



Hookstone Chase

PRIMARY SCHOOL

Hookstone Chase Primary School

Deputy Headteacher
Application Pack

Northern Star Academies Trust

Welcome message from the Chair of the Local Governing Body:
Mr Craig Goold

Thank you very much for requesting the details for the post of Deputy Headteacher at Hookstone Chase Primary School, Harrogate.

Hookstone Chase Primary School is a community primary school focused on helping our pupils and staff move forward together by embracing change, creating inspirational learning experiences and ensuring we are preparing all of our children for this ever-changing world we all live in.

We have recently been rated “Good” in our OFSTED review; we received some fantastic feedback along with 3 key areas of focus that will help us move towards and outstanding school, which is our overall aim.

Together, the Governing body and the Head Teacher have ambitious plans for the school, of which the new Deputy Head has an important part to play. This is an exciting time in the school's history.

We have just completed modernising key elements of our schools infrastructure, joined a very supportive Multi Academy Trust and more recently appointed our new Headteacher. I am looking forward to being part of the team that will appoint our new Deputy Head Teacher and working together to take our school from “Good” to “Outstanding”.

Inquire: To have a confidential conversation about the Trust and role, please contact Mrs Jenn Plews: CEO, via Mrs S Evans (PA/HR Manager).

Visit: We would welcome potential applicants to visit the school prior to making an application. Please contact Mrs S Evans to organise a mutually convenient date/time to visit and meet the Headteacher: Miss Viv Watson.

Apply: Please send your application to Mrs S Evans: HR Manager to evanss@sghs.org.uk to arrive no later than **Noon, Tuesday 26th November 2019.**

We look forward to hearing from you.

School Context

Hookstone Chase Primary School is an average sized primary school with 316 pupils currently on roll. There has been a steady increase in pupil numbers since 2012 when there were 216 pupils on roll. The school is oversubscribed and 50% pupils who attend, live outside the catchment area, demonstrating the school's popularity. The school converted to Academy status on 1st September 2016 and is part of the Northern Star Academies Trust, with the priority to improve outcomes through effective and sustainable collaboration.

The school is currently an Enhanced Mainstream School for Speech, Language and Communication Difficulties and enjoys a good reputation across the Harrogate locality for effective provision for children with autism and communication difficulties and associated behaviours. A significant number of children with communication and interaction difficulties join Hookstone Chase Mainstream because of effective provision.

Hookstone Chase is situated on the south-eastern outskirts of Harrogate set within five acres of beautiful school grounds, comprising extensive playing fields, playgrounds and garden and conservation areas. In September 2016, a four-classroom extension was completed. The outdoor learning environment is currently in development to capitalise on outdoor learning opportunities.

The school serves a varied catchment area with a mixture of both Local Authority and private housing as well as Housing Association residences. There is a wide range of needs within classes and careful and precise lesson planning is required to meet the children's needs. Some 27% of pupils are eligible for Pupil Premium funding and this has increased significantly. In addition, 13% pupils are on the SEN register and of these, 42% are eligible for Pupil Premium. The majority of children are from White British Backgrounds.

There are 11 mixed-age classes from Reception through to Year 6 organised into phases with Phase Leaders. Staffing is Head, Deputy + 8 FTE teachers and 5 part-time teachers. Support staff includes 3 HLTAs and 10 GTAs. In addition, there is a full time Administrative Officer, part-time Admin/ Finance Assistant and part-time School Business Manager and full time Pastoral and Family Intervention Leader. Staffing for the Specialist Provision is Teacher in Charge, 3 part-time Specialist Teachers, 2 ATAs and part-time administrative support.

The school recently celebrated its 50th Anniversary welcoming past and present pupils, families and staff to a successful community event firmly cementing the school's position in the local community. There is a supportive parent body and a thriving Friends of Hookstone Chase Association.

To mark the school's 50th Anniversary, and to look forward to the next stage of Hookstone's development, the school uniform has been modernised and updated. Following work with a graphic designer, a modern and colourful design was created to reflect the vibrant school community in 2018.

Key Priorities for Hookstone Chase Primary School

We believe that to achieve a world-class education system across the country, it is our moral imperative as system leaders to work hard to embed world-class aspirations in all that we do. Our goal is to transform the lives of our pupils, staff and community and to inspire each other to keep on deepening and embedding our professional knowledge and skills.

In order to keep on improving and developing our provision we are focusing on the following priorities in 2019 -2020:

- Mathematics: problem solving and reasoning
- Disadvantaged learners: improving achievement and closing all gaps with non-disadvantaged pupils
- Vocabulary development: in both reading and writing
- Staffing: review of and effective deployment of associate staff (Teaching Assistants) and their ongoing professional development
- SEND: early intervention for children with identified needs.



OUR VISION:

- Moving forwards together, we embrace change, continue to learn and achieve in line with our high expectations;
- To ensure our children know that they are safe and cared for and to encourage them to achieve their personal best;
- To equip children with positive attributes and help them to embrace diversity, value themselves and the world;
- To provide inspirational learning experiences that will ignite sparks within the children and enable them to achieve and be successful.

Our School Values:

- Achieving Excellence
- Passion for Learning
- Respect
- Inclusiveness
- Creativity and Innovation
- Team Work
- Life Skills and Character Development

At Hookstone Chase we strive to ensure that these shared core values underpin and inform all our work.





**Application Pack for
the position of
Deputy Headteacher**

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Application form See separate Application and Monitoring form



Job Description

Deputy Headteacher

Grade: Leadership Scale 8-12

Roles and responsibilities

Specific requirements for the role:

- Support Headteacher in central role in strategic planning and systems leadership
- Liaison with middle leaders developing the best possible curriculum for our children
- To lead on assessment procedures across the school
- To lead the continuing improvement in standards of teaching and learning in Key stages 1 and 2
- Meet with parents to discuss academic issues
- To deputise for the Headteacher when required
- To have care for the welfare of all teaching staff and associate staff
- To liaise with the Pastoral Leader and SENCO to help plan effectively for disadvantaged pupils and pupils with SEND
- To lead assemblies as required
- To work with ICT staff in managing the website and social media
- To attend governors' meetings.

Staff leadership and management

- Liaising with and encouraging communication within and between Upper Juniors, Lower Juniors and EYFS
- Organisation of Key Stage meetings and communication between teaching staff
- To assist with the appraisal of staff
- To provide academic support and advice to staff
- To assist with the recruitment of new staff
- To assist the Headteacher with HR issues

Teaching Responsibility

- In line with school behaviour policy deal with all academic & pastoral issues
- Support year 5 / 6 teachers with interventions and booster groups as appropriate
- To set high standards as a teacher and act as a role model to colleagues
- To provide robust support and challenge to colleagues

Personal Skills

- Be organised, proactive and calm under pressure
- Have an excellent knowledge of the primary curriculum and assessment procedures
- Have high standards of written and oral communication
- Be an assured speaker and confident communicator with all members of our school

- Be sensitive in management of pupils, staff and parents
- Be committed to and actively promote the values of our school
- To be committed to the safeguarding and protection of young people
- Demonstrate high levels of resilience Health & Safety

Health and Safety

- Take overall responsibility for the health and safety responsibilities of the employer ensuring that appropriate advice and training is available in the school and that statutory requirements are met

Equalities

- Ensure there is absolute equality and fairness across the school, where hard work is recognised and rewarded – regarding both staff and pupils
- Ensure services are delivered in accordance with the aims of the single equalities scheme and that staff across the school develop their understanding of equality issues

Other

- Undertake any other professional duties
- Undertake any other responsibilities as directed by the Headteacher and the Chair of the Local Governing Body.

Person Specification

Deputy Headteacher



Person Specification

Headteacher

Key Criteria	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Educated to at least degree level. • Qualified to teach and work in the UK. • Strong A Levels or equivalent. • Full drivers' licence and access to transport. 	<ul style="list-style-type: none"> • Masters/postgraduate degree in a relevant subject e.g. education or leadership/management • NPQSL
Experience	<ul style="list-style-type: none"> • Experience and track record of school leadership at a senior level. • Experience of working in a range of school settings. • Understand the demands of, and articulate how schools can successfully deliver exceptional education. • Managing significant change/transformation. • Developing a strong team culture with middle/ senior leaders and fostering a positive work ethos. • Working with and developing relationships with stakeholders, sponsors or businesses. • Experience of using all forms of assessment data to inform decision-making. 	<ul style="list-style-type: none"> • Experience of working in both the private and public sectors. • Experience of working as a leader in school with high proportions of SEND and disadvantaged pupils.
Leadership	<ul style="list-style-type: none"> • Effective leadership style that encourages participation, innovation and confidence. • An ability to motivate colleagues and develop the leadership skills of others. • An ability to lead, coach and mentor staff within a strong performance management framework, including professional development and effective management of underperformance. • Genuine passion and belief in the potential of every child. • Takes personal responsibility for all their actions. • The confidence to challenge opposing views by presenting robust arguments and reasons for the contrary view. • Commitment to the safeguarding and welfare of all children, young people and vulnerable adults • Strong and effective interpersonal, written and verbal communication skills. 	<ul style="list-style-type: none"> • An ability to identify external commercial opportunities and sponsorships to develop the school profile and finances. • Sound levels of commercial and education sector awareness.

Personal qualities and behaviours	<ul style="list-style-type: none"> • Professional and exemplary character necessary to be the ambassador for the school. • Excellent analytical and problem solving skills. • A good attendance and punctuality record. • Excellent time management and organisational skills and the ability to delegate. • High expectations of self and professional standards. • The ability to maintain successful working relationships with all colleagues. • A pragmatic, action-orientated and outcome-focused approach. • High levels of drive, energy and integrity. • Able to plan and take control of situations. • Able to work flexibly, leading and contributing towards meetings and training outside of their specified work hours. • Committed to contributing to the wider school and its community. • Capable of handling a demanding workload and able to successfully prioritise work. • Passionate about improving the quality of education and the educational outcomes for all pupils. • Willingness to work flexible hours. 	
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How to Apply

As an educational organisation, we work under 'safer recruiting' principles. Please read the information below, then complete the separate application form in full and return it to the address given on the form. We welcome applications by either email or post.

Closing Date: 12 noon, Tuesday 26th November 2019

Important advice on completing your application

Your application form plays an important part in your selection. Your completed form is the only basis for considering your initial suitability for the post. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

Some points to bear in mind before you start

- Look carefully at the job description and application form. Ask yourself why you are interested in the job.
- Don't copy the same application for a series of jobs.
- If there is anything on the form that you do not understand or you need help to complete the form, please contact us.
- Please use the application form provided, continuing on a separate sheet if necessary. Applications will not be considered unless the application form has been completed in full.
- Please explain any gaps in your career history and ensure all dates are correct.
- Please do not send standard details of your own e.g. in the form of a curriculum vitae.
- We welcome applications from individuals interested in flexible working e.g. job share, term-time only, part-time etc.
- Any offer of employment with Northern Star Academies Trust is subject to the satisfactory completion of pre-employment health screening.

Please note: We can only consider applications from E.U. citizens and those holding valid UK visas.

Equal Opportunity Monitoring

Northern Star Academies Trust is an equal opportunity employer committed to the elimination of unlawful discrimination throughout its employment practices. In order to ensure the assessment of applicants is based only on qualifications, experience, skills, abilities, knowledge and relevant personal factors, we have split the application form into two parts. Information that could lead to unlawful discrimination is included in Part 2 of the application form and will be removed during the shortlisting and interview stages of recruitment. Shortlisting will be based on Part 1 of the form only.

Disability

We welcome our responsibility to remove barriers from our selection process. We have tried to do this, but if you have a disability and identify any barriers in the selection process – job description, person specification, interview – please tell us of this in your application. We are committed to making reasonable adjustments for you to do the job wherever possible and need to know your needs in order to do so.

Disabled applicants who can demonstrate they meet the essential criteria on the person specification will be offered an interview.

Rehabilitation of Offenders

All posts within the trust require a Disclosure and Barring check. You will be required to disclose full details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks but will not be used to discriminate unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

The check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal. Any information given will be completely confidential and will be considered only in relation to this application.

Information in Support of your Application

Every post advertised is supported by a full person specification. The specification lists all the essential skills, experience and qualifications which are necessary for the job and the criteria against which you will be assessed. Applicants should demonstrate they meet all the essential criteria in their application form and at the interview.

Rather than simply repeat your career history, look at the skills and experience required by the job and provide evidence that you possess them, preferably by giving specific examples.

When completing these sections, it is important to include part-time work undertaken on a voluntary basis, particularly if you have not been employed on a full-time basis before. Do not forget the skills and experience you have gained outside full-time work. If you have been out of paid employment for a long time or have never been employed, your job history may be less important than some of the responsibilities and experience you have had more recently. For example, you may have considerable domestic responsibilities or may organise social or community activities in your spare time or be active in a trade union. Outlining your previous work experience or other responsibilities may help you to uncover skills which you have taken for granted and which are clear signs of your ability to do the job.

Canvassing

You must not try to influence a member, trustee or employee of Northern Star Academies Trust or its schools' governing bodies to act in your favour, as this will disqualify you. If you are related to a member, trustee or employee of Northern Star Academies Trust or its schools' governing bodies you must indicate this in the relevant section of the application form.

Child protection information/instructions for job applicants

Northern Star Academies Trust is committed to safeguarding and promoting the welfare of Children and Young People and ensuring that employees are suitable persons to work with them:

All applicants are requested to provide in their application, explanations for any gaps in study and/or employment history. Applicants should include in the Previous Employment section of their application form, details of any other unpaid work/experience, for example, voluntary work.

Applicants are advised that references should be from “suitable” referees, that is, the current or most recent employer and, where this did not involve work with children and young people, the most recent employer where the work was with children or young people. Where we consider that additional references are required, we reserve the right to request details of alternative referee(s) from the candidate. In line with DCFS Safer Recruitment and Selection Guidance, for appointment to this post, references will be taken up prior to interview.

All reference requests will specifically ask for information about the candidate’s suitability to work with children and young people and will request details of: any disciplinary procedures and the outcome of these; any allegations or concerns relating to Child Protection and/or the welfare of children and young people; details of any criminal convictions, cautions or bind overs.

At interview, candidates will be asked about any allegations or concerns raised against them and the outcome of these, including the details of both current and expired disciplinary sanctions. Interviewees are required to bring to interview original documents relating to identity and qualifications.

All appointments will be subject to a satisfactory, enhanced level DBS check, a minimum of two satisfactory references and medical clearance. This post is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 therefore all convictions, cautions and bind overs, including those regarded as “spent” must be declared. Any pending prosecutions, current court proceedings and police enquiries relating to you, also must be disclosed. If you have any of these, you must provide details in a sealed envelope, marked confidential, attached to your application form. Applicants are required to declare if they have been referred to or included on List 99 or PoCA List, barring or restricting work with young people or vulnerable adults. For new employees to Northern Star Academies Trust, the appointment will be subject to satisfactory completion of a three-month probationary period (applies to school support staff posts).

Child protection information/instructions for job applicants

On induction, all staff will be provided with Child Protection training, appropriate to the role, including information regarding the relevant Safeguarding Children Board's and School's Child Protection and Safeguarding Policies and Practice Guidance and information on expected safe working practice, standards of conduct and behaviour and disciplinary, capability and whistle-blowing procedures.

Policy statement on the recruitment of ex-offenders

As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, Northern Star Academies Trust complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Harrogate High School and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows the Trust to ask questions about your entire criminal record we only ask about the "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in the Trust who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

Policy statement on the recruitment of ex-offenders

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and back- ground of your offences.

Evidence of eligibility to work in the UK

Guidance for applicants

Sections 15-25 of the Immigration, Asylum and Nationality Act 2006, which set out the law on the prevention of illegal migrant working, came into force on 29 February 2008.

It is a criminal offence for an employer to employ staff whose immigration status prevents them from working in this country. This means that, in order to comply with this Act, Northern Star Academies Trust (NSAT) must ensure that all prospective employees and casual staff who are due to commence work on or after 29 February 2008 have the right to work in the UK before they commence employment.

In order that NSAT may comply with the law, please bring along to your interview an original document showing that you are eligible to work in the UK. Remember the law states that we must photocopy an original document.

You are asked to provide an original document or combination of documents from EITHER List 1 (documents which establish an ongoing entitlement to work in the UK) OR List 2 (documents which indicate restrictions on entitlement to work in the UK), if you provide documents from List 2, NSAT will check your continuing eligibility to work at least every twelve months or until the time-limited restriction expires or you are able to produce a document from List 1.

For further information on Immigration, Asylum and Nationality Act 2006 please visit the official government website - www.ukba.homeoffice.gov.uk/workingintheuk

YOU MUST BRING WITH YOU TO YOUR INTERVIEW ORIGINAL DOCUMENTS AS DESCRIBED

EITHER 1 DOCUMENT FROM LIST 1

LIST 1

- A passport showing that the holder is a British citizen, or has a right of abode in the United Kingdom.
- A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card.

OR

A COMBINATION OF 2 FROM LIST 2

LIST 2

First combination

- A. A document giving the person's permanent National Insurance Number and name. This could be a: P45, P60, National Insurance card, or a letter from a Government agency.

Together with one of the following:

- A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

- B. a full birth certificate issued in the United Kingdom, which includes the names of the holder's parents;
OR
- C. a birth certificate issued in the Channel Islands, the Isle of Man or Ireland;
OR
- D. a certificate of registration or naturalisation stating that the holder is a British citizen;
OR
- E. a letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay;
OR
- F. an Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay;
OR
- G. a letter issued by the Home Office to the holder which indicates that the person named in it can stay in the United Kingdom, **and** this allows them to do the type of work you are offering;
OR
- H. an Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, **and** this allows them to do the type of work you are offering.

Second combination

- A. A work permit or other approval to take employment that has been issued by Work Permits UK.

Together with one of the following:

- I. a passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question;
OR
- J. a letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.

Only documents from the above lists are acceptable

Northern Star Academies Trust is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales (company number 07553531), whose registered office is at 77 Gargrave Road, Skipton, North Yorkshire, BD23 1QN (where a list of members may be inspected).