



The Billericay School

A Mathematics and Computing College

An academy within The Compass Education Trust Ltd.

Recruitment Information





The Billericay School

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Letter from CEO



Dear Applicant,

Thank you for your interest in the post of **Deputy Headteacher - Standards & Outcomes** at The Billericay School.

I hope that you find the information contained herein useful and that it provides with you a good understanding of the role and the school. Whilst we are unable to offer all aspects of our application process, we will make every effort to organise a socially distanced tour of the school, should you wish.

The application process is outlined later in this document but I would highlight that completed applications must be returned by Wednesday 14 April at 09.00 am.

I fully appreciate the time and effort required to complete an application for a post such as this and I thank you in advance. In return, we will read every application carefully. However, due to the volume of applications expected, it is not standard practice to acknowledge receipt of applications or advise candidates who have not been shortlisted.

Please do not hesitate to contact the school if you require any further information or would like to arrange a visit.

I look forward to receiving your application.

Kind regards

Mr Ahson Mohammed

CEO of the Compass Education Trust Ltd.



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Job Description



The Billericay School is one of the largest schools in Essex with a roll of almost 1700 students, including 300 in the Sixth Form.

The Billericay School is part of **The Compass Education Trust** and is registered as a charitable company.

The Trust board is responsible for strategic decision making, trust policies, financial matters and educational standards in all its schools. Each individual school within the trust has a local governing body, which monitors standards and pupil outcomes. The local governors also approve and monitor the school's budget.

The Billericay School site enjoys an enviable location; close to the town centre, yet situated in spacious grounds, the school is positioned on an elevated site with distant and sweeping views down towards the River Thames and beyond.

In times past, a windmill stood nearby, a piece of local history still commemorated in the school badge.

Teaching takes place in five principal blocks. The original structure, which dates from the school's foundation some ninety years ago includes an open air, furnished quadrangle for lower school students to use. Other buildings include a modern Technology and Business Studies block, an Art, Food Technology and Textiles building and a Sixth Form Centre that provides a modern, attractive environment for our older students.



Other facilities include a large assembly hall, drama studios, music suites with recording studio, media area with video editing capability and a large library/ resource based learning centre, which includes extensive ICT and study facilities as well as housing over 20,000 books.



The school's sporting facilities are exceptional, including a swimming pool, sports hall, gymnasium and fitness suite. Our grounds include tennis and netball courts, football, rugby and cricket pitches. The school has recently achieved the national Sportsmark Award for its sporting excellence and work with the community.

The school also has a medical room, with the services of qualified staff throughout the school day.

It is also worthy of note that many of our staff have chosen to send their own children to the school. What greater sign of confidence could there be!



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Job Description



Job Title	Deputy Headteacher – Standards & Outcomes
Grade/Salary	L20-24 fringe
Date Required	As soon as reasonably possible
Closing Date	Wednesday 14 April 2021 at 09.00 am
Interview Date/s	Thursday 22 and Friday 23 April 2021
Reporting To	Headteacher
Line Manager to	Assistant Headteachers as assigned, Curriculum leads in English, mathematics and science

We seek to appoint a committed and driven Deputy Headteacher to oversee our Standards & Outcomes.

Responsibilities are focused on whole school activities and ensuring that the school's development plan and improvement strategy is responding to local and national needs.

Deputy Headteachers serve on the Senior Leadership Team (SLT) and the school Management Team (MT). SLT members are responsible for co-ordinating and leading major areas of school life, and, by working with colleagues, ensuring that all school policies work in a coherent manner to maintain and improve the quality of provision we offer all students. As such SLT members make a major contribution to setting and maintaining standards in the school.

Main Duties:

The Deputy Headteacher supports and monitors the following activities:

- Strategic Planning
- Staff recruitment
- Performance management and staff training
- Monitoring and evaluation
- Management of information
- Coordination and application of school policies
- Working with SLT to manage and develop the school's Monitoring and Reporting Procedures



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Overall purpose: Working with the Head Teacher and the Senior Leadership Team to ensure continuous improvement of the school in order to ensure high standards of academic achievement for students, high quality teaching and learning and inspirational curriculum experiences.

Responsible for: Specifically the post holder, working with SLT colleagues, will have responsibility for:

- Standards Achieved & Progress of Subject Areas
- Oversight of all Subject Areas Outcomes through Curriculum Leaders
- Internal Self-Evaluation & Improvement Planning of Standards and Outcomes
- Ofsted Monitoring & Action Planning re: Quality of Education Impact
- Monitoring Progress to School Targets and developing strategies for positive outcomes
- Lead: Middle Leadership Team
- Line management of subject areas
- Oversee intervention aspects of key groups

Strategic direction and development:

- In partnership with the Head Teacher, to monitor and evaluate the work of the School in order to identify strengths and areas for improvement and to update the School's Self-Evaluation and Improvement Planning framework.
- In partnership with the Head Teacher to create a long term strategic plan for the development of the School.
- To be responsible for creating, implementing, monitoring and evaluating an annual strategic plan for improving pupil achievement across the School
- To ensure that appropriate data systems and structures are in place in order to track and monitor the achievement of pupils
- Support the vision, ethos and policies of the school which secure effective teaching, successful learning and promote high levels of achievement and self-esteem for all pupils, irrespective of background, ethnicity, gender or disability.
- Work with all stakeholders to identify priorities and targets for ensuring pupils achieve high standards and make progress, increasing teachers' effectiveness, narrowing gaps for underachieving groups and securing school improvement.
- Evaluate the effectiveness of the school's policies and developments and analyse their impact on pupils
- Work with stakeholders to develop and implement the school's core values of inclusion and the value of the individual, including working with children, families and colleagues to secure the best experience for our young people in school.
- Make effective links with parents and ensure that parents are well informed about the curriculum, targets, individual pupils' progress and achievement of their child.
- Work in partnership with parents, carers, outside agencies and the local community to support learning
- To contribute to the development of School ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.



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- To ensure the Head Teacher and Governing Body are well informed about policy, plans, priorities and outcomes for pupil achievement and the school curriculum.

Teaching and Learning

- To be a model of outstanding teaching practice.
- To support in ensuring that pupils' treatment of each other and school facilities, and their behaviour around the school, including awareness of each other's needs at break times, between lessons and in assemblies and other activities, is effectively managed and has a positive impact on learning
- To ensure effective intervention is in place across key stages in order to address the key development aims of the school.
- To monitor the academic progress and attainment of students through the regular review of pupil progress data
- To contribute to the monitoring of teaching through visits to lessons.
- Encourage learning programmes that promote the development of independent learners
- Ensure that staff are clear about the opportunities and responsibilities they have to help learners and understand their duties, responsibilities and rights
- Ensure that staff establish partnership with parents so they can contribute to the successful learning of their children
- Promote, observe, coach and celebrate effective teaching and learning strategies

Leading and Managing Staff

- To contribute to the recruitment of staff in the School as requested by the Head Teacher
- Ensure that all staff that support learning and attainment in the classroom are appropriately included in, informed of and trained in the School's system for using assessment information to support learning
- To participate, and lead aspects of, the School's Appraisal process and attend relevant INSET training.
- Establish, monitor and track the school Staffing and Curriculum Deployment Plans
- Help and guide staff on how to create strong and effective relationships with young people and the skills they will need to mentor and coordinate their learning
- Establish clear expectations and constructive and collaborative working relationships throughout the school distributing leadership roles and responsibilities as appropriate.
- Sustain high levels of motivation and optimism in self and team
- Continually audit the training needs of staff and support in the effective deployment of training resources
- Support the identification the professional development of the team through example and support and coordinate appropriate professional development by methods such as coaching, drawing on consultant support and regular meetings
- Appraise staff as required by the school policy and use the process to develop the personal and professional effectiveness of the appraisee(s)
- Ensure that the Head Teacher and Governors are well informed about policies, plans and priorities, the success in meeting objectives and targets, and professional development plans



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Efficient and Effective deployment of Staff and Resources

- To contribute to the smooth and effective running of the School on a day to day basis
- To have a high profile and presence around the School in order to model appropriate expectations for staff and pupils
- To attend parent evenings and open evenings
- To lead School assemblies as required
- Identify appropriate resources for your teams and ensure that they are used effectively, efficiently and safely
- Deploy, or advise the Head Teacher on the deployment of staff involved in your teams to ensure the best use of subject, technical and other expertise
- Ensure the effective and efficient management and organisation of learning resources, including information and communications technology
- Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school
- Use accommodation to create an effective and stimulating environment for the teaching and learning of all subject areas
- Ensure that there is a safe working and learning environment in which risks are properly assessed
- Deploy your time, resource and staff appropriately to meet the demands of the learning process.
- Deputise for Head Teacher where appropriate.
- Audit Training needs of your teams and establish Professional Development Training Plans accordingly
- To promote, be outward facing and receptive to the MAT ways of working

General

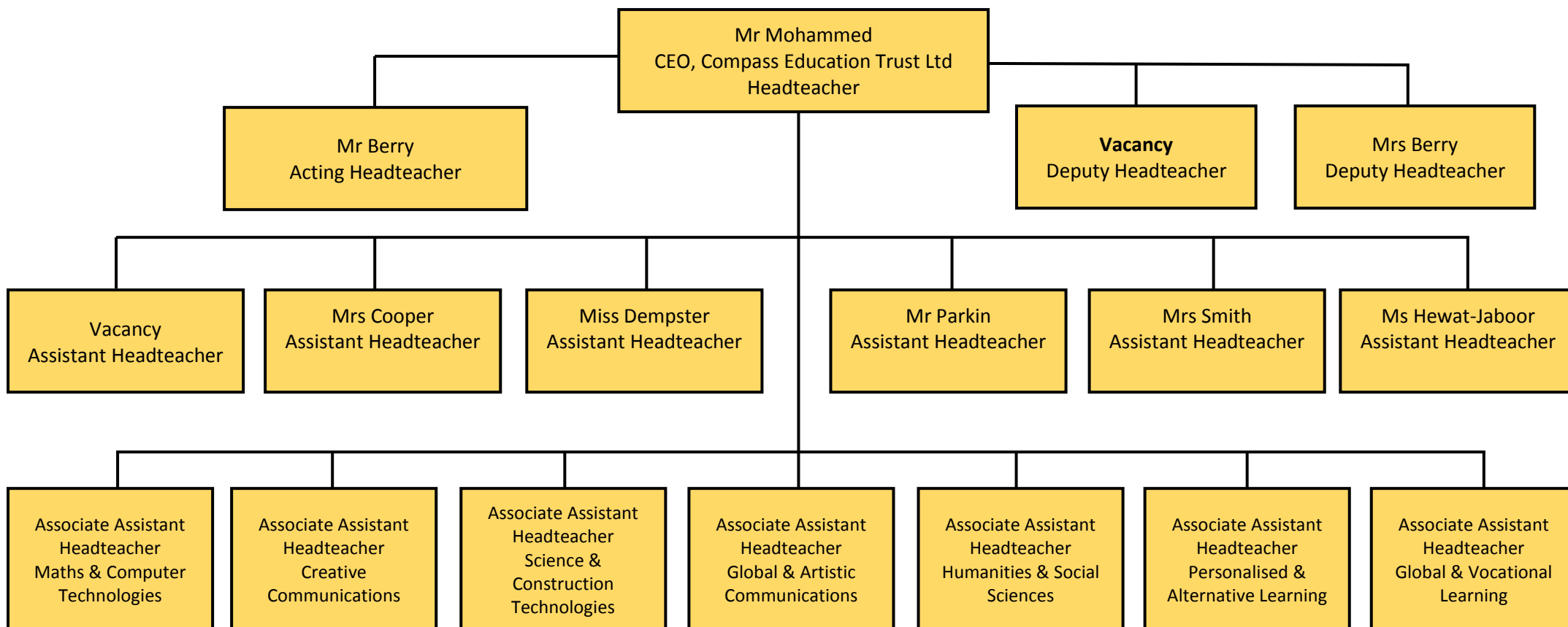
To undertake such other duties from time to time as directed by the Head Teacher in line with the developing needs of the School.



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SLT Structure





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Person Specification – Deputy Headteacher



Category	Essential
Qualifications	<ul style="list-style-type: none">• Qualified teacher status• Able to show recent evidence of continuing professional development at a level appropriate to the post
Experience	<ul style="list-style-type: none">• Successful record of teaching in a large comprehensive school• Leadership and management of a team of teachers and support staff• Initiating and implementing curriculum developments, whole-school improvements and other innovations
Professional Development	<ul style="list-style-type: none">• Build effective teams and project manage
Skills	<ul style="list-style-type: none">• Communicate highly effectively with a wide range of audiences orally and in writing• Lead and contribute to discussion and policy development in an informed but sensitive manner• Deal with day-to-day issues and shifting priorities whilst maintaining focus on longer term goals• Set standards of behaviour for staff and learners by the personal example of hard work and commitment to the needs of the school and community• Interact with students, staff and parents in a manner that is clear, firm, supportive and fair, always showing consideration and respect in stressful or difficult situations.• Use IT to a high standard to perform the role of Deputy Headteacher and contribute to the development of effective systems within the school• Set targets for staff, lead, monitor and evaluate their work, delegate tasks appropriately and successfully contribute to staff learning and development• Contribute to the maintenance of a physical environment and social ethos that promotes learning and positive learner attitudes• Pay attention to detail
Special Knowledge	<ul style="list-style-type: none">• Significant expertise in a subject of the curriculum, particularly in their own field• Excellent understanding of the whole school curriculum and how different components contribute to students' whole school experience and achievement• Teaching approaches that generate highly effective learning for all young people• Sound understanding and experience in developing and managing effective pastoral and behaviour management systems• Knowledge and understanding of the current educational landscape, government initiatives and Ofsted requirements• Be aware of and able to apply strategies for managing behaviours effectively• Have an understanding of well-being and needs of young people
Personal Attributes	<ul style="list-style-type: none">• A genuine commitment to young people and demonstrating high expectations for their progress and welfare• An enthusiasm for learning, education and the ability to arouse enthusiasm in others• A high level of professionalism in manner and organisation• A capacity for hard work• Excellent record of punctuality and attendance• A collaborative approach. Openness, adaptability and sensitivity to staff, learners and parents whilst maintaining the high level of morale enjoyed in the school• A capacity and desire for school leadership at the highest level and a willingness to share responsibility for the continued success of the school• A practical desire to involve parents and the community as fully as possible in the life of the school• Honesty, integrity and loyalty• Good sense of humour



The Billericay School A Mathematics & Computing College Application Process



Applying

If you would like to apply for this vacancy, please download and complete the application form which can be found on our website: <https://www.billericayschool.com/vacancies/>

Application forms should be completed electronically or sent as a scanned document to:
info@billericayschool.com.

Should you experience any technical problems, please do not hesitate to contact Mrs Efreme, PA to Mr Mohammed, via the above email address.

- Please be advised that we **do not accept CVs** as a form of application.
- Due to the volume of applications, it is not standard practice to offer feedback. However, we will endeavour to acknowledge receipt of applications.
- Our Governing Body is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment.
- A member of our Governing Body will be involved in the interview process.
- We will endeavour to request references ahead of interview.
- Employment is subject to satisfactory medical checks, enhanced DBS clearance and suitable references.

We look forward to hearing from you.