



Hartford Church of England High School

DEPUTY HEADTEACHER APPLICANT PACK

May 2023





Introduction

Dear Candidate,

Thank you for your interest in this position. Due to the promotion of the current postholder we are delighted to advertise the role of Deputy Headteacher - Quality of Education at Hartford Church of England High School.

It is an exciting time to join our school! Our PAN has increased to 240 in each year group and we are currently in the middle of a building project where another purpose-built building for humanities is being constructed. This follows a previous new build for science, DT, drama, art, PE and English. All of our departments have specialist facilities and our teachers teach exceptionally well. In 2022 we achieved our best ever GCSE results; we are extremely proud of our students and staff.

Our school is oversubscribed year on year. We have children who are enthusiastic to learn and who are great to teach. We have hugely supportive parents and committed staff and governors. Our school is at the centre of the community in Hartford and we are constantly looking to strengthen our commitment to one another, no matter what stakeholder we are. We have extremely close working relationships with the Diocese, local authority and our colleagues in other schools.

The role of Deputy Headteacher - Quality of Education is pivotal in taking the school forward at this exciting stage in our development. If successful, you will be working with a talented and supportive team of senior leaders to ensure that a high quality curriculum offer and excellent teaching and learning is at the heart of all that we do. This will be built on the solid foundations, values and ethos of being a Church of England High School. We want to develop our students in the broadest sense, in every way possible, so that they leave us as rounded individuals able to make a substantial contribution in the world.

If you share our vision and values and are determined to bring out the best in young people, providing them with the best possible educational experience, we want to hear from you!

Should you choose to apply, I look forward to receiving your application and hopefully welcoming you to Hartford Church of England High School.

In caritas et veritas,

Rachel Pickerill





Job Description

HARTFORD CHURCH OF ENGLAND HIGH SCHOOL

JOB DESCRIPTION

DEPUTY HEADTEACHER - QUALITY OF EDUCATION

Salary range L18-22

The role of the Deputy Head at Hartford Church of England High School is to provide strategic vision, leadership and management, working in close partnership with the Headteacher. The Deputy Head will ensure that the standard of all aspects of Quality of Education: Curriculum, Teaching and Learning and Outcomes, continue to evolve and improve. They will deputise for the Headteacher when and where necessary and will have line-management responsibility in line with their position.

The Deputy Head will be a highly successful and experienced teacher in their subject specialism, who is able to enthuse, motivate and inspire young people. Prior to their appointment at Hartford Church of England High School, the Deputy Head will have demonstrated excellent leadership at a senior level with notable impact. They will have outstanding management and communication skills possessing the ability to effectively drive forward change whilst bringing key stakeholders (staff, parents, students and governors) on board. Good teamwork, the highest of standards, determination and resilience will have been at the core of their success. They will be innovative with an ability and determination to develop Hartford Church of England High School as a centre of excellence in all areas leading to high quality outcomes for all students.

Shaping the Future

The Deputy Head will work closely with the Headteacher, Governing Body and leadership team, to create a shared vision which inspires and motivates all members of the school community. In particular, they will significantly contribute to:

- Developing the strategic vision and direction for the school which is based upon a detailed understanding of the school's needs and relevant external influences.
- Implementing the strategic vision effectively so that practices become consistent across the school.
- Communicating the strategic vision effectively with all stakeholders so that there is a clear understanding of high expectations, aspirations and ambitions for all.
- Demonstrating the impact of the implementation of the strategic vision for the benefit of all stakeholders.
- Maximising the opportunity afforded by being a Church of England high school.
- Creating an organisational structure which maximises both the school's finances and resources, and which reflects the school's values and vision.
- Playing an active role in maximising the expectations, aspirations and ambitions of our students, their families and carers and the local community.
- Leading by example to create a culture of respect and tolerance and valuing of others in accordance with the Christian foundation of the school, fostering positive relationships across the school community.
- Keeping up to date with the development of creative and innovative practices in all areas of responsibility and where appropriate, implementing these within the strategic vision of the school.
- Overseeing the design and implementation of a strategic CPD programme for all staff at all stages which ensures significant and rapid improvements in all areas, (including staff wellbeing), and which is impact measured.



Teaching, Learning and Assessment

The Deputy Head is responsible for ensuring that the highest standards of teaching, learning and assessment are provided across the whole school. The Deputy Head will:

- Ensure that all staff and students fulfil their potential by creating a culture of high expectations, aspirations, ambitions and scholastic excellence across the school.
- Ensure that high quality CPD has a positive impact on Teaching and Learning and that it impacts successfully on ensuring the highest of standards across the school.
- Ensure that learning is at the centre of strategic planning and resource management.
- Ensure that Teaching and Learning across the school is consistently engaging, appropriately challenging and suitably differentiated so that all students make at least expected progress across all subjects.
- Ensure that assessment information is used to plan appropriate teaching and learning strategies, including appropriate identification strategies, in order that all students make at least good progress and achieve well.
- Devise, develop and review quality assurance processes for Teaching, Learning and Assessment so that they identify strengths and weaknesses to enable the addressing of any underperformance through clear action planning.
- Devise and implement the overall strategy for marking and feedback and ensure that strategies are in place to monitor its consistent application, review its impact and to make any necessary changes in order to ensure excellent outcomes for students
- Devise and implement the overall strategy for homework ensuring that quality assurance processes are in place to monitor its quality, consistent application and impact.
- Devise and implement the overall strategy for remote learning, ensuring quality assurance processes are in place to monitor its quality and impact.
- Be a visible, proactive presence around the school, leading by example and promoting positive attitudes to Teaching, Learning and Assessment from both students and staff.
- Work alongside other members of the Leadership Team to develop consistent expectations for behaviours for learning across the school.
- Ensure equality of opportunity and recognition of diversity are promoted through teaching, learning, assessment and the curriculum.
- Line-manage Assistant Heads and middle leaders in school with direct responsibility for teaching, learning and assessment.

Leading Progress and Outcomes

The Deputy Head is responsible for ensuring that the progress of all students is maximised and communicated to all stakeholders effectively. The Deputy Head will:

- Lead the process that ensures that parents are provided with clear and timely information as to how well their child is progressing and how to support their child to improve in their education including parents' evenings.
- Lead the design and implementation of tracking systems to enable both student progress and student outcomes across all subjects and in all years groups to be monitored effectively.
- Lead the implementation of strategic intervention programmes that ensure improvements in the progress and outcomes of targeted individuals/groups and which ultimately increase outcomes and narrow gaps.
- Ensure that the impact of any intervention to narrow gaps/improve outcomes is evidenced and evaluated and appropriate actions are taken as a result
- Lead the design and implementation of the assessment framework ensuring that all assessment data is valid and reliable.
- Be the strategic lead for pupil premium and catch-up funding.



Overseeing the Curriculum

The Deputy Head is responsible for ensuring that the curriculum is creative, ambitious and cost-effective for all students, meeting their needs in the current educational climate. The Deputy Head will:

- Lead our curriculum so that it is broad and balanced and meets the needs of all students whilst reflecting the Statement of Entitlement for Church of England schools.
- Quality assure the design of the curriculum across all subjects.
- Ensure that CPD helps develop expert subject knowledge so that work given to students consistently matches the aims of the curriculum. It is coherently planned and sequenced towards cumulatively sufficient knowledge and skills for future learning and employment.
- Lead the production of the school timetable.
- Effectively deploy teaching and support staff, accommodation and resources across the school.

Securing Accountability

The Deputy Head is responsible for creating and implementing a high-quality approach to accountability at Hartford Church of England High School through:

- Working with the Headteacher to support the organisation of a high quality line management structure and appraisal process which secures improvements, promotes professional development and impacts positively on student outcomes.
- Supporting the governing body in meeting its responsibility to account for the performance of the school.
- Mentoring and supporting colleagues.

Managing the Organisation

The Deputy Head will work with the Headteacher to ensure effective organisation and management of Hartford Church of England High School through:

- Managing the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruiting, retaining and deploying staff effectively and managing their workload to achieve the vision and goals of the school.
- Managing and organising the school environment efficiently and effectively to ensure that it meets all health and safety regulations.
- Working with the Headteacher and other senior colleagues to effectively deploy and evaluate the pupil premium, catch up and SEND spending so that they are used to improve outcomes and narrow gaps across all year groups.

Other Senior Leadership Responsibilities

The Deputy Head will contribute significantly to the leadership of the school by:

- Creating and fostering an environment of reflective practice and CPD, leading by example in all aspects of personal and professional development, displaying high standards of professionalism.
- Developing and maintaining a culture of high expectations, aspirations and ambitions for themselves and others.
- Presenting relevant evaluative and summary reports to key stakeholders including governors.
- Leading by example as a teacher, (with a teaching commitment in line with Deputy Head status) achieving high standards of student attainment and progress, behaviour and motivation.
- Challenging under-performance at all levels and ensuring corrective action and follow up.
- Making a significant contribution to the development and maintenance of school policies and practices, ensuring their consistent application.
- Planning, chairing and organising meetings as appropriate.

- Sustaining effective, positive relationships with all staff, students, parents/carers, governors and the local community.
- Leading or attending staff, student and parent voice sessions to gauge the views of all stakeholders, acting on the outcomes of these appropriately.
- Attending school events
- Managing budgets in line with areas of responsibility.
- Taking assemblies in line with the ethos and values of Hartford Church of England High School.
- Undertaking duties at break, lunchtime, before and after school ensuring that students are observed and safeguarded between lessons and during social times.
- Complying with all policies and procedures with specific awareness of those relating to child protection and safeguarding, health and safety, security, confidentiality and data protection.
- Contributing to support programmes for students and staff that may, on occasion, include weekends and holiday periods.
- Assuming leadership of the school in the absence of the Headteacher.
- Any other reasonable duties as requested by the Headteacher.

Hartford Church of England High School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the school on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to our Church of England ethos and Christian distinctiveness.

The functions and specific responsibilities of this job description are to be undertaken in conjunction with the duties of a Deputy Headteacher as defined in the Teachers' Pay and Conditions Document. The responsibilities and duties will be reviewed and modified as the Leadership Team evolves.

Key Documents Responsibility:

- Relevant contributions to the School SEF.
- Relevant contributions to the School Development Plan and overall responsibility for the two areas of Teaching, Learning and Assessment, and Outcomes.
- With the Headteacher, coordinate the school calendar
- Relevant reports to Governors and attendance at Governors' meetings in accordance with specific areas of responsibility.





Person Specification

HARTFORD CHURCH OF ENGLAND HIGH SCHOOL PERSON SPECIFICATION

POST: DEPUTY HEADTEACHER

	ESSENTIAL	DESIRABLE	EVIDENCE
QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none"> • QTS • Record of excellence in the classroom • Significant leadership experience as an Assistant Head • Evidence of developing and implementing whole-school initiatives with substantial impact • Evidence of delivering improvement through others • Experience of managing teams • Experience of effective delivery of CPD to others • Experience of addressing wide variety of stakeholders • Strong track record of one's own continuing professional development • Experience of the appraisal system, using this to improve whole school outcomes. 	<ul style="list-style-type: none"> • Experience of working in more than one school • Experience of a number of areas of responsibility of the SLT roles • Experience of leadership or teaching in a Church of England School • Experience as a Deputy Head • Achieved or working towards Masters or NPQH • Professional qualification e.g. NPQSL 	<ul style="list-style-type: none"> • Letter • References • Interview
SPECIAL APTITUDES	<ul style="list-style-type: none"> • Excellent teaching ability commanding respect of students and colleagues • Excellent user of IT in education • Up to date on current educational issues including having a comprehensive understanding of national performance measures for schools and the Ofsted framework. • Experience of the effective management of finances and resources 	<ul style="list-style-type: none"> • Experience of leading cultural change 	<ul style="list-style-type: none"> • Letter • References • Interview

INTERPERSONAL SKILLS	<ul style="list-style-type: none"> • Fully committed to the Christian ethos of the school • Inspirational • Ability to forgive and move on • Ability to challenge and support students and staff • High expectations • Commitment to school improvement • Team worker • Independent worker • Ability to hold others appropriately accountable • Resilient under pressure • Excellent attendance • Flexible • Full of initiative • Excellent personal organisation • Outstanding communication skills - verbal and written • Drive and enthusiasm • Completer finisher • Sense of humour 	<ul style="list-style-type: none"> • Committed Christian 	<ul style="list-style-type: none"> • Letter • References • Interview
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