



# Deputy Headteacher Application Pack

Manor High School  
Copse Close,  
Oadby  
Leicester, LE2 4FU

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## About our Trust

### Who we are:

As a thriving, local trust of five schools covering 3-16 age ranges, we are located in Leicestershire and Leicester City, with an infant, a junior, two primaries, and one secondary. We are passionate about making a real difference to the lives of all our children and about empowering our whole school communities to enable this to happen to its fullest.

### Our vision and values

Our OAK vision statement is: **Together we grow great schools**

We do this through our values by:

Continually identifying and supporting **opportunities** to improve;  
having an unerring ambition to **achieve**; and  
embodying **kindness** by doing the “right thing”

We believe that our colleagues are our greatest asset and we are building on our strong base of colleague benefits through extensive instructional coaching utilising Steplab. We are proud that two of our schools are becoming a Steplab hub in September 2024. We are currently launching our exciting Trust wide digital transformation program *Frontiers* which will see over half our schools introduce 1:1 iPad programme in 2024-25.

### Our schools

You can read more about our schools, please click [here](#)



Each of our schools has a strong identity, a hallmark of OAK. We collaborate extensively and agree strategy together whilst always valuing the different contexts of our schools. Each of our schools believe that we are stronger together and we have equity for all our pupils at the heart of our strategic decisions.

## Manor High School



Thank you for your interest in our highly successful and popular school. Manor High school is a valued member of the OAK Academies Trust family.

We are an inclusive, fully comprehensive school. We welcome students from all backgrounds, of all faiths or none and of all abilities from Oadby and the surrounding area. Our students are high-achieving. They feel safe and enjoy learning in a happy and supportive environment.

Here at Manor High we are relentless in our mission to ensure that all pupils receive an excellent education that leads to real choice in life. In addition to ensuring excellent qualifications that surpass national averages, we are committed to our pupils, supporting them to flourish as individuals ready for life beyond Manor High. Our objective is to create excellent people who have excellent qualifications. We offer our pupils this commitment to excellence based on high-quality teaching and a wide range of experiences beyond the classroom.

Our collective mission through our school is to encourage pupils to become highly ambitious, successful citizens who are well positioned to create a better world. We set unapologetically high expectations, challenging our pupils to believe in their ability and have the choice in life they truly deserve. We ensure our pupils are at the forefront of tomorrow.

Our Core Values of Excellence, Inspiration, Respect and Resilience were chosen by staff, parents, governors and, of course, the children who are at the heart of everything we do at Manor High.

We are fortunate to have all of the benefits of a city which boasts two leading universities, museums, art galleries, concert halls, theatres and arenas of sporting excellence in rugby, football, cricket and basketball to name just a few. At the same time, we benefit more than most schools, from our desirable location on the edge of the beautiful countryside in southern and eastern Leicestershire.

Manor High is well connected to surrounding areas and to the city through good transport links. We are a short distance from the A6 and, along with our own school transport, there is a frequent bus service immediately outside the school.

To view more information about our school please click [here](#)

## Job Description

<b>Job Title:</b>	Deputy Headteacher
<b>Hours:</b>	Full time, permanent
<b>Salary:</b>	L15 - L20: £66,628 - £75,331 per annum
<b>Responsible to:</b>	Headteacher
<b>Responsible for:</b>	A range of staff including Assistant Headteachers, teaching and support colleagues, as assigned

### Job Purpose:

The Deputy Headteacher will not only promote the vision, values and core purpose of the school in line with agreed policies, guidelines and protocols, they will be key in formulating and developing these as the school moves forward. They will drive initiatives and see them through to fruition, being able to evaluate and amend as they go. Being able to establish as well as follow policies to achieve these aims and objectives will be key.

The postholder, working with the Headteacher, Trust Leaders and the Governing Body, will develop a strategic view of the school and its community, and analyse and plan for its future needs and developments.

### Key Tasks and Responsibilities:

- To deputise for the Headteacher when absent from school
- Provide professional leadership which secures, in consultation with the Local Governing Body, the success and improvement of the school, ensuring high quality education and care for all the pupils
- Managing staff and resources
- Work with the Local Governing Body, attending committee meetings
- Monitoring progress towards the achievement of the school's aims and objectives
- Implement change in the school by contributing to, leading on and evaluating key areas of the School Development Plan (SDP)
- Monitor, analyse, evaluate and review the effectiveness of the school's policies, practices, protocols and priorities
- Lead, motivate, support, challenge and developing colleagues to secure improvement, including demonstrating a commitment to their own and others' professional development
- To work with the SLT team to effectively evaluate in order to ensure a robust flow from the SEF to the SDP
- Support the Headteacher to manage colleagues and resources efficiently and effectively in line with the objectives in the School Development Plan and within the school budget

- Managing, monitoring and reviewing the use of available resources to improve the quality of education and care to secure value for money
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- To embrace our Trust vision and values
- Assume Line management responsibility for a range of staff including Assistant Headteachers, teaching and support colleagues, as assigned
- Take a leading role in the development of new and emerging technologies to enrich and extend the learning experiences of all students
- Provide effective leadership to colleagues, managing performance and workloads
- Ensure the school delivers a broad, balanced curriculum offer to all the pupils
- Promote a culture and practices that allow all pupils to access their curriculum
- To ensure a culture that promotes excellence, equality, high expectations and aspirations of all students in our care
- To continue to develop a culture of safeguarding and further develop systems which ensure that safeguarding and child protection are of the heart of our school
- To ensure that students are offered exceptional learning opportunities
- To continue to develop effective relationships with local schools, further and higher education establishments
- To promote and maintain links with business, the community, families and the local environment

Undertake any other task that may be reasonably asked of you by the Headteacher or Trust.

## Person Specification

Attributes	Essential	How	Desirable	How
1. Qualifications / Training	<ul style="list-style-type: none"> <li>Evidence of recent and relevant continuing professional development, including in leadership and management</li> <li>Has qualified teacher status</li> </ul>	<p>AF / I</p> <p>AF</p>	<ul style="list-style-type: none"> <li>Holds or currently undertaking NPQH</li> <li>Evidence of further study in education</li> </ul>	<p>AF</p> <p>AF</p>
2. Experience	<ul style="list-style-type: none"> <li>An excellent classroom practitioner who also has had a strong positive impact in a senior leadership role</li> <li>Record of success in more than one team</li> <li>Experienced in contributing to raising standards in teaching and learning to improve achievement</li> <li>Experience of acting as an outstanding model of teaching for others</li> <li>Experience of dealing with day-to-day issues while remaining focused on longer-term goals</li> <li>Working with children with a variety of needs.</li> </ul>	<p>AF / I</p> <p>AF</p> <p>AF / I</p> <p>I</p> <p>AF / I</p> <p>AF</p>	<ul style="list-style-type: none"> <li>Leadership experience in more than one school</li> <li>Held a variety of roles and responsibilities with leadership experience</li> <li>Experience of working with statutory agencies</li> </ul>	<p>AF / I</p> <p>AF / I</p> <p>AF / I</p>

	<ul style="list-style-type: none"> <li>• Experience of using research-based practice to secure school improvement</li> </ul>	AF / I		
<b>3. Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• An understanding of high-quality teaching and effective learning</li> <li>• An understanding of the potential of student voice and parental engagement</li> <li>• Understanding of strategies and tactics to secure whole school improvement</li> <li>• Clear understanding of the current educational agenda</li> <li>• Clear vision for this school's future</li> <li>• An understanding of the potential of this role</li> <li>• Outstanding knowledge of pedagogy and how to improve this further</li> </ul>	AF / I  AF / I  AF / I AF / I AF / I AF / I AF / I		
<b>4. Skills</b>	<ul style="list-style-type: none"> <li>• Can think strategically and build on a coherent vision for an inclusive and successful school</li> <li>• Can effectively engage with innovation and use of appropriate technologies to ensure the school 'achieves excellence'</li> </ul>	AF / I  AF / I AF / I		

	<ul style="list-style-type: none"> <li>• Can motivate and enthuse all staff in the development of the school</li> <li>• Can lead and respond effectively to change and challenge</li> <li>• Can contribute to the wider development of OAK Trust</li> <li>• Able to think strategically but have an 'eye for detail'</li> <li>• Ability to prioritise, plan, organise, work under pressure and meet deadlines</li> </ul>	<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>		
<p><b>5. Attitudes</b></p>	<ul style="list-style-type: none"> <li>• Empathy with young people of all levels and background</li> <li>• Strong level of resilience and determination to maintain and progress school improvement</li> <li>• Understanding of the way that the school can promote values and a moral code</li> <li>• Ability to work effectively in partnership with the Headteacher</li> <li>• Commitment to collaborative working and the sharing of good practice</li> </ul>	<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>	<ul style="list-style-type: none"> <li>• Capacity for, and interest in, further promotion</li> </ul>	<p>AF / I</p>
<p><b>6. Safeguarding</b></p>	<ul style="list-style-type: none"> <li>• In addition to candidate's ability to perform the duties of the post, the interview will also explore issues</li> </ul>	<p>AF / I</p>		

	<p>relating to safeguarding and promoting the welfare of children including:</p> <ul style="list-style-type: none"> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people;</li> <li>• Attitudes to use of authority and maintaining discipline</li> </ul>	<p>AF / I</p> <p>AF / I</p> <p>AF / I</p>		
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AF = Application Form

I = Interview

## Terms of Employment

All offers of employment are subject to the Trust receiving proof of identity, two satisfactory references, section 128 check, teacher prohibition check, a pre-employment medical check, an enhanced DBS disclosure, and evidence of relevant qualifications. For further information please refer to the 'Privacy Notice' document for more details.

### Salary

L15 – L20      £66,628 to £75,331 per annum

### Staff Benefits

OAK Academies Trust appreciates that, in achieving its' full potential, it is the staff that make the biggest difference. We offer a benefits package which includes the following benefits for all employees:

- Generous pension scheme
- Lifestyle savings
- Employee Assistance Programme
- Salary Sacrifice Schemes including cycle to work, home electronics, gym membership and health cash plan
- Eye test voucher
- Free on-site parking

### National Terms and Conditions

The OAK Multi Academy Trust is committed to offering national terms and conditions in line with the School Teacher's Pay and Conditions document ("STPCD"), the Burgundy Book (for Teachers) or the NJC Green Book (for Support Staff). This commitment is reflected in an agreement between OAK Multi Academy Trust and the national Trade Unions.

### Pension Scheme

All contracted members of staff will be automatically enrolled into the appropriate pension scheme (the Teachers' Pension Scheme or the Local Government Pension Scheme). Employees do not pay tax or national insurance on their contributions and the Trust adds a generous employer contribution, which varies depending on the salary.

### Continual Professional Development

The Trust values the contribution of its' skilled staff team and is supportive of Continual Professional Development opportunities. Funded opportunities are upon application and subject to business need.

### Flexible and Family Friendly Policies

The Trust understands that employment policies need to be flexible and responsive to promote diversity and equality, and to attract and retain the highest quality workforce. Our Flexible Working Policy provides an opportunity for employees to request an arrangement such as a job share or a part-time role. Such requests will always be considered fairly, whilst taking account of the needs of the employee, the post, and the Trust.



The Trust is also very mindful of staff welfare and has policies in place to support staff, wherever possible, with leave for emergencies or for compassionate reasons.

### **Wellbeing and Occupational Health Services**

The Trust is continually considering wellbeing opportunities for staff. For individual staff, colleagues may be referred to our supportive Occupational Health services and be offered access to appropriate services (e.g., physio assessment, counselling services, etc).

### **Safer Recruitment**

The OAK Academies Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process that includes assessing candidates' suitability to work with children.

The schools within our Trust are committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment.

All staff will be required to hold an enhanced DBS Disclosure.

### **Equal Opportunities**

At our Trust we believe that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in the Trust have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation and religion or belief.

### **Further information**

For a confidential discussion about the vacancy, you are invited to contact:

#### **Mr Simon Greiff (Headteacher)**

Telephone: 0116 271 4941 (please email first to arrange a convenient time)  
Email: [sgreiff@manorhigh.leics.sch.uk](mailto:sgreiff@manorhigh.leics.sch.uk)

### **Applications**

The application form and further details are available from Eteach in addition to those detailed below:

Our website: [www.oaktrust.org](http://www.oaktrust.org)  
School website: [www.manorhigh.leics.sch.uk](http://www.manorhigh.leics.sch.uk)  
Email: [hr@oaktrust.org](mailto:hr@oaktrust.org)  
Telephone: 0116 3033723

In addition to a completed application form, please provide a covering letter with a supporting statement, no longer than 750 words, outlining why you would be suitable for the post and how you can make a positive difference in our diverse Trust. The application form and covering letter can be uploaded to Eteach

### **Application Deadlines:**

Closing date: Monday 20th May @ 9.00am  
Interview dates: Thursday 23rd and Friday 24th May



**School Visits:**

Please contact the HR Manager, Nicola Savill to arrange a visit to the school:

Telephone: 0116 2714941

Email: [hr@manorhigh.leics.sch.uk](mailto:hr@manorhigh.leics.sch.uk)

*Please note: To ensure compliance with Safer Recruitment Guidelines, CVs will not be accepted.*