



**YEWLANDS
ACADEMY**

**DEPUTY
HEADTEACHER**

Recruitment Pack





Dear Candidate

Thank you for expressing interest in the post of Deputy Headteacher and for taking time to read the information provided. I hope that after reading this pack, you will be inspired to apply!

This is an key leadership post in an academy where staff are determined improve the life changes of our students

We seek to appoint staff with energy, passion, determination, creativity and ambition to continue and further develop this ethos.

The successful candidate's main area of responsibility will be teaching and learning. This will include performance management and quality assurance, together with line management of senior staff.

This is an opportune time to join a talented leadership team working with us to achieve excellence.

In return we offer opportunities of first class career development; accessing high quality CPD programmes. In partnership with WCAT there will also be further career and developmental opportunities working with colleagues across the trust.

The staff at Yewlands are talented, ambitious and determined to reach our goals. If you are interested in joining us and would like to find out more about the post, or for an informal discussion please contact Mrs K Greenhall (Head's PA) on 0114 232 9010 or email kgreenhall@yewlandsacademy.org.

Yours sincerely

Chris Weston
Headteacher





METHOD OF APPLICATION

Deputy Headteacher

1. Completed application form, **no** curriculum vitae to be returned
2. Statement in support of your application
 - maximum of two sides of A4
 - supporting statement to focus on:
 - Candidate's previous experience which will help in successfully meeting the requirements of this post
 - Essential skills and personal qualities identified in the person specification
3. Telephone enquiries and informal discussion to Karen Greenhall, Headteacher's PA on 0114 2329010
4. Application returned to:

Mrs C Wall
Office Manager
Yewlands School Technology College
Creswick Lane
Grenoside
Sheffield
S35 8NN
5. Closing date: **Thursday 4 May 2017**
6. Interview date: **Thursday 18 and Friday 19 May 2017**
7. Expenses: Reasonable out of pocket expenses will be met for candidates invited for interview
8. Interviews: Candidates invited for interview will
 - a. Have the opportunity to visit the school, meeting students, staff and governors
 - b. Be expected to teach a lesson
 - c. Take part in appropriate assessment activities
 - d. Have a formal individual session with a selection panel



JOB DESCRIPTION

Job Title:	Deputy Headteacher
Scale:	ISR L18 – L22 (£59,264 - £65,363)
Responsible to:	Headteacher
Responsible for:	Teaching and support staff of the school and its children and young people.

Job Purpose : Working with the Heateacher to provide leadership for the school which secures its success and continuous improvement, ensuring high quality education for all its students and the highest standards of learning and achievement in accordance with statutory requirements.

Accountabilities: To be met in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document and the professional standards for teachers.

Shaping the Future

Working with the Headteacher to:

Create and communicate a shared vision, ethos and strategic plan that inspires and motivates all stakeholders and reflects the needs of the school and its community as part of Sheffield and in its wider context.

Translate the vision into clear objectives that promote and sustain school improvement.

Ensure that the school moves forward for the benefit of its students and their community.

Motivate and inspire stakeholders to create a strong, shared culture of learning within an inclusive environment.



Inclusion

Working with the Headteacher to:

Provide senior leadership with a strategic vision for the Academy

Ensure that the Academy's behaviour management policy and procedures are adhered to ensuring that as far as possible the school is free from bullying racism and other forms of harassment.

Ensure that the training needs of all categories of staff, in relation to behaviour management is fully supported.

Teaching and Learning

Working with the Headteacher to:

Set high expectations and challenging targets, monitoring effectiveness and evaluating learning outcomes.

Ensure a school-wide focus on students' achievement, using data and benchmarks to monitor progress in every child's learning.

Establish creative, effective approaches to learning and teaching, responsive to the needs of the student community.

Ensure a culture that supports and facilitates student engagement in, and ownership of their own learning.

Monitor, evaluate and review classroom and assessment practice and promote improvement strategies, challenging underperformance and ensuring corrective action.

Developing Self and Others

Working with the Headteacher to:

Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities and partnerships.

Develop and maintain effective strategies and procedures for the induction, professional development and performance review of all staff.

Set high expectations for all and address underperformance.



To act as a role model for the highest professional standards within the framework of the schools expectations.

Regularly self-evaluate, set personal targets and take responsibility for own personal professional development.

Implement performance management systems that ensure high quality education provision.

Managing the Organisation

Working with the Headteacher to:

Ensure that the Academy and its resources are organised and managed to provide an efficient, effective and safe learning environment.

Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.

Recruit, retain and deploy staff appropriately.

Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money.

To deputise for the Headteacher as necessary

To undertake any professional duties of the Headteacher as delegated, or in the event of their absence from school.

Securing Accountability

Effective fulfilment of all roles and responsibilities outlined in this document

Provide information, advice and support to the Headteacher and Governing Body to enable them to meet their responsibilities for securing:

- Effective teaching and learning
- High standards of achievement
- Efficiency and good value for money

and enabling them to present full, clear and accurate accounts of school performance to a range of audiences including Wakefield City Academies Trust, OFSTED, the local community and others.



To assist the Headteacher in creating and developing an organisation in which all staff recognise that they are accountable for the success of the school.

To assist the headteacher in ensuring all parents are well informed about:

- curriculum attainment and progress
- realistic and challenging targets for improvement

and to make a fully informed contribution to achieving them.

Strengthening Community

Working with the Headteacher I to:

Co-operate and work with relevant agencies and partners to ensure the wellbeing of children.

Ensure learning experiences for students are linked and integrated with the wider community, local, national and global.

Build a school culture and curriculum that takes account of the richness and diversity of the school's communities.

Create and promote positive strategies for challenging all forms of prejudice and harassment.

Promote the concept of lifelong learning and family engagement with learning through partnership.

Manage effective relationships with all stakeholders and partners.

Other:

As may be reasonably required in agreement with the Headteacher.



PERSON SPECIFICATION

POST: Deputy Headteacher

Criteria	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • QTS (Secondary age range) • Degree level (or equivalent) qualification 	<ul style="list-style-type: none"> • Further professional qualifications • NPQH status 	<ul style="list-style-type: none"> • Application
Experience	<ul style="list-style-type: none"> • Recent successful experience as Assistant Headteacher or Deputy Headteacher (secondary) • Career progression through a range of curriculum and leadership responsibilities contributing to the effective raising of standards • Effective leadership of whole school developments relating to learning and teaching and/or self-evaluation • Practice leading to raising the standards of learning and teaching • Effective management of change • Use of technology to improve systems that raise student achievement • Effective line management of other staff 	<ul style="list-style-type: none"> • Teaching experience in more than one school • Experience of working in a wider context than an individual school • Leading INSET • Effective collaboration with external agencies • Effective leadership of transformational strategies in a school under Special Measures 	<ul style="list-style-type: none"> • Application • Interview



Vision	<ul style="list-style-type: none"> • Ability to think strategically, expound a clear vision and inspire others to carry it forward • Ability to develop a strong school ethos including high standards of behaviour and attendance • Commitment to equality of opportunity, diversity of provision and inclusive education • Commitment to a fair, open and equitable culture • Experience of building productive relationships with external partners 		<ul style="list-style-type: none"> • Application • Interview
Personal qualities, skills and characteristics	<ul style="list-style-type: none"> • High expectations of all pupils and experience of excellent practice • Effective interpersonal skills • Excellent communication skills • Inspire, challenge, motivate and empower others • Think creatively to anticipate and solve problems • Develop effective teamwork and be able to contribute effectively to a range of teams • Ability to set challenging but appropriate targets for self and others • Ability to challenge, influence and motivate others to achieve high goals 	<ul style="list-style-type: none"> • Aspiration to lead towards outstanding outcomes and proven ability to develop outstanding practice • Ability to coach and build capacity in others 	<ul style="list-style-type: none"> • Application • Interview



	<ul style="list-style-type: none"> • High expectations of self and others • Ability to manage and resolve conflict • Capacity to work under pressure, maintaining a sense of perspective and humour • Commitment, honesty and dedication • Ability to manage own time effectively • Reliability and integrity • Resilience and tenacity 		
<p>Knowledge / special aptitudes</p>	<ul style="list-style-type: none"> • Knowledge of current educational trends, curriculum developments and educational initiatives in Wales • Excellent knowledge and understanding of diversity and equality requirements • Excellent strategies for discipline • A dedication to high academic standards • A belief in working in partnership and as part of an established team • Proven ability in the development of effective structures and systems • Ability to think strategically • Excellent literacy and communication skills • Clear understanding of financial management 	<ul style="list-style-type: none"> • Knowledge of and experience in local and/or national learning initiatives • Experience in implementing strategies to raise standards with specific groups of learners • Experience in financial management systems 	<ul style="list-style-type: none"> • Application • Interview



Professional Development	<ul style="list-style-type: none">• Evidence of relevant further professional development		<ul style="list-style-type: none">• Application• Interview
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