



Ralph Allen School Deputy Headteacher Recruitment Pack

RESPECT

TEAMWORK

PERSONAL BEST

www.ralphallenschool.com



Deputy Headteacher: Curriculum & Progress Lead Required for September 2021 L19 - L23



A rare opportunity has arisen to join a successful, thriving and oversubscribed stand-alone academy in the popular location of Bath, frequently named as one of the best places to live in the UK.

The Governors and Headteacher at Ralph Allen School are seeking to appoint an exceptional leader who will build upon the successes of the retiring Deputy Headteacher, supported by a committed and loyal staff body.

With the introduction of our brand new Math's block and an emerging plan to further enhance school facilities, the successful applicant will have the opportunity to lead, with the Headteacher, on the next phase of Ralph Allen's new and exciting expansion programme.

Applications are welcomed from experienced Senior Leaders who:

- Are passionate about developing resilient, confident learners
- Are committed to inclusive education
- Can model, promote and develop high quality teaching and learning across the school
- Demonstrate energy and positivity
- Show strategic thinking and an aptitude for problem solving
- Are creative and inspirational
- Are excellent communicators
- Are highly emotionally literate
- Exemplify the values of Ralph Allen: Respect, Teamwork, Personal Best

If you require any further information about this post, please email recruitment@ralphallenschool.com

Visits: Wednesday 24 February, Thursday 25 February and Friday 26 February (all visits will be Covid-compliant). To book your visit, please contact the Heads PA via email h.baker@ralphallenschool.com to arrange a suitable time.

Closing date: 9am, Friday 5 March



Dear Applicant,

Thank you for your interest in applying for the post of Deputy Headteacher at Ralph Allen School.

Following the retirement of our long-standing Deputy Headteacher, we are seeking an exceptional school leader to replace him. We are passionately committed to providing an excellent comprehensive education for all our students and dedicated to fulfilling our values of Respect, Teamwork and Personal Best.

This is a very exciting time to be working at Ralph Allen School. The school continues to provide a high quality of education for students in the local area and we are determined to improve further. We need a Deputy Headteacher who is equally passionate about ensuring that every student receives the high quality education they deserve. We need a school leader who will raise aspirations and challenge underperformance. We need a colleague who is eager to work with the Headteacher and other Senior Leaders, and will be open honest, hard-working, relentlessly positive and passionate.

In the most recent Ofsted inspection in 2018, the school achieved “good” in all areas. Inspectors commented that “good” is a wide range and we were at the top of this category. Our strength is our community and our family feel. Our students are amazing and we have a cohesive staff who work together to support each other and our students.

If you feel able to take on this challenge and work with us and the committed staff at Ralph Allen School, we look forward to meeting you and introducing you to our school community.

I look forward to hearing from you.

Andy Greenhough
Headteacher

Key Information Sheet



Application process

Applicants must complete the application form and submit it to the school by no later than 9am on the closing date of the 5 March 2021. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

Application forms are available on the school website www.ralphallenschool.com and should be submitted to recruitment@ralphallenschool.com

Letter of application

Please include a cover letter with your application form outlining why you would be the best person to become Deputy Headteacher at Ralph Allen. This should be addressed to Andy Greenhough, Headteacher.

Selection process

Applications will be ranked against the person specification for the role. All shortlisted applicants will be subject to assessment tasks as per the person specification.

Shortlisted candidates

Applicants who have been shortlisted for the post will be notified by Friday 12 March 2021. Prior to the interview date referees will be contacted to request references on all shortlisted candidates. Interviews to be held in the week beginning 15 March, provided the students are back in school.

School visits

Applicants who would like to visit the school should contact Mrs Hannah Baker by email at h.baker@ralphallenschool.com. These will be held on Wednesday 24, Thursday 25 and Friday 26 February and will strictly be by appointment only. All visits will be Covid Compliant. Please ensure you read our [Covid-19 visitor](#) policy before coming to the school.

Further information

Applicants who require further information should contact the HR department via email, recruitment@ralphallenschool.com

Pay

This post is paid on the Leadership pay scale 19– 23 as specified in the advertisement.

Ralph Allen is committed to the principle of equal employment opportunity and as such we ensure that all applications are treated appropriately and fairly with decisions never made based on gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, national or ethnic origin, religion or belief, disability or age.

Deputy Headteacher: Job Description

Core Purpose

The Deputy Headteacher, under the direction of the Headteacher, will take a major role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- Establishing and maintaining strict safeguarding protocols to ensure the safety and wellbeing of all students and staff

If the Headteacher is absent, the Deputy Headteacher will deputise, as directed by the governing board.

The Deputy Headteacher will also be expected to fulfil the professional responsibilities of a Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

Key Accountabilities:

1. To lead on Curriculum and write the timetable for the school
2. Lead on progress and achievement of all students
3. To lead the assessment, reporting and tracking of pupil progress

Duties and Responsibilities

Operational/Strategic Planning

- To make provision for all students to enable access to the curriculum
- To work with staff to ensure effective behaviour management across the year group where responsibility lies
- To have overall responsibility for the school's use of data – tracking progress, target setting and evaluation of outcomes
- To organise appropriate interventions for examination students
- To evaluate examination results
- To oversee the examination process
- To assist in whole school development planning and the completion of the school SEF
- To take overall responsibility for assessment, recording and reporting
- To lead meetings of Curriculum Leaders
- To line manage designated curriculum areas.

Shaping the Future

- In partnership with the Headteacher and Governors establish and implement an ambitious vision and ethos of the future of the school
- In partnership with the Headteacher, develop an ambitious and broad curriculum for all students
- Play a leading role in the school improvement and school self-evaluation planning process
- In partnership with the Headteacher manage school resources
Devise, implement and monitor action plans and other policy developments

- In partnership with the Headteacher, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and taken into account

Teaching and Learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Work with the Headteacher to raise standards through staff performance management
- Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all students
- Work in partnership with the Headteacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
- Develop review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- Ensure through leading by example the active involvement of students and staff in their own learning

Developing Self and Others

- Support the development of collaborative approaches to learning within the school and beyond
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school in the absence of the Head
- Be an excellent role model for both staff and students in terms of being reflective and demonstrating a desire to improve and learn
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of student groups, progress data and target setting

Managing the Organisation

- Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication
- Working with the Headteacher, undertake key activities related to professional, personnel/HR issues
- Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the senior leadership team
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate
- To undertake any professional duties, reasonably delegated by the Headteacher

Securing Accountability

Lead and support the staff and governing body in fulfilling their responsibilities with regard to the school's performance and standards

- Support the Headteacher in reporting the school's performance to its community and partners
- Promote and protect the health and safety/welfare of students and staff
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Strengthening Community

- Work with the Headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Develop and maintain contact with all specialist support services as appropriate
- Promote the positive involvement of parents/carers in school life
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools and external agencies

Ralph Allen School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Ralph Allen School is committed to equality and valuing diversity and actively supports practices that promote genuine equality of opportunity for all staff and young people.

Due to the evolving nature of the school structure all job descriptions may need to be adjusted, through consultation, to meet the needs of the school. This process may be informed by the professional review.



Ralph Allen School

Deputy Headteacher

Person Specification



Criteria	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> • Good honours degree • Teaching qualification 	<ul style="list-style-type: none"> • Further qualification in education and/or management • Working towards NPQH 	<ul style="list-style-type: none"> • Application form
Experience	<ul style="list-style-type: none"> • Experience of more than one secondary school • Assistant Headteacher experience or experience of working with a Senior Leadership Team • Proven track record of raising educational standards 	<ul style="list-style-type: none"> • Curriculum and/or pastoral experience at senior leader level 	<ul style="list-style-type: none"> • Application form • Selection process • References
Shaping the Future	<ul style="list-style-type: none"> • Clear vision and ability to develop aspects of school strategy • Commitment to the development of the school ethos including high standards of behaviour 	<ul style="list-style-type: none"> • High profile in school • Proven track record of leading and managing change 	<ul style="list-style-type: none"> • Letter of application • Selection process • References
Leading Learning & Teaching	<ul style="list-style-type: none"> • Commitment to school-wide focus on student attainment • Placement of learning at the centre of strategic planning, monitoring and evaluation • Demonstration of high expectation, including leading by example as a teacher 	<ul style="list-style-type: none"> • Research undertaken into an aspect of learning 	<ul style="list-style-type: none"> • Application form • Selection process • References
Developing Self and Working with Others	<ul style="list-style-type: none"> • Ability to set appropriate and challenging targets • Ability to make and take decisions • Understanding when to consult or seek advice, responsive to feedback • Consistent focus on results and outcomes 	<ul style="list-style-type: none"> • Having completed a leadership development programme 	<ul style="list-style-type: none"> • Selection process • References

Managing the Organisation	<ul style="list-style-type: none"> • Commitment to build and manage high performing teams • Skills in coaching and improving performance of others • Production and implementation of appropriate improvement plans and policies • Commitment to partnership between governors, staff, parents & pupils • Clear knowledge and understanding of the implications of current educational developments relevant to specific areas of responsibility 	<ul style="list-style-type: none"> • Experience of successfully developing teams • Experience of success in improving the performance of others • Experience of successfully implementing educational change 	<ul style="list-style-type: none"> • Selection process • References
Securing Accountability	<ul style="list-style-type: none"> • Appreciation of the need to delegate responsibility with accountability • Ability to handle resistance successfully 		<ul style="list-style-type: none"> • Selection process • References
Strengthening Community	<ul style="list-style-type: none"> • Responsive to the nature of the school's communities, partners and stakeholders • Ability to take a lead in multi-agency approaches 		<ul style="list-style-type: none"> • Selection process • References
Personal Qualities & Attributes	<ul style="list-style-type: none"> • Effective communicator • Interpersonal awareness • Ability to prioritise • Ability to work under pressure • Resilient and energetic • Firm but fair • High professional standards • Dynamic, positive and constructive • Sense of proportion 		<ul style="list-style-type: none"> • Letter of application • Selection process • References