



The Joseph Whitaker School

An Academy specialising in Sport and Performing Arts

Proud to be Me Proud to be Us



Deputy Headteacher

Leadership L16 - L20



The Joseph Whitaker School is part of the East Midlands Education Trust. The Trust was established to improve the life chances of all students in every partner schools.

The mission of the East Midlands Education Trust:

'To ensure all our students realise their full potential and develop into young citizens who make a positive contribution to society.'



Dear Candidate,



Thank you for your interest in the post of Deputy Headteacher at The Joseph Whitaker School. We believe that we have a culture and ethos which enables every child to thrive and develop into a confident young adult, whilst achieving excellent qualifications in readiness for their future. This truly is a wonderful school where we cater for all students' needs and ambitions, whatever their starting point.

Examination outcomes are strong and we offer a broad and balanced curriculum throughout all key stages. In addition to the taught curriculum, we offer a multitude of additional opportunities and I hope that your child takes full advantage of the activities that we have to offer.

The welfare of our students is of the greatest importance to us and we pride ourselves on the high standard of pastoral care that we provide through the House and tutoring system. We maintain an orderly and calm environment, with high standards of uniform and behaviour. All of our students are expected to be polite and courteous at all times. We are unapologetic in our drive for excellence.

The Deputy Headteacher role has become available as a result of expanding the Senior Leadership Team after a short period of consolidation. The successful applicant will have a student centred approach and the ability to ensure high expectations are maintained throughout all aspects of the work of the school.

I hope that you find this useful and informative, giving you a flavour of The Joseph Whitaker School and the role of Deputy Headteacher.

I wish you the best of luck with your application

Carey Ayres
Headteacher



The Joseph Whitaker School is part of the East Midlands Education Trust



East Midlands Education Trust (EMET) is a partnership of schools, originally formed in September 2014. The Trust now consists of 22 schools with a geographical focus on the counties of Nottinghamshire, Derbyshire and Leicestershire.

The collective mission is to raise the educational standards and improve the life chances of all the children within our partnership. Our schools are high performing schools and we place great emphasis on collaborative working across the Trust, within a *family of schools* approach.

Our schools enjoy a high degree of *aligned autonomy*, whilst being supported by a central team who help to ensure our schools provide the highest quality of provision possible.

Schools within the Trust are committed to supporting each other in providing the very best quality of education for all our students.

All partner schools pledge to achieve the Trust's mission through following our six guiding principles:

- Providing outstanding opportunities for everyone associated with our Trust and delivering a lasting legacy for each individual student.
- Helping all our students realise their full potential by raising aspirations, boosting self-esteem and growing the confidence to aim high and achieve well.
- Developing work ready students with the skills, knowledge, expertise and character aligned to the needs of employers in a global world, which will prepare them for future success in further and higher education as well as employment.
- Developing active citizens with a sense of moral purpose who will contribute positively to their local community, wider society and by leading successful economically independent lives.
- Reducing disadvantage by closing the gap through inspirational teaching and outstanding enrichment opportunities for all students regardless of ability, social background and cultural diversity.
- Ensuring, through collaboration with all stakeholders, that each school is the preferred choice within its local community.

The Joseph Whitaker School Curriculum



Our Curriculum is underpinned by our core **values**

Ambition	Inclusivity	Excellence
Kindness	Resilience	Leadership

The Joseph Whitaker School aims to provide a curriculum which:

- Is **rich, broad** and **balanced** - designed to **inspire** and **motivate** students and to broaden their horizons
- Is well **sequenced** to ensure that foundations are well placed to enable future progression
- Provides appropriate levels of **challenge**, and is **ambitious** for students of all abilities
- Is adapted to ensure **inclusivity** for students who require a bespoke approach to education
- Continually provides **opportunities for reading**, leading to the development of students' **fluency, confidence** and **enjoyment**
- Provides students with the choices and support to secure a broad range of **academic** and **vocational qualifications** and high levels of academic success
- Uses the school's specialism of Sports and Performing Arts to provide students with opportunities to promote and support the development of their **character, health** and **well-being**
- Enables students to **nurture existing talents** and **interests** as well as supporting the **development** of new ones
- Invites all students to take their **learning beyond the classroom**, participating in activities beyond their comfort zones, and encouraging them to **think creatively**
- Supports students to **raise their aspirations**, by facilitating the development of the knowledge and skills required for their chosen careers
- Enables students to become **knowledgeable** and **confident** through the various **leadership** opportunities provided
- Engenders a culture for students to play a positive role in creating a school environment in which all are educated to **appreciate** and **value our individual differences** and understand that bullying, harassment and violence have no place in our society. Ensuring that students are **well-rounded** and fully prepared for life in modern Britain

Teaching and Learning



At The Joseph Whitaker School we pride ourselves on securing quality first teaching of a broad and ambitious curriculum, through well-structured and carefully planned lessons. Teachers are skilled at scaffolding and modelling, enabling all students to achieve their best, no matter their starting points.

Investment in staff development is key to the progress of our students and consequently, we provide a multi-faceted approach which includes in-house training, alongside external deliverers and qualifications. Our decisions around professional learning are research led, using resources such as those produced by the Education Endowment Foundation (EEF). Internal professional development provision is supplemented by online platforms such as National College, TES magazine and examination board training. All external professional development qualifications are available to our staff and we offer the full suite of National Professional Qualifications (NPQs) with high success rates.

We believe that subject teachers are the experts; departmental time is focused on ensuring whole school policies are adapted to suit subject area needs and are implemented successfully. Middle leaders work with their teams to shape and resource their own curriculum, which meets the needs of the students within our school. Middle leaders are supported by senior leaders through additional training and regular line management meetings.

Alongside teaching development, we offer an in-house professional development pathway system through which staff may select training on middle leadership, senior leadership, academic research or virtual learning. This ensures all our staff are able to dedicate time to developing their individual aspirations and interests.

We understand that the beginning years of teaching may be challenging and so we offer a comprehensive package for Initial Teacher Trainees (ITTs) and Early Career Teachers (ECTs). We work with a range of universities and outside providers; these partnerships are valued and they help us to support teacher development as mentors whilst we train the teachers of the future. For Early Career Teachers we work closely with EMTP (East Midlands Teacher Training Partnership) and the Ambition Institute, to provide a framework of training.



Our Curriculum Experience



The Joseph Whitaker School has clear values and ambition for all our students both academically and in the wider curriculum. It is important that our students gain a variety of experiences and skills that will ensure our young people are ready to thrive in the world. We endeavour to achieve this through our formal and informal curricula which runs in parallel to our extra-curricular offer.

Values	Formal Curriculum	Informal Curriculum	Extra-Curricular
<ul style="list-style-type: none">• Ambition• Inclusivity• Kindness• Resilience• Excellence• Leadership	<ul style="list-style-type: none">• 25, 1 hour, lessons each week• Broad and balanced• Catch-up/intervention• Reading focus• Lexia and Switch-on reading• PSHCE• Online learning e.g. Sparx mathematics• Google classroom	<ul style="list-style-type: none">• Student mentoring• Leadership opportunities• Sports and Performing Arts specialism• Assemblies• Careers• Well-being and mental health support• SMSC• British values• Celebration of diversity• Remembrance	<ul style="list-style-type: none">• After-school clubs• School performances• Music recitals• Student leadership groups/council, student voice• Trips and visits• Competitions• Anti-bullying ambassadors• Charity work• Rewards and celebration events

Key Stage 5 Curriculum

The Post-16 Curriculum is broad, balanced and ambitious. The curriculum is both academic and vocational in order to provide first rate transition either to university or employment/further training. A full suite of A levels is offered alongside a selection of Vocational, Applied and BTEC choices.

English and Mathematics GCSE resit lessons are fully embedded into the students' timetables to best ensure all students leave school with (at least) a standard pass in English and Mathematics

Alongside the academic curriculum is an outstanding enrichment programme to prepare our students for their next steps which includes, UCAS preparation, apprenticeship opportunities, employment, study skills, Oxbridge support, wider careers advice, mental health/stress awareness, current affairs and work experience. In addition to the timetabled enrichment session, all Sixth Form students use two of their non-teaching periods to complete additional enrichment activities which may include: Directed Study, completing an Extended Project, supporting the School Reading Programme or acting as a mentor for younger students.



Provision for SEND



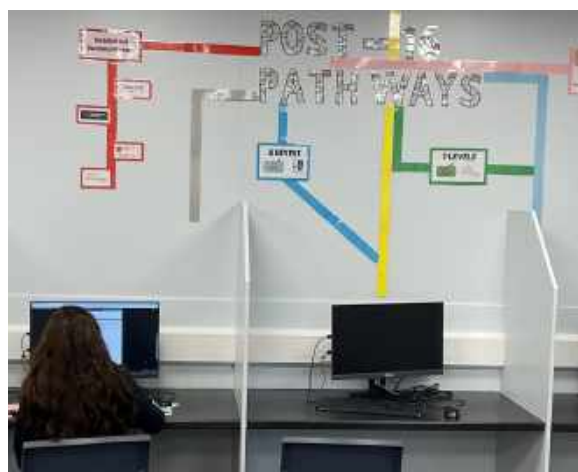
Students with SEND are supported in a variety of ways, starting with high quality first teaching of a broad and balanced curriculum.

Some students receive regular in-class support from teaching and learning support assistants. Students may receive support through scheduled sessions in the Student Support Centre (SSC). The Student Support centre has a number of rooms, of various sizes, enabling formal teaching to take place, as well as independent, or supported, computer-based learning, art therapy and other learning activities.

The Student Support Centre is a vibrant hub for many of our vulnerable learners to access before, and after, school as well as during lunchtime.



In addition to the Student Support Centre, we also have a Learning Inclusion Centre (LINC) which is a space for students who are struggling to access learning in the main school. Students are based in here for some allocated periods, and are taught by specialist, well-qualified staff. The LINC is staffed by a strong team which includes the LINC manager, a Teaching Assistant who specialises in supporting students with Social, Emotional and Mental Health (SEMH) needs and a qualified teacher, who is also the Deputy SENDCo. Other teachers are often timetabled in the LINC to deliver lessons to small groups, or give 1:1 support.



The Joseph Whitaker Sixth Form



The Joseph Whitaker School has a high performing Sixth Form with outstanding academic success. Each year a significant number of our students successfully go on to Russell Group universities. We also welcome applications from students currently attending other schools. Many such students join us each year and have a very positive experience both academically and socially.

- Examination results for The Joseph Whitaker School Sixth Form from 2019-2022. This will enable visitors to see, in real terms, the high academic success experienced by our students over the last three years.
- Post 18 destinations – 36% of our students went to Russell Group universities in 2021 and 2022.
- Students are also encouraged to speak to their subject teachers, in order to gain more information about each individual subject, alongside reading the Post 16 Prospectus (available above).
- The entry criteria for Post 16 study
- The wider benefits of sixth form life
- Enrichment opportunities
- UCAS Support
- Careers Advice
- Work Experience
- Leadership
- Duke of Edinburgh Award
- EPQ
- The Sixth Form Centre in which both the café and the private study areas unique to our sixth form students are based
- Annual 6th form Ski Trip to Austria
- Volunteering experience in Morocco
- First Aid Training
- University Open Day visits
- Apprenticeship Advice and Support
- Mentoring Programme
- Oxbridge Support including visits



Job Description

Deputy Headteacher



Key Purpose:

With the Headteacher the Deputy Headteacher will:

- Share responsibility for school policies, decision-making and strategic planning;
- Develop an ethos of high expectations for students and staff;
- Lead on change and innovation;
- Take full accountability for key areas of the school's work including leadership of the care and support programmes for all students, including line management of those responsible for Behaviour, Inclusion, Safeguarding (the DSL), Attendance, Student Voice
- Deputise for the Headteacher in their absence and support with their workload, when tasks are delegated or shared.
- **The key focus** of this post is to ensure the highest quality of **inclusion and pastoral care provision**. That every child is supported to achieve their full potential and that they develop as an active and global citizen. To ensure the highest quality of Behaviour, Attendance, Safeguarding and Inclusion.

Responsibilities

Fulfil the responsibilities of the Pupil Premium Lead.

Line manage the leads (Assistant Headteachers) for: Safeguarding & Attendance (DSL), Culture & Ethos (including Behaviour - Sanctions and Rewards)

Strategic oversight of SEND provision, and line manage the SENDCo

Reports to: Headteacher

Leadership and Management

- Deputise for the Headteacher and share leadership at the most senior level;
- Make significant contributions to meetings of the Senior Leadership Team, Extended Leadership Team, Pastoral Team;
- Contribute to the operational management of the school and ensure it functions effectively and efficiently;
- Be a highly visible presence around the school and role model expectations and standards to all staff and students;
- Fulfil the responsibilities of the Pupil Premium Lead, including analysing and evaluating the effectiveness of interventions and completing all statutory and supporting reports;
- Line manage the Assistant Headteacher - Safeguarding & Attendance (Designated Safeguarding Lead);
- Line manage the Assistant Headteacher - Culture & Ethos;
- Lead of the School's Safeguarding, Attendance and Behaviour Policies; their monitoring, review and evaluation;



- Line management of the SENDCo;
- Make a significant contribution to the Local Governing Body meetings (as required) including providing appropriate documentation;
- Maintain regular communication with link Governors for the areas you lead, and line manage;
- Make a significant contribution to the school's self-evaluation process, including SDP and SEF;
- Oversee the Primary Transition, and support other parental event evenings as appropriate;
- Ensure that the school has a culture of safeguarding that supports effective arrangements to: identify students who may need early help or who are at risk of neglect, abuse, grooming or exploitation; help students reduce their risk of harm by securing the support they need, or referring them in a timely way to those who have the expertise to help; and manage safe recruitment and allegations about adults who may be a risk to students.

Behaviour & Attitudes

- To promote the school's high expectations for students' behaviour and conduct. To ensure that these expectations are commonly understood and applied consistently and fairly. Ensure this is reflected in students' positive behaviour and conduct. Ensure that low-level disruption is not tolerated and students' behaviour does not disrupt lessons or the day-to-day life of the school. Ensure leaders support all staff well in managing student behaviour and ensure that all staff make sure that students follow appropriate routines;
- To ensure that leaders, staff and students create a positive environment in which bullying is not tolerated. If bullying, aggression, discrimination and derogatory language occur, ensure that they are dealt with quickly and effectively and are not allowed to spread;
- To ensure there is demonstrable improvement in the behaviour and attendance of students who have particular needs;
- To ensure that students' attitudes to their education are positive. That they are committed to their learning, know how to study effectively and do so, are resilient to setbacks and take pride in their achievements;
- To ensure that students have high attendance, come to school on time and are punctual to lessons. When this is not the case, to ensure that the School takes appropriate, swift and effective action;
- To monitor and ensure that fixed-term and internal exclusions are used appropriately. That the school reintegrates excluded students on their return and manages their behaviour effectively, and that permanent exclusions are used appropriately, and only as a last resort;
- To ensure that relationships among students and staff reflect a positive and respectful culture; students are safe and they feel safe.

Personal Development

- To ensure that the curriculum extends beyond the academic, vocational or technical and provides for students' broader development. That the School's work to enhance students' spiritual, moral, social and cultural development is of a high quality;
- To ensure that the curriculum and the school's effective wider work supports students to be confident, resilient and independent, and to develop strength of character;
- To ensure the School provides high-quality pastoral support. Students know how to eat healthily, maintain an active lifestyle and keep physically and mentally healthy, and that they have an age-appropriate understanding of healthy relationships;



- To ensure that the school prepares students for life in modern Britain effectively, developing their understanding of the fundamental British values of democracy, the rule of law, individual liberty, tolerance and respect;
- To ensure that the school promotes equality of opportunity and diversity effectively. As a result, students understand, appreciate and respect difference in the world and its people, celebrating the things we share in common across cultural, religious, ethnic and socio-economic communities;
- To encourage students to engage with views, beliefs and opinions that are different from their own in considered ways. To ensure they show respect for the different protected characteristics as defined in law and no forms of discrimination are tolerated;
- To ensure that the school provides students with meaningful opportunities to understand how to be responsible, respectful, active citizens who contribute positively to society and that students know how to discuss and debate issues and ideas in a considered way.

Staff Support and Challenge:

- Lead and manage the work of the Assistant Headteachers (Culture & Ethos and Safeguarding & Inclusion);
- Lead and manage the work of designated curriculum subjects;
- Take responsibility for the development of the Assistant Headteachers and other colleagues across the school;
- Take responsibility for the delivery of relevant and statutory training for all staff;
- Undertake lesson observations, work scrutiny, student interviews, and use the outcomes to identify and promote *best practice*;
- Remain positive at all times and lead staff by example.

Learning Community

- Deputise for the Headteacher (when appropriate) at meetings.
- Represent the school at meetings (as required).

Safeguarding

To promote safeguarding at all levels of the School as a key pastoral leader. Line manage the DSL and support them in the discharge of their DSL responsibilities.

Policy and Procedure

- Act as a champion of the school's safeguarding policy and procedures by supporting all staff to have access to and understand them;
- Contribute to the school safeguarding policy and review process;
- Ensure that all staff are aware of their responsibility to challenge behaviour which breaches any of the school policies.

Managing referrals



- Support the DSL in any referrals made to other agencies;
- Ensure that the DSL is keeping detailed, accurate and secure written records of concerns and referrals. Ensure that these are reviewed regularly to ensure concerns are escalated as appropriate and any multi-agency involvement are held to account for escalating concerns;
- Meet the Safeguarding team regularly to review cases and share best practice and expertise.

Working with staff and other agencies

- Act as a source of support, advice and expertise for staff;
- Understand the assessment process for providing early help and intervention;
- Develop a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference.

Training

- Undergo training to develop and maintain the knowledge and skills required to carry out the role;
- Refresh knowledge and skills at least annually so remain up to date with any developments relevant to the role;
- Encourage a culture of listening to children among all staff, ensuring that children's feelings are heard where the school puts measures in place to protect them.

All members of staff have a responsibility to:

- To provide a safe environment in which children can learn;
- Be prepared to identify children who may benefit from early help;
- To understand the early help, process and their role in it;
- To understand the schools safeguarding policies and systems;
- To undertake regular and appropriate training which is regularly updated;
- Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989;
- Know what to do if a child tells them that he or she is being abused or neglected.
- Know how to maintain an appropriate level of confidentiality;
- Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may need help or protection.
- Assume any other responsibilities as may reasonably be required by the Headteacher.

Person Specification



	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • QTS • Well-qualified graduate • Clear evidence of commitment to continuing professional & personal development • Evidence of preparation for senior leadership and Headship 	
LEADERSHIP EXPERIENCE	<ul style="list-style-type: none"> • Successful and significant experience of leading a team of teachers and/or other staff • Significant successful experience in whole school leadership role • Able to engage with and command respect in working with colleagues at all levels • Successful experience of managing change 	<ul style="list-style-type: none"> • Successful experience of working with Governors, parents and the community • Successful experience of role in wider school community • Aiming for Headship
SAFEGUARDING	<ul style="list-style-type: none"> • Full understanding of the Safeguarding requirements and how teachers promote the welfare of children • Enhanced DBS and validated references • Eligibility to work in the UK 	

Person Specification



	Essential	Desirable
PASTORAL EXPERIENCE	<ul style="list-style-type: none"> Established as effective in working with all students and parents Involvement in development of policy and practice relating to pastoral work Good understanding of current pastoral issues and practice Capable of handling sensitive and demanding pastoral situations 	<ul style="list-style-type: none"> Significant successful experience in a position of pastoral leadership Responsibility for key elements of school pastoral policy or practice Liaison with outside agencies
TEACHING	<ul style="list-style-type: none"> Established as an effective teacher across the age and ability range Good understanding of curriculum issues, policies and practice Involvement in leading curriculum development, planning & evaluation To have an in-depth understanding of the curriculum options across key stages 3, 4 and 5 	
PERSONAL QUALITIES AND EXPERIENCE	<ul style="list-style-type: none"> Natural authority, credibility and confidence in dealing with people and situations Excellent communicator Good team member, good listener and sensitive to people's needs Good sense of humour & able to enjoy work Calm and organised under pressure, able to prioritise Resilient and determined Creative and imaginative 	

Staff Wellbeing



The Joseph Whitaker School is passionate about staff wellbeing and offers access to Schools Advisory Service which offers health and wellbeing services (as shown below)



The Joseph Whitaker School can also offer the following

- a strong team environment that takes staff well-being seriously
- a dedicated Senior Leadership Team who want to see colleagues progress and flourish in their careers
- support from the wider Trust including numerous CPD opportunities
- generous employer contribution to Local Government and Teacher Pensions Scheme
- free onsite parking
- cycle to work scheme
- school admission policy favours applications from current members of staff