

DEPUTY HEAD TEACHER APPLICATION PACK



NORTHAMPTON PRIMARY
ACADEMY TRUST PARTNERSHIP



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A message from the Governing Body

Thank you for your interest in the post of Deputy Head Teacher at Headlands Primary School. This pack is designed to give you a broad overview of our school and the qualities we are looking for.

Headlands is a vibrant, fully inclusive school where we work hard to provide our children with a wide range of stimulating and challenging experiences through the curriculum and extra-curricular activities. This results in our children being happy, secure and confident young people, who are a credit to the school.

In 2012, we converted to Academy status, alongside other like-minded schools as founding members of the Northampton Primary Trust (NPAT), the county's first non-sponsored trust. Whilst the main focus of the Deputy Head will be on Headlands, you will be part of the NPAT team, working collaboratively with the other Senior Leaders in the Trust, who provide both support and challenge for each other.

The new Deputy can look forward to working with a dedicated and capable team of teachers and support staff, a supportive, yet challenging Governing Body, and of course our talented and enthusiastic children.

We would encourage all applicants to visit, in order to get a true flavour of Headlands Primary School.

We look forward to receiving your application.

Paul Joyce

Chair of Governors



A Message from the Head Teacher at Headlands

Thank you for taking an interest in the post of Deputy Head Teacher at Headlands Primary School.

Our school has 448 amazing, happy and polite children on role. They are all highly enthusiastic and demonstrate a sound readiness to learn. Our embedded school values are DARE (Determination, Achievement, Respect and Enjoyment) and in all aspects of school these values shine through. As a result the school is highly respected by parents and the local community. The school vision is to 'Pursue academic, artistic, athletic and pastoral excellence for every child' and we live and breathe this statement in everything we do. All staff are highly committed and supportive professionals determined to achieve the best for all children in all aspects of school life. The school has an established 26 place unit provision for children with learning and communication difficulties including Autism. In addition the school has a 54 place Nursery.

Established in 1931 as an infant school and then a lower school, the school became a full primary school in 2004. We have excellent facilities in a very well presented school.

The school is proud to be part of Northampton Primary Academy Trust (NPAT). The Trust is highly supportive and is innovative and ambitious for all children recognising them as being 'Extraordinary people doing extraordinary things.' As well as the rigour and accountability of school improvement, the Trust is trailblazing a mastery approach to maths and drama for learning to ignite the curriculum. Creative and sporting activities take place regularly.

The post of Deputy is new to the school following a restructure of the Senior Leadership Team. I am an experienced Head Teacher but new to Headlands in term 3, 2016. This post is ideally suited to someone with a passion for and experience of trailblazing inclusion in a primary school setting as there is great scope to have an incredible impact in all the school does in this regard.

If you are an inspirational, creative, passionate professional determined to achieve excellence for every child in a leading role in a dynamic setting then this is an amazing opportunity for you!

Darren Smith
Head Teacher



A Message from the Staff at Headlands

Headlands is a large, forward thinking, well-equipped primary school with a 26 place Unit Provision for children with learning and communication difficulties including autism. We have our own nursery, a Children's Centre and Acorn Child Care on-site. We are very proud of our 1930's built school which has been developed over the years to include a range of facilities including: a 10 metre trainer pool, two large halls, an extensive library, and a dedicated Art/DT room. We recently upgraded the IT in the school by purchasing 90 Chrome Books for children to use.

Since the 1st November 2012 Headlands staff have worked collaboratively with NPAT colleagues and all 6 schools have developed strong and supportive partnerships.

Our Governors are effective, supportive and challenging.

All staff at Headlands continually strive to 'Pursue excellence for every child'. Positive behaviour management strategies ensure our children are polite, friendly and ready to learn. Learning and teaching embeds our whole school DARE values (**D**etermination, **A**chievement, **R**espect, **E**njoyment) and this enables children to demonstrate these values in their everyday lives.

The school provides numerous opportunities for parents to be fully engaged with child's learning including: Termly Learning Conferences; weekly 'Come and Learn' sessions; school productions and Headlands School Association (HSA) events.

The school's open door policy ensures that pastoral support is available for both children and families through the work of our Family Support Worker/Learning Mentor.

Wider opportunities are extensive and we are always keen to participate in sporting and musical events and competitions, we have strong links with our local and wider communities. We offer a large range of extra-curricular clubs for children, from Sports to Music, Languages to Dance clubs. We even have weekly Dance and Yoga classes for staff well-being. Our hard work has been rewarded with the following awards: Inclusion Quality Mark and School Council Gold Award.

Our children are happy and want to come to school, they feel listened to and are confident in explaining their thoughts and ideas. Come and meet them and share our passion for learning at Headlands.

Staff at Headlands



Introduction to the Northampton Primary Academy Trust Partnership

NPAT was founded in August 2012, but had been a long held aspiration of five innovative and forward thinking Head Teachers in Northampton. We were Northamptonshire's first Multi Academy Trust and one of the first in the United Kingdom.

In the last two and half years our development has been phenomenal, progress is good in our schools and NPAT is widening its reach, working alongside the local authority to support schools across the county.

We recently welcomed Simon De Senlis Primary Academy into our group and have created a new role of Strategic Director to shape and implement our future objectives. We have two of the most innovative learning spaces in the country at Lings and Abington Vale Stirling Campus.

NPAT is a unique and very special organisation and that's what makes this position stand out from any other you will come across!

Good Luck and we hope to have you on board.

Adrian White

Chair of Directors

Message from the NPAT Strategic Director

Headlands Primary School is a good and rapidly improving school within the Northampton Primary Academy Trust Partnership, which comprises six good or outstanding schools in Northampton town. Headlands has been on an exciting journey since joining NPAT, participating in a number of curriculum projects across the trust, increasing involvement in a wide range of sporting opportunities, and developing new approaches to the teaching of maths, literacy, art and drama. This is an exciting opportunity to not only join the dynamic and committed team at Headlands, but also to join the visionary and innovative team at NPAT, where leaders strive to ensure that 'extraordinary children are doing extraordinary things'. We look forward to hearing from you.

Julia Kedwards

NPAT Strategic Director



Facts and Figures

Established
1931

Latest Ofsted
Grade GOOD
July 2014

Pupils
448

Governors
13

Unit Places
26

Teaching Staff
27

Admin Staff
4

Higher
Level
Teaching
Assistants
3

Teaching
Assistants/
Support
staff
32

Kitchen Staff
3

Site Maintenance Staff
9

Our School Aims

Pursuing excellence for every child

As a founder member of NPAT we are working towards the mission of 'Extraordinary children doing extraordinary things.' To deliver this at Headlands we have set ourselves five aims that we believe enable our children to flourish:

To provide a caring, creative, challenging and inclusive environment for all ensuring a sense of personal well-being.

To ensure all our children leave primary school having reached their full potential, with confidence and positive memories.

To provide excellence in teaching and enjoyment in learning through a broad, relevant and rich curriculum, enabling all children to learn effectively and reach their goals.

To equip the children with the skills to become healthy, responsible, respectful and active members of their community.

To create a community where pupils, parents and staff can effectively work together to enhance the education provided for our children.

Core Values

As a school we asked all stakeholders in our community to decide the values for our school. After much debate we agreed on four core values:

Determination Achievement Respect Enjoyment



What sort of person would you like our Deputy Head Teacher to be ?

Pupil Views

They will:

- Help to ensure the teachers teach us fun things
- Have time for us if we need to talk
- Be kind, firm and fair
- Enjoy and participate in sports and trips with us
- Be encouraging, friendly and cheerful
- Know our names
- Ensure our school is safe
- Have good ideas on behaviour, learning and environment



Parent views

What sort of person would you like our Deputy Head Teacher to be ?

They will:

- Be friendly, approachable and caring
- Keep the school's high standards
- Continue reward and class assemblies
- Know the children's names
- Embrace and develop the new curriculum
- Ensure excellent behaviour and learning

Staff views

They will:

- Listen and be prepared to take on staff's thoughts and suggestions
- Believe in formative assessment
- Focus on the children
- Be a strong leader
- Engender positive staff moral
- Have good behaviour management



The NPAT Mission

Extraordinary children doing extraordinary things

Vision

To be at the forefront of educational excellence in our county. Where successful learning is driven by innovative and inspirational learning and teaching and children achieve their full potential. Collaboration ensures that all schools are working effectively; we provide support for other schools within the county to ensure children we work with achieve their potential. Partners are selected to add value to our pupils, parents and colleagues.

Strategic Objectives

1. A shared curriculum framework

- Literacy and numeracy leaders working party
- NPAT curriculum support group
- Shared policies on core subjects
- Single action plans
- Shared global projects



2. A shared inclusion strategy

- Shared family support
- Create NPAT Senco specialists
- Speech and Language team
- Single training strategy for all NPAT personnel

3. Use of IT to ensure high quality learning and teaching

- NPAT Technology team
- Collaborative online space
- Pupil communication across schools
- Shared action plan

4. Internal support and challenge to drive improvement

- Mini Ofsted
- Regular cross school lesson observations
- Data analysis
- Strong Deputy/AHT and Subject leader collaboration

5. NPAT is seen as the employer of all staff and offers the same level of development and opportunity across all schools

- Unified policies
- Single induction process
- Joint leadership programmes
- Joint learning and teaching CPD

6. Value adding support functions and strong administration

- Cost saving through shared purchasing
- Single suppliers for non-educational supply
- NPAT Strategic Director to develop strategy
- Office Manager collaboration and voice
- Single non-educational policy and process

7. Support schools outside of NPAT Partnership

- Develop procured support framework
- Develop sponsored support framework
- Development opportunity for staff
- Board sign-off

8. To expand where there is clear benefit to NPAT Partnership pupils and staff

- Flexible approach to seize opportunity
- Trial period to ensure match
- Majority verdict process without damaging core values
- Due diligence audit approach

DEPUTY HEAD TEACHER Person Specification

The Person Specification is an important part of the recruitment process. It should be read carefully as it will form the basis of shortlisting and selection assessment. The successful applicant must demonstrate each of the following criteria.

CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION & QUALIFICATIONS	<ul style="list-style-type: none"> • Qualified teacher status • Evidence of sustained, continuous professional development, preferably in more than one school • Willingness to undertake SENCO qualification 	<ul style="list-style-type: none"> • Successful completion of NCSL (or similar) courses eg: Leading from the Middle or Leadership Pathways • Undertaken the SENCO qualification • Undertaken a Master's degree or equivalent in a subject relevant to the post
STRATEGIC DIRECTION & DEVELOPMENT OF THE SCHOOL	<ul style="list-style-type: none"> • Successful proven experience of leadership as a Senior Leader/Assistant Head Teacher/Deputy Head Teacher • Experience of leading and managing the creation and implementation of a strategic plan, identifying priorities and targets • A sound understanding of recent developments in education practice, assessment, performance appraisal and OFSTED inspections • Experience of using school data to establish benchmarks, set targets and evaluate for improvement 	<ul style="list-style-type: none"> • Designated (or Deputy) Senior Person for Child Protection • Lead role for EHA process • Knowledge and understanding of the role of Looked After Children • Experience of working with governors to support the strategic development of the school
LEADERSHIP & MANAGEMENT	<ul style="list-style-type: none"> • An exemplary role model with a proven track record of developing others • Extensive experience of SEN and inclusion systems and processes • Ability to inspire, lead and motivate staff and pupils • Ability to build and lead an effective team and to hold people to account for their role within the team • Significant experience of effectively managing staff performance and supporting professional development 	<ul style="list-style-type: none"> • Experience of working as a SENCO/Inclusion Leader and liaising with outside agencies • Experience and ability as a mentor and coach of others • Experience of school financial management guidelines

Headlands Primary School

	<ul style="list-style-type: none"> • Experience of leading a significant number of whole school initiatives resulting in improved outcomes for all children • Ability to lead and manage change whilst sustaining the school's good practice • Ability to deploy resources effectively to achieve the priorities set out in the School Development Plan within budget • Ability to deal with people and conflict sensitively and effectively • Ability to investigate, resolve problems and make decisions 	
TEACHING & LEARNING	<ul style="list-style-type: none"> • Successful proven experience of developing, implementing and improving inclusive practice across the school • Successful proven experience of leading, developing, implementing and monitoring whole school policy for all area of a core subject or for inclusion • Experience of working with outside agencies to support children with SEN and disabilities. 	<ul style="list-style-type: none"> • Experience of working as a SENCO • Sustained outstanding teaching practice in both Key Stages 1&2 and including a demonstrable appreciation of the Early Years Foundation stage



**PERSONAL
ATTRIBUTES,
COMMUNICATION
& INTERPERSONAL
SKILLS**

- Is enthusiastic, energetic and resilient
- Is passionate about inclusive education and learning
- Is approachable but able to set appropriate boundaries
- Communicates effectively and listens to and responds to others
- Has a positive outlook and the ability to manage stressful situations calmly and sensitively
- Demonstrates the confidence to act on their initiative
- Is innovative, flexible, creative and open to change and new ideas
- Demonstrates the ability to build, maintain and develop effective relationships with pupils, staff and governors
- Has a commitment to develop positive and reciprocal relationships with parents/carers so that they are partners in their child's learning

DEPUTY HEAD TEACHER Job Description

Pay Scale: Leadership

L10-L14

Job Purpose:

- To support the Head Teacher to lead and manage the primary school. Manage the school effectively in the absence of the Head Teacher
- To work alongside the Head Teacher in evaluating school effectiveness.
- To keep abreast of both local and national developments in relation to the primary curriculum and assessment.
- To line manage and undertake performance appraisals for the SENCO & the Inclusion team
- To have good professional relationships with the Governing Body.
- To act as the interface between key stages to ensure consistency of transition

a) Strategic Direction and Development of the School (in co-operation with, and under the direction of, the Head Teacher)

- Ensure that the school ethos and vision is clearly articulated, understood and acted upon effectively by all members of the school community.
- Translate the ethos and vision into agreed objectives and deliver on these in partnership with the governing body
- Be willing to innovate, take on new challenges and be a leader in the field of education. Acting as a 'sounding board' and critical friend to the Head Teacher, always demonstrating high standards of personal integrity, loyalty, discretion and professionalism.
- Support the evaluation of the effectiveness of the school's policies and developments.
- Oversee wellbeing of all staff – all members of community- fostering community in school
Develop a system of peer training

b) Working as Inclusion Leader

- Responsible for the effective leadership and management of the unit provision; to include the performance appraisal of the Inclusion team
- To review the implementation of the SEND policy
- Monitor and evaluate the impact of intervention strategies across the school
- To oversee all administration and communication processes relating to SEND provision are conducted in a timely manner
- To ensure all annual reviews for EHCP and statemented children are undertaken in line with statutory requirements
- Manage the SEND budget, with due regard to priorities for expenditure (inc. Pupil premium)



c) Teaching and Learning

- Working with the Head Teacher to secure and sustain high expectations and outstanding practice in teaching and learning throughout the school, monitor and evaluate the quality of teaching and standards of pupils achievement, use benchmarks and set targets for improvement
- Support staff to develop classroom environments and teaching practice which secures effective learning across the breadth of the National Curriculum and provides a professional model, clearly demonstrating effective teaching, classroom organisation and display, and high standards of achievement, behaviour and discipline.
- Take responsibility for the development and monitoring of identified areas of the curriculum.

d) Leading and Managing Staff

- Working with the Head Teacher to lead, motivate, support, challenge and develop all staff to secure continual improvement; including her/his own continuing professional development.
- Support the Head Teacher in developing positive working relationships with and between all staff within an identified area of the school.
- Lead groups of staff in developmental activities, delegate appropriately and evaluate outcomes.
- Support the Head Teacher in the implementation of the school's performance management policy in relation to identified members of staff
- With support from an Assistant Head Teacher manage the CPD arrangements for the school

e) Effective Deployment of Staff and Resources

- Support the Head Teacher in the appointment, deployment and development of staff to make most effective use of their skills, expertise and experience; ensure that all staff have a clear understanding of their roles and responsibilities.
- Ensure that staff are deployed effectively to ensure that effective learning takes place

f) Specific Responsibilities

- To support the lead professional for EHA
- To be the child protection/safeguarding officer alongside the Head Teacher

g) School Specific Responsibilities and Tasks

- Take on any additional responsibilities which might from time to time be determined and directed by the Head Teacher
- Show a commitment towards all school policies including Equal Opportunities and Child Protection.
- Be responsible for behaviour/pastoral leadership across the primary school.



The vacancy is for a start on 1st September 2016

Pay Scale: L10-L14

Application: Your application form should be completed with reference to the job description and person specification. Please support your application with a covering letter of no more than 1000 words detailing your personal qualities and attributes that will help our vision at Headlands Primary School.

Key dates:

Closing date for applications: Monday 29th February 2016 at 5:00pm. Any applications received after this time will not be accepted

Shortlisting of applicants: Week Beginning 29th February 2016. Shortlisted candidates will be notified as soon as possible after this date. Unsuccessful candidates will also be notified.

Visits to Headlands Primary School: if you would like to visit us before submitting your application, please arrange this by contacting the school office on 01604 407098

Observations Weeks Beginnings 29th February and 7th March 2016. Shortlisted applicants will be advised of further details upon invitation to interview.

Interviews will take place on Thursday 10th March 2016

Please return your completed application form to Annie Booth, School Business Manager by email : annie.booth@headlands.org.uk or by post :-

Headlands Primary School
Bushland Road
Northampton NN3 2NS

