



**Job role: Deputy Headteacher at Greenbank High School**

**Closing Date: 12<sup>th</sup> April 2021**

**Salary: Leadership 18-22 (£64,153 - £70,745)**

**Contract type: Permanent**

**Start Date: September 2021**

Would you like to join a well-established and successful team in a consistently high performing, oversubscribed, 11-16 all-girls school that focuses on each child as an individual whilst fostering a sense of belonging to a rich and diverse community? Greenbank High School is committed to supporting every child to develop to their full academic potential whilst experiencing a wide and exciting range of opportunities to equip them with the skillset for a successful future as rounded, mature and confident members of modern British society.

Students at Greenbank High School consistently make very good progress reflected in the Progress 8 scores over the last five years. Attainment is significantly above national averages. You will be jointly responsible for leading the school to the next stage as a centre of excellence and ensuring our pupils, parents, carers and staff know they are in the best school in the world!

As Deputy Headteacher, you will be responsible for leading on school improvement. You will be a role model to staff, who will look to you for outstanding line management, support and challenge. We recognise that as a senior leader, you will also need support and challenge yourself so that you can grow to be the best you can be and we will commit to making this happen. We need someone who is passionate about making a difference, who is a highly skilled, driven and a successful school leader with a range of recent experience ready to take on this crucial new role at Greenbank. We anticipate that you may have the desire to be a Headteacher in the future.

The successful applicant will join our ambitious and committed leadership team and lead on curriculum and achievement. This role offers an exciting prospect for an outstanding practitioner to take full advantage of the unique opportunities that our school brings and to make a significant impact on improving the life chances for all students across the school.

You would be joining the Southport Learning Trust, a family of four schools in the locality that is looking to grow. This post has arisen as a result of the Deputy Headteacher, Mrs Katy Robinson succeeding myself in becoming Headteacher. Being part of a Trust would give you the opportunity to share and be involved in developing practice across several schools.

If you have the qualities to be part of the team to take outcomes and the curriculum at the school to the next level, please get in touch. We welcome visits to the school prior to application by interested candidates.

We look forward to meeting interested candidates.



Ian Raikes  
Headteacher – Greenbank High School  
Executive Headteacher/CEO –Southport Learning Trust



## Deputy Headteacher – Job Description

**Responsible to:** The Headteacher and the Governing Body of Greenbank High School and Southport Learning Trust

**Responsible for:** Curriculum, achievement and specific tasks and whole school responsibilities as required by the Headteacher following analysis of the school's needs and candidate's strengths.

**Working Time:** As Deputy Headteacher, you will be expected to participate in extended day activities which may be of a pastoral /curriculum extension nature and to support our commitment to community provision.

### The Deputy Headteacher will:

- Lead on developing the curriculum and timetable to maximise progress and aspiration for students.
- Take the strategic lead for the effective performance management of all staff.
- Identify and drive the School Improvement Plan to raise achievement under the overall direction of the Headteacher.
- Line manage members of the Senior Leadership Team.
- Lead and share responsibility for developing and implementing school policies, decision-making and strategic planning.
- Lead on Human Resources and staff well-being.
- Lead on parental engagement.
- Have a significant responsibility, for the development and implementation of the Behaviour for Learning Policy.
- Undertake the professional duties of the Headteacher during her absence.
- Duties and responsibilities of the post will change over time as requirements and circumstances change. The post holder will be required to carry out such other duties consistent with the post and as directed by the Headteacher.

### Qualities and Knowledge

- Holding and articulating clear values and moral purpose, focused on providing a world class education for students.
- Demonstrating optimistic personal behaviour, positive relationships and attitudes towards all stakeholders.
- Leading by example - with integrity, creativity, resilience and clarity- drawing on own expertise /skills, and that of others.
- Sustaining wide, current knowledge and understanding of education locally, nationally and globally, and pursuing continuous professional development.
- Working with political, business and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
- Communicate at every opportunity the school's vision and, empowering all students and staff to excel.

### Students and Staff

- Demanding ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on students' outcomes.
- Securing excellent teaching through an analytical understanding of how students learn and of the core features of successful classroom practice and curriculum design.
- Establishing an educational culture of 'openness' as a basis for sharing best practice.

- Creating an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identifying emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Holding all staff to account for their professional conduct and practice.
- Attend meetings and prepare reports for the Local Governing body and Trust Board as required.

### **Systems and Process**

- Exercising strategic, curriculum-led and affordable financial planning to ensure the equitable deployment of budgets and resources to ensure positive student outcomes.
- Ensuring that the school's systems and processes are well considered, efficient and fit for purpose.
- Providing a safe, calm and well-ordered environment for all students and staff.
- Valuing excellent practice by establishing rigorous, fair and transparent systems and measures for managing the performance of all staff.
- Actively supporting the governing board to understand its role and deliver its functions effectively.

### **The Self Improving System**

- Working and collaborating across the Trust to improve outcomes for all students.
- Championing best practice and securing excellent achievements for all students.
- Developing effective relationships with colleagues in other schools, further and higher education and public services to improve academic and social outcomes for all students.
- Shaping the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Inspiring and influencing others to believe in the fundamental importance of education in young people's lives and to promote the value of education.

### **Safeguarding Children and Safer Recruitment**

- Maintain a collective responsibility, and an individual commitment to safeguarding and promoting the welfare of students and recruitment of staff.
- Ensure that the safeguarding policy is followed where there may be a concern.

### **General Duties and Responsibilities**

- Teaching the students assigned to him/her according to their educational needs, including the setting, marking and feedback of work to be carried out by the students in the academy or elsewhere.
- Provide cover teaching when required.
- Assessing, recording and reporting on the development, progress and attainment of all students.
- Supporting and promoting the school's provision of social, spiritual, moral and cultural opportunities.
- Promoting the general progress and wellbeing of individual students and of any class or group of students assigned to him/her.
- Providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions.
- Writing relevant records and reports.
- Maintaining records of and reporting on the personal and social needs of students.
- Communicating and consulting with the parents of students.
- Communicating and co-operating with relevant persons or bodies outside the school.
- Participating in meetings arranged for any of the purposes described above.

This job description is indicative in the first instance and precise roles and responsibilities will be agreed with the successful candidate at a later date.



## Deputy Headteacher – Person Specification

The successful candidate will have:

### Education

1. Honours degree or equivalent
2. Qualified Teacher Status
3. Evidence of a commitment to continued professional development so as to sustain up-to-date knowledge and understanding of education
4. Evidence of continued and relevant professional development in school leadership and management
5. Completed or working towards Leadership qualifications such as; NPQSL, NPQH or alternative qualifications. (desirable)

### Qualities

1. Evidence of clear values and moral purpose which place students at the heart of all decisions
2. Demonstrating personal behaviour consistent with the school ethos and vision
3. Commitment to a curriculum that is creative and relevant to the interests and needs of all students, including their well-being
4. Absolute commitment to ensuring the safety and well-being of students
5. Proven record of being transparent and accountable to parents, governors, relevant external bodies and the local community
6. Track record of solution focused support for Leadership

### Knowledge

1. Evidence of a current knowledge and understanding of local, national and global education research
2. Safeguarding training including; Designated Safeguarding Lead (desirable)

### Key Skills and Experience

1. Proven successful experience as an Assistant Headteacher or equivalent for 2 or more years in a secondary school
2. A highly effective teacher with proven consistent good/outstanding teaching in the secondary classroom
3. Knowledge and understanding of how to maintain and raise the quality of teaching and learning across the school and a proven track record for doing so
4. Proven track record of efficient and timely management of workload and a flexible approach to crisis management and change.
5. A high regard for administrative efficiency
6. Proven track record of analysis, evaluation and communication of progress data to ensure positive outcomes
7. Understanding and experience of designing and managing a school timetable (Desirable)

### Leadership and Collaboration

1. Able to build, communicate and implement a coherent vision for the school in consultation with all stakeholders
2. Evidence of a drive to encourage and pursue excellence in all aspects of school life and a clear sense of what strategies might be effective for achieving this
3. Proven ability to lead by example and create a shared commitment and responsibility to the school through teamwork, distributed leadership and professional reflection

4. Proven ability to build a culture where students feel confident that their concerns will be listened to and acted upon
5. Proven ability to adapt to change, able to assess new ideas and embrace them if they improve students learning
6. Ability to encourage parents to play their part in their child's learning (both in and out of school)
7. Knowledge and experience of working productively with the governing body and an understanding of its statutory duties

#### **Management of People and Resources**

1. Proven experience of inspiring and managing people, including staff performance reviews and supporting ongoing professional development
2. Proven experience of prioritising, setting and managing a range of processes to contribute to school improvement
3. Excellent organisational skills which maintain the smooth running of the school whilst maintaining a focus on the long-term vision

## **Application & Interview Process**

Application forms must be received by **12.00pm on 12<sup>th</sup> April 2021**

**Interviews will take place on 20<sup>th</sup> and 21<sup>st</sup> April 2021**

Applicants are welcome to visit the school before submitting their application. If you would like to do this please contact Diane Murphy, HR Officer, via [recruitment@greenbankhigh.co.uk](mailto:recruitment@greenbankhigh.co.uk) 01704 567591 (ext 124).

The Interview days will include the following:

- An unseen task
- A separate staff, pupil and parent panel
- Tour of the school
- A presentation and interview panel with the Headteacher and governors

**Southport Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check**