p>Demonstrate good subject and curriculum knowledge.</p> <p>Plan and teach well-structured lessons.</p> <p>Adapt teaching to respond to the strengths and needs of all pupils.</p> <p>Make accurate and productive use of assessment.</p> <p>Manage behaviour effectively to ensure a good and safe learning environment</p> <p>Fulfil wider professional responsibilities.</p> <p>Communicate and work effectively in a multi-disciplinary school team including parents/guardians and other external agencies.</p> <p>Demonstrate and lead on outstanding classroom practice.</p> <p>Use assessment effectively to inform pupil progress and to analyse data to help the target setting process.</p> <p>Ability to use ICT/Computer Science appropriately.</p> <p>Evidence of ability to work as a team member.</p> <p>Excellent communication and interpersonal skills.</p> <p>Ability to work under pressure.</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>

	Evidence of ability to manage time.	AF/I
	The ability to converse at ease with parents/students and members of the public and provide advice in accurate spoken English is essential for the post.	AF/I
KNOWLEDGE AND EXPERIENCE	Evidence of successful experience in a senior leadership and management role.	AF/I
	Evidence of successful experience in developing initiatives and managing change.	AF/I
	Evidence of effective contribution to the School Improvement Plan.	AF/I
	Evidence of effective delegation to staff and effective follow-up to ensure tasks are completed well.	AF/I
	Use and management of effective strategies to manage pupil behaviour.	AF/I
	Ability to analyse situations, prioritise and help to implement realistic solutions.	AF/I
	Statutory requirements for teaching.	AF/I
	Relevant and successful experience in teaching.	AF/I
	Knowledge and understanding of the National Curriculum and its assessment strategies.	AF/I
	Strategies for improving and sustaining high standards in teaching, learning and achievement.	AF/I
	Ability and experience of analysing data and implementation of subsequent interventions.	AF/I
	Excellent understanding of statutory safeguarding policy and practice.	AF/I
	Knowledge of how to deal with safeguarding issues in schools.	AF/I
	Ability to establish and develop good relationships with all involved in the school and a commitment to the wider school community.	AF/I
	Commitment to one's own continuing professional development.	AF/I
	Knowledge of current Ofsted Framework.	AF/I
	Awareness of current developments in education and their implications with particular reference to teaching, learning and accountability.	AF/I
	Understanding the planning of the National Curriculum and its application in a secondary school, relating to assessment, recording and reporting.	AF/I

	Be able to demonstrate a sound awareness and understanding of Keeping Children Safe in Education statutory guidance.	AF/I
PERSONAL/ OTHER QUALITIES	To be committed to the school's policies and ethos.	AF/I
	High levels of emotional intelligence	AF/I
	Generate enthusiasm for new ideas in both pupils and staff.	AF/I
	Inspire others with confidence	AF/I
	Communicate effectively to groups and individuals, orally and in writing	AF/I
	Resolve conflict through active listening and negotiation	AF/I
	Demonstrate a flexible approach and a willingness to listen to others	AF/I
	Provide advice and guidance to parents and carers in a positive and clear manner	AF/I
	Remain calm when working under pressure.	AF/I
	Expectation of high achievement for all pupils	AF/I
	Evidence and understanding and commitment to equality of opportunity	AF/I
	Respect for pupils' individual differences.	AF/I
	An enthusiasm for teaching.	AF/I
	A high level of motivation and commitment.	AF/I
	A personal ambition to succeed and develop.	AF/I
	Personal integrity	AF/I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.