

Endon High School

Deputy Headteacher Recruitment Pack



"Plus est en vous" *There is more in you*
Working together to go beyond our best

Curiosity - Determination - Kindness



Dear applicant,

Thank you for requesting details for the position of Deputy Headteacher. Please take time to read through the recruitment pack to understand more about the role and our school. If you are someone who thrives on challenges and believes in the potential of all young people, then we look forward to receiving your application. The Governors of Endon High School are seeking to appoint an inspirational and highly motivated Deputy Headteacher, with excellent leadership and management skills to support the Leadership Team to lead, develop and improve our school.

First impressions are always very important. I believe that when you visit our school, you will be struck by the really positive relationships between our staff and students. This is a very friendly school. Ofsted 2018 reported that "Pupils speak highly of the respect and trust they receive from their teachers". Our school is a relatively small secondary school which helps us to build strong relationships and to get to know each student as an individual. There is an outstanding pastoral care system in place, recognised through national awards as well as by Ofsted.

Endon High School is proud of its record as an inclusive school. We have a strong track record of welcoming youngsters with a variety of backgrounds: some have physical disability; some have emotional or behavioural issues; some have learning difficulties. We believe that our ability to meet the needs of the individual enriches the whole school community.

Endon High School is a high achieving school. Our academic results are excellent, not only for the more able students but for every child, including those who have learning difficulties or special needs. The staff work exceptionally hard to try to get the best possible results for every student.

Central to the smooth running of a school are high standards of discipline. We believe that good behaviour and respect are essential and we work hard to maintain high standards, expecting and receiving support from parents.

One of the many strengths of this school is the opportunity for students to take part in a wide variety of enrichment activities. There are many residentials, both in the UK and abroad. Students take part in outdoor activities; musical opportunities are superb; sports teams enjoy success both locally and at county level; opportunities in art are fantastic; many exciting trips and activities relate to specific subject areas.

The school is proud of its rich extended schools programme called the Endzone with numerous clubs and activities available each day for an hour after school. We encourage all of our students to take part in at least one of these. However, the programme is so varied that many students stay for five sessions each week!

I feel very privileged indeed to be Headteacher at Endon High School. I am looking for a person with integrity who is genuinely committed to improving the life chances of young people and adults, not only at Endon High School but also in the local community.

Please refer to our website www.endon.staffs.sch.uk for further information about our school.

Please ensure you complete the application form and provide a letter of application, no longer than 2 sides of A4, which clearly highlights your suitability to undertake this role. This should be returned to Mrs J Sawyer, j.sawyer@endon.staffs.sch.uk. I look forward to receiving your application.

Yours faithfully,

Mr Andrew Skelding
Headteacher



Our School context

Endon High School is a relatively small (706 pupils on roll) comprehensive school set in a semi rural location between the market town of Leek and the urban conurbation of Stoke-on-Trent.



Pupils come from the catchment of Endon, Bagnall and Brown Edge, which is generally a fairly advantaged area in terms of socio-economic make-up although there are clear pockets of deprivation. In addition, almost half the intake opts in from the nearby Authority of Stoke-on-Trent (the boundary is only about half a mile from the school). The school is regularly oversubscribed and cannot grow in size owing to the obvious physical restrictions of the site.

If you were to ask staff and parents what characterises Endon High School the answers would be: high academic standards; good relationships between staff and pupils; a strongly inclusive ethos (we have a very successful SEND Department who perform outstanding work with pupils with physical disability and those with specific medical conditions such as autism), and a rich and diverse extra-curricular provision. Parents also cite good standards of behaviour and discipline as a positive feature of the school.

Endon High School
NoR 706

Deputy Headteacher
(L15-19 £56,434-£62,262)
Required for September 2020

Endon High School is a relatively small 11-16 comprehensive school in a semi-rural location between Leek and Stoke-on-Trent. The school was graded good by Ofsted in November 2018. Academic achievement is high. The school is inclusive with a strong pastoral ethos, and prides itself on a rich extra-curricular programme.

The Governors of Endon High School are seeking to appoint an inspirational and highly motivated Deputy Headteacher, with excellent leadership and management skills to support the Headteacher to lead, develop and improve our school.

The specific role of the successful applicant will be developed around their skills, experience and ambitions.

Applicants should have successful, relevant experience of leading and managing whole-school initiatives and have excellent inter-personal skills with both staff and pupils.

Please ensure you complete the application form and provide a letter of application, no longer than 2 sides of A4, which clearly highlights your suitability to undertake this role.

For further details and an application form, please contact Mrs J Sawyer, Heads Secretary, or access the information from the schools website and submit applications electronically. (www.endon.staffs.sch.uk)

Mrs J Sawyer, Heads Secretary, Endon High School
Leek Road, Endon, Stoke on Trent, ST9 9EE
Telephone: 01782 506815/502240
e-mail: j.sawyer@endon.staffs.sch.uk

Closing date for applications: Monday 24th February
Interview dates: Monday 2nd and Tuesday 3rd March

Previous applicants need not apply

Our Mission

To inspire confident learners and take them on a journey of opportunities throughout Endon High School so that they can thrive academically, socially, physically and emotionally, within a happy and caring environment.

We expect all members of our school community to value: curiosity, determination and kindness. To be ready, be respectful and be responsible. To believe in our motto 'Plus est en vous' - that everyone has more in them.

We aspire to equip everyone with the knowledge, understanding, skills and qualities needed to achieve success at the highest level. Empowering every learner to go beyond their best and to be brilliant, so that they may all follow a quality pathway after Endon High School.



Our Motto

To believe in our motto '**Plus est en vous**' - there is more in you.

At Endon High School we are all working together to go beyond our best every single day.

From Year 7 right through to Year 11 our pupils learn to help others, and themselves, to improve, recognising that each of us can be even better than we already are.

Our shared values:

Curiosity

At Endon High School, we believe in our motto 'Plus est en vous' (there is more in you) and have the highest expectations of ourselves, as well as of our students. The desire to challenge ourselves, learn new things or know and understand something new motivates us to try our best in everything we do. We value enquiring minds, the acquisition of knowledge, innovation, a spirit of exploration and a commitment to getting involved.

Determination

At Endon High School, we work hard, try our best and aim for excellence. We are tenacious and driven to achieve both our academic and personal goals. This determination to be resilient, to keep going when learning (or life) is difficult, and to come back and try again when we struggle, helps us to succeed.

Kindness

At Endon High school we are kind to one another. Everyone should feel they belong. This means that we are considerate and generous every day, caring for one another and doing everything we can to make sure everybody has a good day at school. Kindness reinforces our shared sense of community, it builds trust and respect and it ensures that we take our social responsibilities seriously.

Our High Expectations:

We have very high expectations of our students. We expect them to be:

Ready
Respectful
Responsible



The Job Description

The specific role of the successful applicant will be developed around their skills, experience and ambitions. The following outlines their general responsibilities. A review of the specific Leadership Team roles and responsibilities will be undertaken following the appointment of a Deputy Headteacher (and any subsequent Leadership Team appointments where necessary.)

- In the absence of the Headteacher, the Deputy Headteacher will take full responsibility for the operational leadership of the School.
- Responsible to the: **Headteacher**
- The Deputy Headteacher will undertake any other reasonable tasks or duties assigned by the Headteacher. He/she also has all the responsibilities of any teacher at Endon High School. Specific priorities in each year will be defined by the Headteacher in line with the Schools Development Plans.

Working in coordinated and cohesive partnership with all other members of the leadership team the Deputy Headteacher will;

Experiences, qualities and knowledge

1. Have an outstanding track record in Educational Leadership with proven success and demonstrable impact.
2. Hold and articulate clear values and moral purpose, focused on providing a world-class education.
3. Demonstrate the ability to think strategically, analytically and creatively.
4. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards all members of the school community and the local community.
5. Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
6. Sustain wide, current knowledge and understanding of education and school systems, and pursue continuous professional development.
7. Work with political and financial astuteness, within a clear set of principles centred on the schools mission, vision, shared values and high expectations, translating local and national policy into the schools context.
8. Communicate compellingly the schools vision and drive the strategic leadership, empowering all pupils and colleagues to excel.

Pupils and staff

1. Embed ambition and drive improvement, specifically within line managed departments/teams and across areas of responsibility specified by the Headteacher.
2. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
3. Ensure that identified whole school initiatives are applied consistently, continue to ensure that pupils understand and engage with them. (guarantee 'buy in')
4. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
5. Maintain and further develop a culture of 'open classrooms' as a basis for sharing best practice within and between departments, drawing on and conducting relevant research and robust data analysis.
6. Lead initiatives and co-ordinate development programmes as specified by the Headteacher to ensure that the school promotes and achieves the highest standards of teaching and learning.
7. Build on and further develop the school's ethos within which all are motivated and supported to develop their own skills and subject knowledge, and to support each other.
8. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
9. Hold all staff to account for their professional conduct and practice.



Systems and process

1. Ensure that the schools systems, organisation and processes are efficient and fit for purpose in a changing world.
2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
3. Maintain, further develop and implement rigorous, fair and transparent systems for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. Contribute to the schools rigorous and on-going self-evaluation cycle and quality assurance procedures, specifically in line managed departments/teams, including:
 - contributing to the School's Self Evaluation and providing relevant evidence
 - interpreting and acting upon pupil performance/prior attainment data
 - analysing and sharing data with team leaders; raising questions, posing hypotheses and providing challenge
 - work scrutiny/standardisation of assessment
 - lesson observations and feedback
 - learning walks
 - moderating pupil standards of achievement and behaviour
 - ensuring that all staff are fulfilling their professional responsibilities and carrying out their duties effectively;
5. Ensure all staff are kept informed of the schools strategic objectives, priorities, development and progress through effective communication;
6. Implement effective procedures to safeguard pupils at all times;
7. Contribute to the recruitment, induction and professional development of the schools workforce to achieve the schools vision and goals;
8. Encourage strong governance and actively support the governing board to understand its role and deliver its functions effectively by preparing reports for Governors' meetings and playing an active role in the meetings.
9. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the schools sustainability.
10. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
11. Participate in the day to day management of the school by being a visible and effective presence and contributing to the duty rota.

School Improvement

1. Ensure that the school continues to develop its outward-facing strategy and work with other organisations to secure excellent achievements for all pupils.
2. Maintain effective partnerships with parents and carers to support and improve pupils' achievement and personal development.
3. Ensure timely and professional communication to parents in all correspondence and consistently high standards in reports on pupil progress.
4. Nurture and further develop effective relationships with colleagues in other schools and public services to improve academic and social outcomes for all pupils.
5. Continue to challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to promote self-improving schools.
6. Shape the current and future quality of the teaching workforce through high quality training and sustained professional development for all staff.
7. Model entrepreneurial and innovative approaches to school improvement ensuring accountability at all levels.
8. Inspire and influence others to believe in the fundamental importance of education in young peoples lives and to promote the value of education.
9. Maintain positive perceptions of the school through relevant, interesting and engaging items on the school's website, social media, in newsletters and the local media, Presentations, Parents' /Curriculum Evenings and Celebration events.

The Personal Specification

Source Key:

A – Application

I – Interview

R – References

TRAINING AND QUALIFICATIONS	Essential	Desirable	Source
Qualified Teacher Status	✓		A
Degree or equivalent	✓		A
National Professional Qualification for Headship/MA		✓	A
Evidence of commitment to Continual Professional Development including recent participation in a range of relevant in-service training	✓		A/I
SAFEGUARDING	Essential	Desirable	Source
Understanding of responsibilities of the Deputy Headteacher in ensuring compliance with Health and Safety Legislation	✓		A/I/R
Clear commitment to and understanding of Child Protections matters, Safeguarding Legislation and practice	✓		A/I/R
SCHOOL LEADERSHIP AND MANAGEMENT	Essential	Desirable	Source
Effective Leadership experience at Assistant Headteacher or SLT level in a Secondary School	✓		A/I/R
Secure understanding of strategies for staff performance management/Appraisal	✓		I
Evidence of strategic planning to raise standards for school improvement	✓		A/I/R
Experience of successful implementation of strategies for raising achievement and ensuring effective teaching and assessment	✓		A/I
Evidence of embracing and leading change	✓		A/I
Have experience of multiagency working to support vulnerable children and families, and to promote excellent attendance	✓		A/I
Knowledge of strategies for improving pedagogy and practice.	✓		A/I
Knowledge of educational research and experience of implementing change and improvement based on research evidence	✓		A/I
EXPERIENCE OF TEACHING	Essential	Desirable	Source
Classroom practitioner of the highest quality	✓		A/I
Evidence of effective classroom practice including the application of new technologies	✓		A/I
As a teacher to be accountable to the school systems of teacher assessment	✓		A/I

PROFESSIONAL KNOWLEDGE AND UNDERSTANDING	Essential	Desirable	Source:
Ability to communicate and translate a shared vision into practice	✓		A/I
Understanding the complexity of accountability required of a Deputy Headteacher	✓		I
Understanding of school budget management and financial accountability		✓	A/I
Ability to provide a balanced curriculum to enable all students to achieve their full potential	✓		A/I
Confidence in accessing, analysing, interpreting and synthesising information demonstrating high order analytical skills to make informed judgements	✓		A/I/R
The use of data to establish benchmarks and set targets for improvement	✓		A/I
Drive improvement and challenge underperformance	✓		A/I
Have an understanding of national policy, teaching, curriculum and assessment developments and the statutory and legal framework, including the Ofsted Inspection Framework	✓		A/I
Understanding roles of MAT structures and Local Governing Body		✓	A/I
Experience of leading/coordinating professional development opportunities	✓		A/I
PERSONAL SKILLS AND ABILITIES	Essential	Desirable	Source
Highly approachable, has presence and enjoys being visible to staff, students and parents	✓		I/R
Ability to relate to, and a genuine enthusiasm for, the development of young people	✓		A/I/R
Strong commitment to raising standards	✓		A/I/R
Ability to be inspirational, resilient, and good humoured when working under pressure	✓		A/I/R
Self-motivated and excellent organisational skills and the ability to prioritise workload effectively	✓		A/I/R
Outstanding communication skills to a range of audiences	✓		A/I/R
Confidence to delegate management tasks, trust those responsible and monitor their implementation	✓		I/R
Able to ensure resources are deployed to the maximum benefit of staff and students	✓		A/I/R
Ability to collaborate effectively with other partners and build and maintain good relationships with all stakeholders, including the local community	✓		A/I/R
Committed to securing equality, ensuring inclusion, diversity and access throughout the school	✓		A/I/R
Ability to inspire and develop leadership in others	✓		A/I/R
Competent user of ICT	✓		A/I/R
Imaginative, motivational and ability to retain a sense of humour	✓		I

A vision for our school

Educational Innovation. *Truly great teaching.* At Endon High School we believe our motto speaks to everyone and our aim to create a culture in which both learners and educators thrive. Empowered to grow as leaders of learning, our inspirational forward thinking staff create lesson and learning experiences that are innovative, challenging, varied and inspire a love of learning. Our teaching is enriched within innovative, evolving and risk taking environments where research is embraced, experts engaged and connections are extended beyond the school. This is why young people love to learn here.

Empowering Individuals. *Never afraid to be brilliant.* Our aim is that Endon High School inspires everyone to strive for excellence within and beyond the classroom. We believe in our shared values to grow resilient, independent, confident and compassionate young people who believe they are capable of anything. Respecting diversity and recognising the importance of interdependence, we challenge each and every young person to develop their unique passions and talents, whilst valuing those of others. We give our young people room to ask questions, express themselves, take risks and to fail. It's how they keep learning and growing, long after they leave.

Experience & Opportunity. *A rich curriculum.* Our aim is to deliver a rich curriculum that educates and empowers the 'whole person' so they can unleash their potential within and way beyond the classroom. We passionately believe in building upon the core curriculum, promoting the Baccalaureate without stifling opportunities for our young people to explore STEM, sport and the Arts. Endzone and enrichment provide opportunities that reach far beyond the school day and the school grounds. We believe that by giving every young person the opportunity to do more, they have the ability to be more.

Responsibility & Leadership. *A positive contribution.* Our aim is to create a better tomorrow today by growing confident young leaders, preparing young people to step forward, adapt to change and positively impact their future and that of others. Encouraging them to act now, we empower young people to make a real difference. Learning to lead, to serve and inspire the community, our young people become strong global citizens and courageous, socially responsible leaders. We always have, and always will, champion responsibility and give our young people opportunity to lead the way.

High Aspirations. *Insist on excellence.* Our aim is to take every opportunity to celebrate everyone's successes at any level of school life. We aspire to equip everyone with the knowledge, skills and qualities needed to achieve success at the highest level. We empower every learner to go beyond their best so that they may all follow a quality pathway after Endon High School. We have the highest expectations of students and ourselves, where every student, no matter his or her starting point, is expected to work as hard as he or she can and behave as well as he or she can, without exception.

A Family Community. *A sense of belonging & support.* Our aim is that pupils feel this is their school: they belong, they wear their uniform with pride and know the school gives them the opportunity to thrive. Here every child has a champion. To have the unqualified support of our parents, where parents have the highest aspirations for their children, where they work with us, not against us, in educating their children. Excellent transition links and high quality relationships with all primary schools and tertiary providers. A valued member, in the heart of the Endon, Stanley & Brown Edge community. Our place in a MAT. We cherish everyone's wellbeing, where every single one of us is wholly committed to our work, but has time to enjoy life beyond Endon High School, with family and friends, so that the school/home balance is in true harmony and we embody a celebratory, sustainable approach to life.

Learning Environment. *Resources, site and H&S.* Our aim is that everyone has the best possible resources needed to excel. The school provides safe spaces that allow everyone to thrive socially and emotionally. Purposeful accommodation is provided that allows everyone to work and be brilliant- which allow pupils to thrive academically, including physically. Technology allows everyone to be efficient, effective and innovate. Catering services provide high quality food, service and value for money whilst being healthy. The school is environmentally friendly and sustainable.

Next steps...

Dear applicant,

An update regarding Endon High Schools journey towards Academy conversion.

For a long time Endon High School Governors have sought to determine the best future path for the school. This led our Governors to undertake many months of discussions and investigations looking at the possible paths that our school could take. This included looking to establish a Multi Academy Trust in the local area, partnering with another local secondary school or joining established, local Multi Academy Trusts.

Over the past twelve months, the Academy Working Group, which reports to Governors, has discounted the options that were deemed unsuitable, unworkable or that we decided we would not have the capacity to make work to the benefit of our school. They therefore recommended to Full Governors that we should join a local, established Multi Academy Trust.

There then followed investigations, shortlisting and a series of presentations from a number of Multi Academy Trusts, which were in turn followed up by further research. Following this process, Endon High School's Governors have voted to move forward to investigate whether joining the Shaw Education Trust will best safeguard the schools future and allow our pupils now, and in the future, to thrive.



Over the coming months we will be working closely with the Shaw Education Trust, and their cluster of schools, to properly understand the benefits, and possible pitfalls, of Endon High School joining the Trust.

We are excited to be working with an established Trust which we believe shares our school values and has the expertise and capacity to support our school to thrive.

Come and visit our school



Applicants are welcome to visit the school on 11th or 12th February at 9am, when we can arrange for you to be taken around and see the school in action or alternatively 12th or 13th February at 4pm

We are proud of our school and we would love to show you why. I would be delighted if you choose to visit the school so we can meet beforehand to give you the opportunity to tell me about your ideas and shared vision.

If you wish to make an appointment, please contact Mrs J. Sawyer
j.sawyer@endon.staffs.sch.uk

The successful applicant will be required to undertake enhanced DBS clearance, medical clearance and provide suitable references. Endon High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants. Information will be retained on unsuccessful candidates for six months after the selection process is completed, as this is in line with the maximum time for appeals to be raised. Information on successful candidates will be retained in line with current guidance on staffing data retention. All references, both given and received, are exempt from disclosure under GDPR legislation.

For further information:

OFSTED: 2018 "A Good School"

<https://files.api.ofsted.gov.uk/v1/file/50044452>

Postal Address:

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Staffordshire
ST9 9EE

Website:

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Headteacher:

Mr Andrew Skelding