



Applicant Information

for the position of Senior Deputy Headteacher

Closing date: Monday 1st March 2021 4.00 pm

Interviews to be held on:

Longlist – Tuesday 9th March 2021

Shortlist – Thursday 11th March 2021

Our School

JFS School is a co-educational, inclusive, modern orthodox Jewish school and one of the leading comprehensive schools in the United Kingdom. Established in 1732 and now located in Kenton, Harrow, the school is the oldest and largest Jewish School in Europe. At JFS we strive to produce well-educated, faithful and proud Jews who will be responsible and contributing members of society.

We educate our students to become dedicated to the pursuit of knowledge and excellence. We want them to become independent learners, willing to question and engage in thoughtful debate and to be responsible, reflective and resilient individuals.

Our ethos of responsibility and giving, reflected in our school motto 'Orah Viykar', 'Light and Honour', will be the platform upon which our students can achieve wellbeing, success and happiness as they navigate a changing world. Today we educate over 2000 students from Year 7-13 including 550 in the Sixth Form. Admission to the school is academically non-selective.

Our Site

The school occupies purpose-built facilities in a superb setting; 23-acre greenfield site, located in Kenton, Harrow. The school moved to its current location from Camden in 2002 due to changing demographics. Today, facilities include a large hall, conference centre, fully equipped theatre and multiple music and computer rooms. The school also has state of the art laboratories, technology and photography rooms and studios for Art, Drama and Fitness, as well as two large gyms, outdoor playing fields and Astroturf pitches. A separate Sixth Form centre includes a large study room in addition to the main school's well-maintained Learning Resource Centre. Later additions to the building include a Sixth Form Mezzanine and Café/Dining space and a Wellbeing Centre supporting the work of our counsellors and wellbeing practitioners. The school has embarked on an exciting building project that will provide additional facilities for teaching technology and vocational studies.

The school was built as part of a PFI contract and we work closely with our providers Kenton School Services Limited. The PFI contract comes to an end in 2027 when responsibility for the maintenance of the building, security and cleaning services will be handed to the school.

Our Results

Our outstanding results at all levels reflect the hard work and commitment of our students and the staff who support them. The majority of our students go on to take up places at the top universities and medical schools and a good number successfully achieve Oxbridge places each year.

In 2019 our students achieved the following:

GCSE: 28% grade 9/8/A*, 46% grade 9/8/A* - 7/A, 92% C/4 and above

A Level: 22% grade A*, 50% A* - A, 76% grade A* - B

Level 3 BTEC: 44% D* - D

Our Staff

We have a large and diverse staffing body serving the school. There is a strong sense of community amongst the staff, who are all able to access a variety of services and activities that are available throughout the year.

The school staff body comprises upwards of 210 employees (teaching and support), alongside visiting music teachers, coaches and volunteers. Staff foster excellent relationships with the students and are committed in supporting the provision of extra-curricular activities, school trips and other events. The school is committed to supporting the continued professional development of its staff.

The school has moved away from formal lesson observations and is now in its second year of coaching for all teachers and learning support assistants as the key provision for professional development.

As well as attending external INSET courses, a full and varied programme is offered in-house and dedicated INSET provision is also given to non-teaching staff. The topics cover a vast array of safeguarding, academic, pastoral and career advancement training. The school is a member of the Brent Schools Partnership and supports staff in undertaking leadership development programmes offered by them and the SSAT as well as offering other qualifications such as NPQH and NPQSL.



The Role

The post will suit an exceptional individual with a strong track record in leadership and management in schools. The Senior Deputy Headteacher will make a significant contribution to the school's strategic development and to its smooth day-to-day operation. The successful candidate will be expected to lead by example, demonstrating the school's values in all that they do.

This is an exciting time in the history of JFS School and this new post offers the right candidate an outstanding opportunity to have a significant impact on the future of the school. This role will be attractive to someone planning to move to a headship after a period of service at JFS.

The Senior Deputy Headteacher is a prominent, visible role that will lead the organisation and operation of the school and articulate the vision of the school consistently through their actions. They will forge strong relationships with students, parents, staff, governors and the wider community. The role would suite a candidate with significant effective whole school leadership experience both academic and behaviour management.

The Senior Deputy Headteacher will work closely with the Headteacher and the Senior Leadership Team to ensure that the highest standards of behaviour, learning and academic attainment prevail across the school. They will maintain overall responsibility for staff development, dealing with day-to-day staffing and student conduct. Leading on behaviour management, they will also support the Deputy Headteacher for Pastoral Care on matters pertaining to personal development, as well as supporting the Assistant Headteacher for Teaching, Learning and Curriculum on matters relating to staff development. The Senior Deputy Headteacher will be asked to deputise for the Headteacher when required. Their qualities of leadership and the management responsibilities they undertake are crucial to the smooth day-to-day running of the school.

Senior Deputy Headteacher's duties include:

- Work with and support the Headteacher in delivering the school's strategic vision
- Deputise for the Headteacher in her absence and act at all times as a key advisor on matters of strategy and daily operation
- Oversee strategic leadership for Educational standards and student Behaviour across the school
- Establish and embed a culture that promotes excellence, equality and high expectations for all students
- Oversee strategic and practical leadership of staff development
- Take a lead role in specific operational matters
- Take a lead role in specific areas of compliance
- Uphold the Jewish ethos of the school
- Ensure continuous visible leadership
- Take on an agreed teaching load equitable to your other responsibilities

Strategic Leadership for the School

- To ensure that the aims and values of JFS are put into practice on a daily basis by all students and staff
- Work with and support the Headteacher in delivering the school's strategic vision
- Deputise for the Headteacher in her absence and act at all times as a key advisor on matters of strategy and daily operation.
- Assist the Headteacher in communicating and delivering the Jewish and strategic educational vision for the school
- Coordinate the activities of the SLT to ensure the smooth day to day running of the school
- Share management of the SLT with the Headteacher and coordinate their work and strategy
- Lead on writing the school SEF and develop the SIP in line with the school's strategic vision
- Assist in the interview of candidates for teaching posts
- Oversee the induction of staff new to the school
- Chair and manage internal committees and meetings
- Attend all governors' meetings

Strategic Leadership for Educational Standards and Student Behaviour

- To establish and embed a culture that promotes excellence, equality and high expectations for all students
- To set and maintain high standards of behaviour for all students in conduct and dress that reflect the school's motto of 'Orah Viykar' – Light and Honour
- To ensure effective and clear systems are in place that support the development of good student conduct across the school

Strategic and Practical Leadership of Staff Development

- Ensure that JFS School is a fulfilling place to work
- Provide leadership of JFS staff's development to ensure that JFS is a supportive and enjoyable place to work, as is commensurate with the ethos of the school
- Work closely with relevant SLT colleagues to manage the development of staff
- Lead operational teams across a variety of departments, ensuring that plans are in place and delivered
- Empower and guide teams to perform to a high standard, helping to develop individuals professionally
- Work with the Deputy Headteacher (pastoral) to strengthen positive relationships between students, parents and staff
- Oversee and manage the induction of new teaching staff
- Manage the development of teaching staff including the annual appraisal process
- Maintain editorial control of the staff handbook, which includes a number of school policies
- Ensure that the students receive the best possible holistic educational experience
- Ensure all staff uphold high standards of student dress and behaviour at all times and ensure the welfare of every child
- Enable the Headteacher to exercise strategic leadership and to focus on the strategic vision for the school; to lead the development programme set out in the School's SSDP; and to hone key relationships that relate directly to the future direction of the school

Take a Lead Role in Key Operational Matters

- Work closely with relevant colleagues to aid management of whole school events
- Work closely with other SLT colleagues to maintain control and ensure compliance of the emergency plan
- Assist in the investigation and resolution of complaints, as directed by the Headteacher

Take a Lead Role in Key Aspects of Educational Compliance

- Responsibility for overseeing preparation for inspections
- Liaise with other SLT colleagues to ensure regulatory compliance in other areas e.g. health and safety
- Sign off the yearly school calendar including term dates

Senior Leadership Team

Act as a role model in the dissemination and practice of school policy, in keeping with the ethos of the school.

Play a major role, under the overall direction of the Headteacher, in:

- Formulating the aims and objectives of the school, in the context of the governors' strategic framework
- Participating in school monitoring and self-evaluation procedures
- Planning, organising, developing, monitoring, evaluating and reviewing the SIP
- Line management of senior postholders as agreed
- Developing school systems, as designated
- Establishing, implementing and reviewing school policies, as appropriate
- Being responsible for the budget relating to designated areas of leadership and/or management
- Being a team leader in the performance management programme

Participate in a range of day-to-day, whole-school leadership and management responsibilities e.g. assemblies, cover, student behaviour.

Deputise for senior colleagues, as required, and undertake any urgent tasks that may arise to ensure the effective management of the school.

Uphold and Promote the Jewish Ethos of the School

Part of the school's mission statement states that *"JFS is a Jewish comprehensive school, committed to the development of thoughtful, tolerant, responsible and caring young citizens"*. All teachers, together with their line managers, are asked to respect the Jewish ethos of the school and to seek advice from, and liaise with, appropriate colleagues over any matters pertaining to this ethos.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, regardless of role, to share this commitment. As a member of the JFS team, the post-holder will participate in all safeguarding training and ensure complete compliance with the school's safeguarding policy.



Person Specification

Qualifications	Essential/ Desirable
Qualified teacher status	E
Educated to at least Masters' Degree level	E
Further professional qualifications such as NPQH, NPQSL	D

Professional Development	Essential/ Desirable
Evidence of appropriate professional development for the role of Senior Deputy Headteacher	E
Evidence of recent leadership and management professional development	E
Has successfully undertaken appropriate Child Protection training	E

School Leadership and Management Experience	Essential/ Desirable
Extensive experience of senior leadership in a large secondary school KS3 - 5	E
To have had responsibility for policy development and implementation	D
To have had recent experience of and ability to contribute to staff development across the secondary range. (E.g. coaching, mentoring, INSET for staff)	E
To demonstrate knowledge and understanding managing Middle Leaders development	E
To be able to hold others to account effectively	E
To have had recent experience of preparing a school for inspection	E
To have had recent experience of preparing a school for inspection under the new 2019 Ofsted framework	D

Experience and Knowledge of Teaching	Essential/ Desirable
Experience of teaching in more than one school	D
Significant teaching experience within secondary schools, including A level	E
To have a knowledge and understanding of all three secondary school key stages	E
To be able to effectively use data, assessment and target setting to raise standards and address weaknesses	E
To be able to exemplify how the needs of all students have been met through high quality teaching	E

Experience and Knowledge of Outstanding Student Conduct	Essential/ Desirable
Evidence of effective leadership of student behaviour	E
Good knowledge and understanding of the root causes of poor student conduct	E
Ability to create consistency amongst staff when implementing whole school initiatives	E
Ability to create clear and effective whole school systems	E
Recent professional development in leading and managing student behaviour	D
Knowledge, understanding and application of the behaviour and attitudes element of the new Ofsted framework	D



Professional Attributes	Essential/ Desirable
To be able to demonstrate an understanding, awareness and empathy for the needs of the students and how these could be met	E
To be able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies	E
To have excellent written and oral communication skills (which will be assessed at all stages of the process)	E
To be a leader of learning, demonstrating, promoting and encouraging outstanding classroom practice	E

Staff Development	Essential/ Desirable
To have experience in leading on creative and effective initiatives to maintain high staff morale	E
To be able to balance appropriate support for staff whilst ensuring students receive a high quality education	E
To be able to balance staff accountability with staff wellbeing	E
To be able to build good relationships and to support middle leaders in developing positive relationships with their teams	E
Demonstrate sensitivity when supporting staff in difficult situations, whether work or personal	E

Professional Skills

Applicants must be able to demonstrate that they meet the Teachers' Standards (England) which are set out in detail in the current School Teachers' Pay and Conditions document. The Senior Deputy Headteacher must be exemplary and be able to:

- Set high expectations which inspire, motivate and challenge students
- Promote good progress and outcomes by students
- Demonstrate good subject and curriculum knowledge
- Plan and teach well-structured lessons
- Adapt teaching to respond to the strengths and needs of all students
- Make accurate and productive use of assessment
- Manage behaviour effectively
- Fulfil wider professional responsibilities

Personal Qualities

- Be able to continuously promote the school's strong ethos and values
- Inspire, challenge, motivate and empower teams and individuals to achieve high goals
- Inspire trust in the school community
- Communicate clearly and effectively both orally and in written English
- Demonstrate personal enthusiasm and commitment to leadership, aimed at making a positive difference to children and young people
- Build and maintain quality relationships through interpersonal skills and effective communication
- Demonstrate personal and professional integrity, including modelling values and vision
- Manage and resolve conflict
- Prioritise, plan and organise themselves and others
- Think analytically and creatively and demonstrate initiative in solving problems
- Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others
- Demonstrate a capacity for sustained hard work with energy and vigour

Salary and Benefits

The salary for the successful candidate will be paid on the Inner London Leadership Scale L25 - L28, £84,119-£89,919.

- Access to the Teachers' Pension Scheme
- All staff are provided with a laptop for work undertaken as part of their role
- The school promotes positive health and wellbeing for staff as well as students; this includes a variety of health and wellbeing activities and initiatives
- Use of the school's Fitness Suite outside of school hours
- An employment benefit scheme
- Free onsite parking

The Process

JFS School is committed to safeguarding and promoting the welfare of children and young people. Successful candidates will be subject to an enhanced check with the Disclosure & Barring Service and references from past employers.

Please complete an application form, which can be found on the [Vacancies](#) section of our website. The completed form can then be emailed to Mrs V Madan at hr@jfs.brent.sch.uk

Please note that CVs will not be accepted.

Closing date: Monday 1st March 2021 4.00 pm

Interviews to be held on:

Longlist – Tuesday 9th March 2021

Shortlist – Thursday 11th March 2021

Please note we are unable to provide individual feedback except to those candidates who are invited to interview.

JFS School is committed to ensuring that applicants and employees from all sections of the community are treated equally and not discriminated against on the grounds of gender, colour, race, nationality, marital or civil partnership status, religion or belief, sexual orientation, disability or age.





www.facebook.com/JFSSchool



[@JFSSchool](https://twitter.com/JFSSchool)



www.youtube.com/user/JFSwebsite

www.jfs.brent.sch.uk

