



# **Deputy Headteacher**

## **Knavesmire Primary School**

### **Information for Applicants**



## **DEPUTY HEADTEACHER**

**Full Time, Permanent**

**Leadership Spine L9 – L13 (£53,972 to £59,557 per annum)**

**Closing date: Midnight on Thursday 2<sup>nd</sup> March 2023**

**Interview date: Thursday 30<sup>th</sup> March 2023**

**Start date: 1<sup>st</sup> September 2023**

**THIS is the Knavesmire Character:**

Being **CREATIVE**, **ARTY**, and having **FUN**. Taking **RISKS** in learning, being **ENTHUSIASTIC** and **PASSIONATE**. Being **HARD-WORKING** and **RESILIENT**, but also being **EXUBERANT** and **SPIRITED**. Having **ASPIRATION** and being **DETERMINED** while having **HIGH EXPECTATIONS**. Celebrating being **UNIQUE** and **INDIVIDUAL** and being **SPORTY** and leading a **HEALTHY** life-style. Embracing British Values of: **DEMOCRACY**, the **RULE OF LAW**, **MUTUAL RESPECT**, and **INDIVIDUAL LIBERTY**.

**This describes our children. Does it describe you too? If so, you could be our new Deputy Headteacher, leading our forward thinking school where we do things differently!**

We require a leader who can make an exciting and positive contribution to the life of this very effective, successful, and ambitious school. Someone who is an excellent teacher. We don't always do things the easy way, but always do things in a way that maximises the outcomes for all pupils. We are a school where breadth and high expectations are key. We prioritise the Personal Development of all pupils, particularly wider opportunities, and we know that these contribute to the excellent outcomes for all pupils.

We require a Deputy Headteacher to maintain and grow our innovative approach to education. We're looking for a leader with energy and capacity, who is brave and can empathise; someone with strong interpersonal skills and a clear moral purpose.

Importantly, our new Deputy Headteacher will be a visible role model who will be humble and facilitatory and inspire high standards in all pupils and all staff. We require a person who will not only share responsibility but also integrate well into a dynamic and experienced school leadership team.

Knavesmire Primary is a popular and successful school, rooted in its community and close to the heart of the historic city of York. We are proud of our pupils, and recently celebrated receiving an 'Outstanding' judgement from Ofsted. You will also benefit from the school being part of the South Bank Multi Academy Trust, with access to support and development from a highly experienced team of School Improvement colleagues.



## The Application Process

Visits are warmly welcomed and encouraged by prior arrangement. Please contact Adam Cooper, Headteacher, on [acooper@knavesmire.southbank.academy](mailto:acooper@knavesmire.southbank.academy) to arrange a visit or an informal conversation, to discuss the role in more detail.

Further details about the school, its ethos and culture and the role are available on the school website: <https://www.knavesmireprimary.co.uk>

The deadline for applications is midnight on Thursday 2<sup>nd</sup> March, with the shortlisting process expected to take place w/b 6<sup>th</sup> March.

The application pack (containing further details about the role) and application form are available to download from the Trust website: <https://southbanktrust.co.uk/careers/>

To apply for this vacancy, please submit completed forms electronically to [recruitment@southbanktrust.co.uk](mailto:recruitment@southbanktrust.co.uk), for the attention of Adam Cooper.

South Bank Multi Academy Trust is committed to safeguarding and promoting the welfare of children. All appointments are made in accordance with safer recruitment practices and the statutory guidance in Keeping Children Safe in Education. Online checks will be carried out on all shortlisted candidates, and all appointments are subject to an enhanced DBS check, satisfactory references and checks regarding suitability to work with children.

South Bank Multi Academy Trust reserves the right to close advertisements early. Advertisements will therefore close at midnight either on the advertised closing date, or at the point the decision has been taken to close the advertisement early.

## Application Timeline

Half-term	Week1	Week2	Week3	Week4	Week5	Week6
Wb 13/2	Wb 20/2	Wb 27/2	Wb 6/3	Wb 13/3	Wb 20/3	Wb 27/3
Advertised. Closing date Thursday 2 <sup>nd</sup> March 2023			Shortlisting. Inform applicants.	Visit to applicants' schools and lesson observations.		Interview day, 30 <sup>th</sup> March.



## Welcome from the Headteacher

Thank you for your interest in the Deputy Headteacher post at Knavesmire Primary. We realise making an application for a post is time consuming and, if indeed you do formally apply, we thank you most sincerely.

After several years in post, our current Deputy Headteacher has gained a promoted post to Headteacher. We are very excited for the next steps of her career. Consequently, we are looking for an inspirational colleague to play an integral part in our continuing journey as a school.

Knavesmire Primary School is a consistently oversubscribed school with over 420 pupils on roll plus a school nursery. We are fortunate to be located close to the city walls in beautiful historic York and our community largely consists of pupils from our local catchment area.

The successful applicant would be joining a supportive staff team, who work collaboratively to ensure that every pupil at the school has the opportunity to fulfil their potential. As part of an ambitious and dedicated leadership team, you will be committed to ensuring that the school continues to do its best for every child.

Additionally, as part of the South Bank Multi Academy Trust, Knavesmire Primary also has support from a central team of School Improvement colleagues, who will work closely with the successful applicant as well as with the wider leadership team.

This application pack provides applicants with details regarding the requirements for the role, however we encourage visits to the school and informal conversations. Should you have any questions, please email me on [acooper@knavesmire.southbank.academy](mailto:acooper@knavesmire.southbank.academy) to arrange a conversation or a visit. You can also find out more about the school through clicking on the following links:

- Knavesmire [‘prospectus’](#) and video [‘prospectus’](#)
- Knavesmire [Aims and Values](#)
- Knavesmire [Ofsted report](#)
- Knavesmire [Twitter](#)

We very much look forward to receiving your application.

A handwritten signature in blue ink, appearing to read 'A Cooper', written over a circular scribble.

**Adam Cooper**  
Headteacher



## Welcome from our CEO

Thank you for your interest in South Bank Multi Academy Trust.

It is my absolute privilege to be the Chief Executive Officer of South Bank Multi Academy Trust and I am really excited that you are interested in joining our Trust.

I became a teacher because I wanted to give every child the opportunity to change the world. I became CEO for the same reason. Therefore, we are looking for a Deputy Headteacher who is absolutely committed to **ensuring that all children experience educational excellence every day** so that they can change the world.

As a Trust, we are committed to:

- the pursuit of excellence and the highest expectations for our children;
- academic outcomes and personal development for each child in line with our vision and values;
- continuous improvement for our schools through the **SOUTH BANK School Improvement Model**.

If you share our beliefs and priorities and are excited by this role and want to make a real difference to children, we would very much welcome an application from you.

**Mark Hassack**  
**Chief Executive**



## Welcome from our Chair of Governors

It is a privilege to have been elected as Chair of Governors at Knavesmire Primary joining the vibrant team of dedicated colleagues across school. I am very committed to this role; bringing my energy, enthusiasm and knowledge to the school community, continuing to ensure that all our children get the best possible life chances we can offer.

Knavesmire governors are passionate about education and the vital role that the school plays in the community. They are strong supporters of school, driving forward positive change in their roles and are involved in the life of the school on a regular basis. Working as a collective body, we are keen to keep exploring the key questions, which are at the heart of what governance is about, focusing on what it is like to be a child, parent and staff member at our school. We want to continue building on the positive role our school plays in its wider community, within the Trust, and across the City of York.

Thank you for your interest in our school. This is an exciting opportunity for us as we enter a new phase in the school's journey and if you think you could add further value, we would love to hear from you.

**Vanessa Huws-Jones**  
**Chair of Governors**



## **Deputy Headteacher**

### **JOB DESCRIPTION**

#### **Primary Purpose of Role:**

- The strategic leadership of aspects of teaching and learning and curriculum alongside other school leaders and the Headteacher

#### **Key Responsibilities:**

##### **Leadership and management**

- Working closely with the Headteacher to evaluate the school's performance, and create an ambitious plan for rapid and sustained school improvement
- Taking the lead for developing and delivering significant areas of the school improvement plan
- Providing strategic support to the Headteacher and provide critical challenge and an independent perspective on a broad range of issues
- Deputising for the Headteacher in their absence
- Having a high profile presence with all stakeholders
- Being a visible role model, engendering high standards of behaviour in others
- Inspiring other teachers by modelling excellent teaching and leading high quality, research based CPD

##### **Accountability and Performance**

- Supporting the governing body in meeting its responsibilities to account for the performance of the school
- Supporting the school systems of performance management to help staff move forward in their practice and improve the quality of their work in school
- Assisting the reporting of the performance of the school to parents and carers, governors and other stakeholders
- Supporting and developing teachers at every stage of their career from ECTs to Phase Leaders, in Teaching and Learning

##### **Promoting a shared vision and values**

Work with the Headteacher to:

- Promote a culture of high aspirations from staff and pupils
- Promote a culture of high challenge and high support



- Develop the wellbeing of our pupils and staff
- Uphold the rights of all to dignity and respect in school
- Engender a culture of continuous improvement for all our staff, especially in relation to classroom teaching
- Strengthen positive links with all our parents, particularly those who engage less easily, for the benefit of our students
- Recognise the diversity of our community and promote equality for all, but especially in the areas of gender, race, special educational needs and disability and LGBTQ
- Seek out opportunities for the school through liaising with national and local agencies and writing bids for grant funding



## **PERSON SPECIFICATION:**

### **Qualifications**

- Qualified Teacher Status
- Good honours degree or equivalent

### **Experience**

- Teaching experience in the Primary age range
- Excellent classroom practitioner with evidence of excellent outcomes
- Experience of school leadership (this maybe at SLT or subject level)
- Evidence of strategic thinking at whole school level
- Evidence of identifying areas for improvement, and developing and executing plans which result in significant and sustained impact at whole school level
- Experience and understanding of how to manage change effectively
- Experience of developing and implementing systems and policies
- Line management experience, including effective delegation and coaching/developing others, and building and leading effective teams
- Experience of using a broad range of data and information to inform development planning
- Experience of contribution to the implementation and delivery of a school's vision and values
- Experience of engaging parents and other key stakeholders

### **Skills/Knowledge/Abilities**

- Ability to demonstrate a contribution to whole school improvement planning and has a clear understanding of the importance of self-evaluation.
- Understanding and implementation of effective quality assurance systems that lead to improvements
- High expectations of self and others and experience of holding individuals and teams to account
- Ability to demonstrate exceptionally high expectations for all pupils, both personal and academic
- A highly engaging and skilful communicator/presenter that can adapt effectively to a wide range of different audiences, and is effective at communicating difficult and challenging messages
- Demonstrate emotional intelligence and empathy
- Evidence of taking initiative, being creative and solving problems



### **Personal Attributes**

- An inspiring leader that challenges, motivates and empowers others
- Strong personal and professional integrity and an excellent role model
- Excellent personal organisation and a track record of timely delivery of tasks and projects
- Reflective practitioner with the capacity to challenge and address areas for personal development

### **Safeguarding**

- Demonstrate a commitment to safeguarding children and ensuring the welfare of children
- Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour