



Plymstock School

SUCCESSING TOGETHER



DEPUTY HEADTEACHER

Candidate Information



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SUCCESSING TOGETHER

March 2020

Dear Applicant

This is an exciting time for our school. The Governing Body look back over the last few years with a sense of real pride in what continues to be achieved by the leadership, staff and students of Plymstock School.

We are seeking a leader; someone who can inspire the confidence of peers, staff, students and parents, and who can help us take the next step in our improvement journey.

I never cease to be amazed at the commitment, talent and hard work from the staff that I see when I visit. The students are a real credit to the community and make giving up my time a privilege.

The Headteacher and senior leadership team have a common sense of purpose and vision; you will enjoy the backing of a dedicated and supportive team of governors who will value your contribution to the creativity and innovation of an existing first class team of staff.

You will have a proven track record within your career, one that demonstrates significant school improvement over time in outcomes and performance, and you will be looking forward to the chance to make a real difference, both personally and professionally to our school.

You will be able to influence and inspire others; you will be innovative and challenging, and you will be excited by the opportunities working at Plymstock School and the Westcountry Schools Trust will bring.

Most importantly you will be someone whose focus is on helping every single student within our school to maximise their potential and be the very best that they can be during their time with us.

Thank you in advance for the time that I know you will commit to this process.

Yours sincerely

Johanna Rickard
Chair of Governors



Plymstock School

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Dear Applicant

I am delighted that you are interested in applying for the role of Deputy Headteacher at our school. We believe that Plymstock School is a very special place.

This is an extremely rare opportunity for an inspiring and dedicated senior leader to join our highly successfully school, which, over the last three years has achieved one of the strongest Progress 8 scores in the South West, as well as the highest in the city for non-selective schools.

Our students, staff and parents work closely together as a team. We never forget our strength comes from succeeding together; literally being at the heart of a community.

I have the privilege to lead a dedicated team of staff who oversee a well-established culture of high standards and expectations for all our students, irrespective of their starting point, background and barriers to learning.

As a school, we are committed to being a world-class learning community that enables all young people to succeed. Central to everything we do is the Plymstock Culture of high expectation and aspirations. Students are encouraged to develop a love of learning and reading, to think for themselves and to maximise their full potential; we educate the whole person.

The successful candidate will gain a wealth of experience from working across the school, whilst receiving support and guidance from the Headteacher and the CEO.

I look forward to reading your application.

Yours sincerely

Rob Pearsall
Headteacher

Deputy Headteacher

Welcome from the Westcountry Schools Trust

Welcome to Westcountry Schools Trust (WeST) and thank you for your interest in this exciting leadership position at Plymstock School. This post presents an unbelievable opportunity to teach and lead in a dynamic and high performing school, where no two days are the same.

Beyond the boundaries of Plymstock School you will have the opportunity to work and contribute to the development and progress of a cross-phase family of schools. We are passionate about our children benefitting from the blend of education in which we believe, and know that we can only achieve this by creating the right climate for our staff to succeed and feel professionally rewarded. As such, you will work amongst a wider team of leaders who are mutually supportive and where professional development is highly valued.

We are looking for a dynamic and innovative leader, who is committed to providing an educational opportunity for all in a world class learning culture, who will support individual endeavour through high expectations, personal growth and development, whilst ensuring that exceptional achievement and excellence is embedded in all aspects of school life and thus play a pivotal role in shaping the future of Plymstock School.

If you share our passion for children succeeding, regardless of their starting points, and believe you have the skills to lead and inspire others, we very much look forward to you joining our team.

Rob Haring
Chief Executive Officer



Why work at Plymstock School?

We believe that Plymstock School is a truly unique and special place to work. Our objective is simple – we want to be a world-class learning community that enables all young people to succeed.

Our aspirations spread beyond the region and we are aiming to be in the top 1% of all schools nationally. We are a very popular choice with parents and are significantly oversubscribed.

Teaching and learning is at the heart of what we do at Plymstock. Our curriculum is broad, balanced and provides students with the opportunity to discover their hidden talents. You are not told how to teach here and are given the freedom to do what works for you in your area of expertise. We do however, insist all staff have the highest expectations of every child, regardless of background, and use evidence-based practice in the classroom. Our school improvement plan is short, simple and focused on the classroom. Priorities are exclusively focused on teaching – specifically metacognition and building long-term memory. If nothing has changed in long-term memory, nothing has been learned. We aim to ensure that in every classroom our students experience consistent and highly effective teaching and learning.

Our standards of discipline are very high and consequently teachers really can teach at our school. Our behaviour management system is simple, quick and highly effective. We are a school that still subscribes to traditional expectations for behaviour, and you will find many things that you won't see elsewhere, such as all students standing when an adult enters a classroom.

We take workload seriously and have reduced the volume of meetings, addressed marking/feedback load, eliminated low-level disruption and importantly we listen to staff feedback and make positive changes wherever possible.

Excellent relationships between staff and students are a real strength of this school. Our staff are happy, morale is good and staff turnover is low – people want to work here.

We have received much recognition of our work. We are the only school in Plymouth chosen to be featured in the national Good Schools Guide.

If you are still interested, there are a number of questions we need you to consider next. Are you someone who...

- believes in, and is committed to, our ambition to be world-class?
- sees working with young people as a vocation or calling rather than just a job?
- believes that improvement is continuous and that we can always learn more?
- will go the extra mile for our great students?
- stays positive, committed and won't give up, even when times are tough?
- is committed to the team?
- is polite and respectful to others, and understands the importance of strong and supportive working relationships?
- has a good sense of humour?
- has an excellent attendance record?
- brings solutions and ideas, rather than problems?
- is open to new ideas and will always give something a try?

If you can say yes to all of these and want to work in an exciting and dynamic environment, with an amazing group of students and a top-quality team of staff – then Plymstock School is for you and we would warmly welcome your application.

About Plymstock School

Plymstock School is a high performing and popular co-educational 11-18 non-selective school of 1585 students, with 200 in the Sixth Form. We are a very popular choice with parents and are significantly oversubscribed. Consequently, we have expanded our Year 7 school intake from 260 to 300 students each year. This will continue for the next 3 academic years.

Plymstock is a suburb of Plymouth and lies approximately three miles to the east of the city. It is within easy access of the A38, and teachers commute from Cornwall, Dartmoor and the South Hams. Most students live in the Plymstock area.

Visitors are always impressed with the outstanding atmosphere they experience around the school and how courteous and welcoming our students and staff are. Students take pride in their school and respond positively to the extremely high standards expected of them. All staff promote a can-do attitude amongst students, encouraging them to aspire to attain their highest academic and personal goals.

The atmosphere here is characterised by outstanding behaviour for learning and energetic, innovative teaching. Learning opportunities nurture creativity and enterprise. Our staff are dedicated to sustaining a school where excellent teaching enables students to develop their abilities to the full. High expectations and a sharp focus on learning and achieving are successfully combined with a pervading sense of care and support for individuals.

Relationships between staff and students are excellent; staff are committed, and devote time to giving students individual help outside of timetabled classes as well as numerous extra-curricular activities. Plymstock School takes pride in the outstanding behaviour of our students and we work hard to generate a positive learning environment where teachers can teach and students can learn. We are a fully comprehensive school. We are proud of our students who overcome disadvantage to achieve success as we are of our successful Oxbridge applicants.

A very well-designed curriculum exerts a powerful influence on learning. Students follow a broad and balanced curriculum, and most students in KS4 take a GCSE in French or German and a Humanities subject.

In September 2017, we joined forces with a group of four other secondary schools (Coombe Dean School, Hele's School, Ivybridge Community College and Callington Community College) and eight primary schools, to form the Westcountry Schools Trust (WeST). The WeST family now extends to 22 schools of which 7 are secondary and 15 primary. All 15 primary schools naturally transition children into a WeST secondary school, an area we wish to further strengthen as our work matures.

Our mission statement is 'Stronger together...every child in a great school'. We are the largest and highest performing multi-academy trust in the area. You will have the opportunity to work collaboratively with colleagues across a network of like-minded schools – sharing new ideas, expertise and pooling resources. WeST also offers significant potential career development opportunities. This collaboration brings benefits to staff, which include:

- Enhanced staff development - through increased opportunities to share best practice and professional development programmes; adding real value to the professional learning journey and career progression.
- Valued wellbeing - ensuring our staff are happy, healthy and safe.
- Smarter working through shared materials - with the aim of reducing workload and minimising bureaucracy.
- Structured talent pool management - with a wider platform for succession planning beyond the single school.
- Dynamic cross-phase working - with a greater awareness and understanding of each sector.
- Wider opportunities for career development - through intentional design, not by chance.
- Supportive governance - with a clear focus on strategic development.

We are very clear in our belief that our staff are our best resource, and invest a lot of time and resources in continuous professional development. We work closely with our partner schools in the Westcountry Schools Trust. We place a great deal of importance on supporting ITT through our established partnership with the Teaching and Learning Institute. We offer all our staff a continuous training programme as their career enters different stages from NQT through to preparation for middle and senior leadership, and then on to headship. Our philosophy as a school and as a Trust is to identify and nurture talent, and train our own staff who can then lead others.

Our ambition is to provide the best possible education for our students to enable them to have the best opportunities in life when they leave Plymstock School. Our careers and life education, recognised for its consistent record of zero NEETs, is a testament to this ambition and an endorsement of our education of the whole person. All Year 10 and 12 students participate in work experience.

Our Sixth Form offers a wide programme of A level, Applied and Technical Awards. We are very proud of the breadth of our curriculum with many opportunities for enrichment as part of the Sixth Form, which prides itself on being a thriving community of its own.

We have a rich extra-curricular programme which is always changing and always developing. We run many sports teams who achieve county and national success, and stage concerts and drama productions throughout the year. Other clubs and activities range from Lab Rats to surfing! We hold an Enrichment and Community Cohesion Week during the Summer Term where all students have the opportunity to develop both resilience and empathy.



Job Description

Post: Deputy Headteacher

Reporting to: The Headteacher

Leadership scale: L21-L25

Start date: September 2020

Purpose of the Job



There are two leadership posts being advertised at this time:

- The leadership of the Pastoral side of the school - responsible for the personal development and behaviour of our students.
- The leadership of Teaching and Learning across the school - working with Curriculum Leaders and teachers at both strategic and operation levels to drive Quality First Teaching across the school.

The core purpose of these posts is to support the students of Plymstock School to achieve success and take their place as active citizens. This can be summarised simply as enabling all young people to succeed now and later in life.

As an experienced senior leader, the successful candidate will be key in driving success across the school, this will include:

- Assisting and deputising for the Headteacher where necessary in providing effective, dynamic and inspirational leadership for the school; thereby promoting a secure foundation from which to achieve high standards in all areas.
- Continuously exploring alternative opportunities which will enhance the learning and educational environment for all students.
- Proactively evaluating current educational research.
- Playing a major role in formulating the aims and objectives of the school, establishing the policies through which they will be achieved, managing staff and resources to achieve them, and monitor progress towards their achievement.
- Alongside the Senior Leadership Team, evaluating the school's performance, identifying areas of improvement and priorities for continuous growth and development of the school and its students.
- Working in partnership with the Headteacher to build a professional learning community, which enables everyone to achieve.
- Working in collaboration with WeST Schools supporting our values and vision, sharing expertise and supporting colleagues within the family of WeST Schools.

Key Accountabilities

Strategic Leadership and Shaping the Future of Plymstock School

- To work with the Headteacher, Governing Body, school community & further key stakeholders to create a coherent vision for the school, ensuring it is clearly articulated, shared, understood and acted upon effectively by all.
- To work within the school community to translate the vision, core aims, agreed objectives and operational plans which will promote and sustain continual school improvement.
- To ensure strategic planning considers the diverse makeup of the school and the wider community.
- To lead and develop colleagues' performance, so as to maximise the progress of all students.
- To create, maintain and enhance effective working relationships amongst all members of the school community.

- To set targets, monitoring performance and reviewing the progress of staff in accordance with the appraisal cycle of the school.
- To provide CPD through modelling best practice, coaching and INSET.
- To lead on monitoring and quality assurance to ensure effective Learning and Teaching.
- To enhance opportunities through collaboration with other schools within the WeST family.

Behaviour and Attitudes; to be led by the Pastoral Deputy Headteacher

- Strategic development of Behaviour and Attitudes including the Ready to Learn policy.
- Strategic oversight of all aspects of inclusion and support for students with additional needs at Plymstock School.
- Strategic oversight of alternative education pathways for specific students.
- Strategic leadership of rewards across Plymstock School.
- Deal effectively with behaviour management concerns, referred by colleagues and non-teaching staff, and support them in maintaining agreed standards of behaviour, supporting them in applying restorative approaches.
- Continuously review the effectiveness of behaviour systems and implement changes where improvements are identified.
- Lead and develop the Heads of Year and Assistant Heads of Year to ensure the pastoral needs of students are met.
- Accountable for developing a high quality menu of intervention and strategies that meet the needs of all students.
- Accountable for monitoring the quality and effectiveness of intervention programmes with the aim of maximising impact over time.
- To manage the budget for intervention, SEN and ensure value for money is achieved.
- Working with other senior leaders to ensure that appropriate students are being targeted, the intervention programme is responsive to needs and fit for purpose.
- Lead the school's provision for inclusion and alternative provision, ensuring that the education of vulnerable students is fully supported by the successful deployment of a range of strategies.
- Manage budgets and process data relating to inclusion and alternative provision.

Teaching and Learning; to be led by the Teaching and Learning Deputy Headteacher

- To work with the Headteacher to secure and sustain effective teaching and learning throughout the school, monitoring and evaluating the quality of provision and using available data to set priorities for development.
- To ensure that learning and teaching is at the centre of the school's decision making, providing an example of excellence and inspiring and motivating all other staff, thereby sustaining high expectations.
- To assist the Headteacher in the effective monitoring and evaluation of learning and teaching with the aim of securing high standards of achievement.
- To promote a culture of challenge and support for all students to enable them to achieve success and sustain engagement in their own learning.
- To challenge any underperformance and implement action plans for improvement.
- To provide staff with guidance and support through the promotion of appropriate CPD.
- To implement and monitor positive behaviour management strategies, supporting all students social and emotional aspects of learning.
- To plan and develop a school environment, which will be stimulating and conducive to a range of activities and promotes a variety of learning approaches.

Securing Accountability

- To utilise a range of evidence, including national, local, and own school's performance data to support, monitor, evaluate and improve aspects of school life, including challenging poor performance and identifying educational trends.
- To ensure individual staff accountabilities are clearly defined, understood and agreed, with the understanding that they are subject to rigorous review and evaluation.

- To deputise for the Headteacher and present to the Governing Body, parents and carers as well as other key stakeholders, a coherent, understandable and accurate account of the school's performance.
- To ensure effective use of the school's budget and best practice in financial and employment matters.
- To maintain the ethos of the school by fostering collaboration and an atmosphere of mutual respect, where achievements are acknowledged and celebrated.
- To lead on specific areas of the school

Strengthening Community

- To engage with the internal and external school community to secure equity and entitlement.
- To collaborate with parents and carers to develop strategies to engage and build relationships with the school.
- To collaborate with other schools and agencies for the well-being of all students to enhance provision.
- To work effectively with other educational institutions locally and further afield building effective partnerships.
- To develop the provision of out of hours learning and extended learning opportunities.
- To collaborate with other schools and the wider community in order to share expertise and bring mutual benefits.
- To build and maintain effective relationships with parents, carers, partners and the community that enhance the education of the students and the wider community.
- To seek opportunities to invite parents, carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- To recognise and champion opportunities for developing a rich and diverse school community, which respects the rights, responsibilities and dignity of all.

Accountability

- The Deputy Headteacher is accountable to the Headteacher.
- Plymstock School expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Safeguarding

- Plymstock School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on, ethnicity, gender, transgender, age, disability, sexual orientation or religion.

General Duties and Responsibilities

- Actively support and contribute to the ethos of the School.
- In collaboration with the Headteacher and Leadership Team, identify and plan for future needs.
- Contribute to the day to day running of the School.
- Prepare and deliver assemblies.
- Support initiatives to raise standards.
- Advise on the appointment of new staff and assist with selection as required.
- Carry out lesson observations, learning walks, drop in sessions and work scrutinies as part of the school's quality assurance.
- Undertake Safer Recruitment Training and participate in recruitment processes for teaching and support staff as required.
- Actively support the whole-school ethos regarding the importance of the well-being of staff and ensure that any whole-school developments or initiatives are assessed for workload impact prior to implementation.

Plymstock School Person Specification

Deputy Head Teacher

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process.

	Essential	Desirable	Evidence Base
Qualifications			
Qualified Teacher Status	Essential		Application Form Certificates
Honours Degree or equivalent	Essential		Application Form Certificates
Undertaking, or willing to undertake, NPQH		Desirable	Application Form Certificates
Postgraduate Qualifications (Masters, PhD)		Desirable	Application Form Certificates
Professional Experience and Knowledge			
Successful teaching and curriculum experience	Essential		Application Form
Experience of management at a senior level	Essential		Application Form
Proven track record leading Teaching and Learning and the resulting impact in relation to school improvement; Teaching and Learning Deputy	Essential		Application Form Interview
Proven track record leading successful intervention practices which have resulted in improving behaviour for learning; Pastoral Deputy	Essential		Application Form Interview
Successfully led the introduction of robust systems and procedures to support learning and/or smooth operation of a school	Essential		Application Form Interview
Successful experience of raising standards for all with measurable outcomes	Essential		Application Form Interview
Understanding of quality in learning and teaching and how to achieve excellence	Essential		Application Form Interview
Knowledge of key considerations in effective management and deployment of people and other resources	Essential		Application Form Interview
In-depth knowledge and experience of Child Protection and Safeguarding procedures	Essential		Application Form
Level 3 Safeguarding qualification; Pastoral Deputy		Desirable	Application Form
Experience of working in collaboration with other educational bodies and the wider community to develop positive relationships		Desirable	Application Form Interview
Professional skills			
Ability to lead change	Essential		Application Form Interview
Ability to communicate effectively orally and in writing to a range of audiences	Essential		Application Form Interview
Ability to think creatively to anticipate and solve problems	Essential		Application Form Interview
Ability to formulate a vision and strategy for the school and secure commitment to it from others	Essential		Application Form Interview

	Essential	Desirable	Evidence Base
Ability to drive for improvements and challenging underperformance	Essential		Application Form Interview
Ability to establish and sustain appropriate structures and systems and monitor them	Essential		Application Form Interview
Innovative and solution focussed	Essential		Application Form Interview
Ability to motivate, challenge and influence others to attain higher goals	Essential		Application Form Interview
Ability to develop and empower individuals and teams	Essential		Application Form Interview
Ability to use new and emerging technologies to support improvement		Desirable	Application Form Interview
Personal Qualities			
Committed to the development and maintenance of good relationships with staff, parents, students, governors and the community	Essential		Interview
Positive, enthusiastic outlook, embracing risk and innovation	Essential		Interview
A sense of humour		Desirable	Interview
Demonstrate respect and empathy towards others	Essential		Interview
Resilience, perseverance and optimism in the face of difficulties and challenges	Essential		Interview
Ability to be consistently decisive and focused on solutions	Essential		Interview
Commitment and dedication to social justice, equality and excellence	Essential		Interview
Capacity to be flexible, adaptable and creative	Essential		Interview
Committed to CPD of self and others within the school	Essential		Application Form Interview
Committed to a collaborative school vision of excellence and equity that sets high standards for all and welcomes and secures the support of others in achieving it	Essential		Interview
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the WeST Safeguarding and Child Protection Policy and the Staff Code of Conduct	Essential		Interview
Equal Opportunities			
Candidates must demonstrate an awareness and understanding of equal opportunities	Essential		Application Form Interview

Flexibility

We are open to applications from educators seeking flexible roles including job share and co-leadership responsibilities.