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**BRADFORD GIRLS'
GRAMMAR SCHOOL**

Co-educational up to 11, Girls only 11-16

bdot
Bradford Diocesan
Academies Trust



Deputy Headteacher (Secondary)

Applicant Information Pack

Salary – Leadership Scale: L18 – L22 (£71,729 - £79,112)

Opening date:	Thursday 8 th February 2024
Closing Date:	Friday 23 rd February 2024 9.00am
Shortlisting Date:	Monday 26 th February 2024
Interview Dates:	Tuesday 27 th February 2024
Start Date:	Easter 2024 or ASAP



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Welcome from the CEO of BDAT

Dear Applicant,

On behalf of BDAT and the Governors of Bradford Girls' Grammar School we would like to **thank you** for showing an interest in the Deputy Headteacher post at our school.

Set near the heart of Bradford, Bradford Girls' Grammar School is a large and thriving 4-16 through school packed full of **determined and individually amazing students**. The school prides itself on serving the local community and wider Bradford district, our students are predominantly representative of the community within which it is based in in Bradford. **It is exactly this rich tapestry which makes our school so special.**

We are now looking for a special Deputy Headteacher to join Bradford Girls' Grammar School. That person will have the skills, the track record and the personality to drive our school forward to **continue to provide an exceptional educational experience for all**. By being part of the leadership you will assist the next exciting stage of its journey of growth and building on the great progress it has seen in recent years.

The good news of course, is **you won't be doing it alone**. We already have a committed, well-established and ambitious staff body at Bradford Girls' Grammar School, including a strong leadership team who will be able to support you. The school also has an experienced governing body and of course, you will be a Deputy Headteacher within the **BDAT Family of 19 Schools** which means you will have other colleagues to work alongside and a **peer network** to lean on.

Fundamentally however by joining our team, you will have the opportunity to be at **the forefront of securing the best possible outcomes for our deserving children** and the best opportunities for everyone within our school.

If you are a **dynamic individual with energy, drive and ambition**; if you feel you can **build on our many strengths** and give every one of our girls every chance every day to be the very best they can be; and if you are ready for the **next step in your career**, then this job could be the one for you and we look forward to meeting you. Visits to the school are warmly welcomed and actively encouraged. Please ring Bradford Girls' Grammar School on 01274 545395 and ask for Andrew Cheeseman to make an appointment to see our school at work.

Thank you again for your interest in our school. We very much look forward to receiving your application.

Yours sincerely,

Carol Dewhurst, OBE
Chief Executive Officer, BDAT



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Welcome from Bradford Girls' Grammar School

Dear Applicant,

Thank you for the interest you have shown in the post of Deputy Headteacher (Secondary) at Bradford Girls' Grammar School. I hope that the information found within this pack and on our website will encourage you to submit an application.

Bradford Girls' Grammar School is a heavily oversubscribed through school of around 1,000 students, located in the outskirts of Bradford city centre. Established in 1875, the school is rich in history and has a strong record of providing an outstanding education. Previously a girls' independent school, Bradford Girls' Grammar School became an Academy Free School in 2013 and now takes both girls and boys into its primary school, Lady Royd Primary. The Senior School has remained a girls' school. In January 2023, the school joined the Bradford Diocesan Academies Trust (BDAT).

This post is integral to the continual development of Bradford Girls' Grammar School, as we further enhance the systems, structures of effective school improvement underpinned by the values of both BDAT and Bradford Girls' Grammar School. As such as we are seeking a Deputy Headteacher who will bring innovation and demonstrate resilience to the school as in partnership with our leaders, you will deliver clear, authentic leadership to our school improvement agenda.

In May 2022 the school was inspected by Ofsted and the school was judged to be Requires Improvement. The inspection confirmed that leaders have a good understanding of the school's strengths and weaknesses. We have continued to drive school improvement forward at pace and are seeking a motivated and resilient school leader to support this journey.

All staff have incredibly high aspirations for all students and are proud to be part of the Bradford Girls' family. Staff work hard in the interests of getting the very best out of every student in their care and so we place a strong emphasis on staff wellbeing. All staff have access to a robust performance management system, through which they can engage with a comprehensive and bespoke CPD package.

Please read the application pack carefully and if you believe that you are the right person to fill the role and that your values are aligned with ours then we welcome an application from you.

With best wishes,

Mrs J Tiller
Executive Headteacher, BGGS

Mrs C Proud
Headteacher, BGGS

Mr C Sutcliffe
Chair of Governors, BGGS



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About BDAT

Bradford Girls' Grammar School is an academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting 19 schools in Bradford. We are a Trust which prides our self in delivering great education outcomes and life opportunities for all our children. We are an inclusive Trust working with children from a rich range of backgrounds who reflect our communities and the city we serve. We are proud to be all about Bradford and developing the future generation of lifelong learners who will go on to achieve incredible things.

BDAT is a Trust which recognises each of our schools is unique. We actively encourage and celebrate difference as we know each of our schools serves very different communities. However, we also know that a key strength of being part of a Trust means together our schools can support each other, learn from each other and share great practice. As importantly we know from working our way through the COVID pandemic, that a problem shared really can be a problem halved, and by working together we can save ourselves time, money and lots of duplication of work.

We are a Trust which is value-led and we know it is important that we consistently live these values. The Trust's mission is **“to provide education of the highest quality within the context of Christian belief and practice.”** We strongly believe every child only has one chance at a good education.

Our core Trust values are **inclusion, compassion, aspiration, resilience, excellence (I.C.A.R.E.)**. We seek to model these values in all we do, including how we recruit and develop our staff, how we teach our students and how we liaise with our families, friends and partners. We are a proudly Christian organisation committed to providing high-quality education for all within our ethos. Whilst robust Christian principles underpin the work of the Trust, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. We describe ourselves as having inclusive values believing these are as appropriate and important to staff and students of all faiths (and to those without faith) as they are to those who practice within the Church of England. It is for this reason we choose to support and sponsor Non-Church of England Academies, as well as those within the faith. Therefore, we welcome applications for this role from employees of all faiths as long as they understand and can promote the values which we share.

BDAT is a large Trust, however we pride ourselves in knowing and understanding our schools. We are all part of the BDAT family, and we all have the same motivation – to see our children succeed. For more information about us follow us on twitter @wearebdot or visit www.bdat-academies.org



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BDAT's Mission, Vision and Values

Our mission:

"At BDAT we want every child to have a happy and high-quality education enabling them to grow and flourish during their time at school."

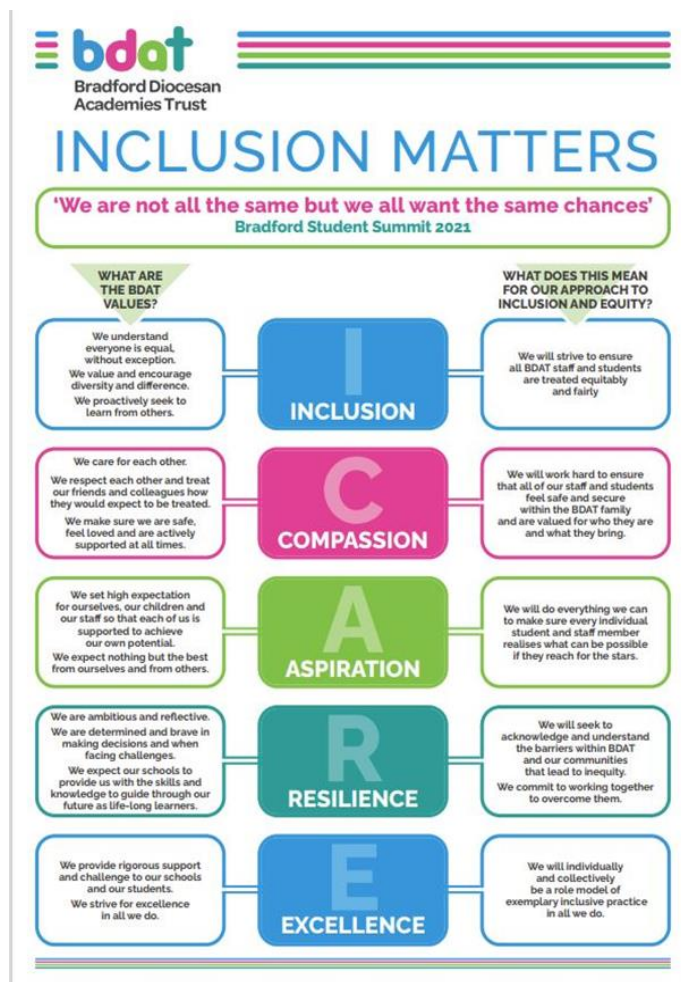
Our vision is:

"We will provide schools that develop student competence, confidence and character, driven by local community context and inclusive Christian values, ensuring every student achieves their academic potential and leaves our Trust prepared for the next stage of their life journey."

We want BDAT schools to be schools of choice for the diverse and special communities we serve.

We will recruit develop and retain highly skilled staff dedicated to making sure our children and young people have every chance to succeed."

Our values are:



Aspire ~ Succeed ~ Lead



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Advert

Job title: Deputy Headteacher (Secondary) for Bradford Girls' Grammar School
Contract type: Permanent
Contract type: Full-time
Salary: Leadership L18 – L22 (£71,729 - £79,112)
Start date: Easter 2024 or as soon as possible

We are looking to appoint a dynamic, ambitious, and talented individual with a proven track record of school improvement to join us in the role of Deputy Headteacher. This role is a key member of our senior leadership team and will be instrumental in supporting the academy in the next stage of development and in our aspiration to be outstanding in all areas.

In the first instance, the key areas of responsibility will focus on all aspects of Behaviour & Attitudes, Attendance, Safeguarding (DSL), SEND and Alternative Provision. The successful candidate will have a whole-school responsibility for the Pastoral System and line manage the Pastoral Team. They will also work in close collaboration with the Headteacher, and the rest of the Senior Leadership Team to facilitate joined-up thinking around all whole-school priorities.

The successful candidate will:

- Have a proven track record of whole-school improvement at senior leadership level.
- Work alongside the Headteacher and Senior Leadership Team to create a culture of success and aspiration.
- Have excellent leadership, communication and interpersonal skills.
- Be a passionate and skilful teacher and leader who has the drive, enthusiasm and energy to foster positive relationships with staff, students, parents and our community for the benefit of all.

We can offer you:

- A supportive and forward-thinking Leadership Team in an inclusive Academy and Trust.
- A stimulating, attractive and welcoming learning environment.
- An approach that supports and stimulates professional growth, with a bespoke CPD package.
- Cross-Trust opportunities for collaboration and development.
- The opportunity to make a positive difference to the lives and careers of pupils and colleagues.

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Interview Date: 27th February 2024



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Job Description

Job Title: Deputy Headteacher (Secondary) for Bradford Girls' Grammar School
Salary: Leadership L18 - L22 (£71,729 - £79,112)
Accountable to: Headteacher

All BDAT Deputy Headteachers are expected to work in partnership with the Headteacher to lead and manage their school. The [Headteacher standards](#) underpin frameworks for the training of school leaders, including aspiring headteachers.

All BDAT Deputy Headteachers are required to be effective system and school leaders working across the BDAT family of schools and an ambassador for the Trust.

Overall purpose of the post:

Under the supervision of the Headteacher to provide leadership and strategic direction for the management of their Academy, in order to:

- Support the Headteacher to secure high standards in the quality of education and student outcomes, students' personal development and well-being, behaviour and attendance and in the leadership and management of the academy.
- To provide high quality leadership and management that will contribute to the development of an outstanding learning community where high expectations are tangible and a culture of educational excellence is evident.
- Provide every child with a high-quality education and life experience, which promotes the highest possible standards of achievement and ensures they leave school ready for the next stage in their academic/life journey.
- To support the building of leadership and staffing capacity in their academy reflecting the BDAT ambition to be an employer of choice.
- To prepare, lead and support internal and external audits including Ofsted other audits e.g., health and safety, safeguarding etc. as appropriate.

Main Duties and Responsibilities:

Leadership - Under the supervision of the Headteacher

- Support the Headteacher in the strategic leadership of all areas of academy improvement, development and delivery, ensuring provision meets the needs of individual students and maximises the opportunity for each individual to achieve excellent outcomes.
- Take responsibility for one or more key strategic area and act as strategic lead on at least one school improvement priority. This may be reviewed based on the need of the academy to maximise impact, support the best interests of the academy, and ensure the ongoing professional development of staff.



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- Be responsible for implementing performance management for identified members of staff across the school, including where appropriate other members of the Senior Leadership Team.
- Ensure that they participate in and lead on continuous professional development and work collaboratively with colleagues across the school and across the Trust, to the benefit of students and colleagues at the academy.
- To act as an ambassador for BDAT as a member of an appropriate Professional Learning Community.

Education Provision and Standards:

- Take responsibility for one or more key strategic area(s) and act as strategic lead on at least one school improvement priority. This will be agreed on appointment but will be reviewed on an annual basis in order to maximise impact, support the best interests of the academy and ensure the ongoing professional development of staff.
- Ensure effective teaching, learning and behaviour throughout the academy by implementing and quality assuring practice through monitoring, evaluating, challenging and developing staff and modelling excellent practice through their own teaching and behaviour management.
- Ensure that intervention, challenge and support is provided effectively across all curriculum and pastoral areas to ensure the highest possible outcomes are achieved for students.

The role of senior leaders encompasses but exceeds the specific tasks assigned. The following are generic expectations of senior leaders within a BDAT Academy.

- To show commitment to the rigorous continuous improvement of the academy.
- To contribute to, and actively support and promote, decisions made by the Leadership Team.
- To maintain a high profile around the school during the day and be part of the SLT duty rotas.
- To encourage and support staff at all times.
- To be proactive and creative in anticipating and solving problems, responding with sensitivity and flexibility to meet the constantly changing demands of the role and the academy.
- To be an effective communicator, verbally and in writing.
- To play a major role, under the direction of the Headteacher and in collaboration with other members of the SLT, in formulating, reviewing and revising the Academy Improvement Plan to demonstrate effective impact.
- To work with the Safeguarding Team to ensure that the academy remains fully committed to safeguarding students.
- To demonstrate, and consistently articulate, high expectations of pedagogy and classroom practice.
- To ensure strict confidentiality in all areas of work and ensure all elements of GDPR are implemented and upheld in a way that protects the safety and security of the Academy and Trust's information.



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- Support the Headteacher in ensuring that high quality education provision is available to all students regardless of race, religion, sexual orientation, gender, disability, economic background or special educational needs.
- Support the Headteacher in the development and sustainable culture where students feel safe, confident and can attain their maximum educational outcomes.
- Develop, support and sustain a culture of positive student attendance engagement and behaviour across the Academy.

Additional Responsibilities:

To Liaise and work with the Headteacher to:

- Assist the Headteacher in leading and managing the school, and to deputise when required.
- Deal with any immediate problems or emergencies according to the academy's policies and procedures.
- Respect confidential issues linked to home/students/teacher/academy work.
- Comply with the Trust and Academy's Child Safeguarding Procedures, including regular liaison with the Headteacher over any safeguarding issues or concerns.
- Comply with the Trust and academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.
- Be self-aware and to role model continuous self-development and professional behaviours.



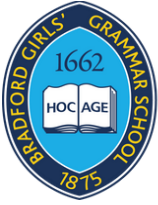
Person Specification

Job Title: Deputy Headteacher (Secondary) for Bradford Girls' Grammar School
Salary: Leadership L18 - L22
Accountable to: Headteacher

Category	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> Qualified Teacher Status (QTS) 	<ul style="list-style-type: none"> National Professional Qualification
Experience and Knowledge	<ul style="list-style-type: none"> An ability to drive and deliver transformational and cultural change under the supervision and support of the Headteacher. Experience and evidence of developing and leading the implementation of strategies to sustain whole school improvement. Knowledge and clear understanding of education legislation, new innovation and developments. A strong background and track record in the leadership of behaviour and attitudes. 	<ul style="list-style-type: none"> A clear understanding of what constitutes an outstanding school and what needs to be done to achieve and maintain that standard.
Skills	<ul style="list-style-type: none"> An innovative leader, with a clear understanding of education opportunity and how it can be translated into practical reality working in consultation with the Headteacher. An outstanding, collaborative leader with the ability to forge positive relationships in order to promote success. Knowledge of what constitutes quality in educational provision, the characteristics of effective schools and strategies for raising standards and the achievement of all students. The ability to provide clear direction and shared purpose for all children, staff and stakeholders. Excellent communication skills with all children, staff and stakeholders including the Headteacher. Strong level of ICT skills in relation to effective use in both curricular and administration contexts. Experience that demonstrates the ability to successfully tackle and resolve problems, effectively innovate and manage change competently. Ability to inspire and motivate staff, students, parents and governors to achieve the aims of the school. 	<ul style="list-style-type: none"> The ability to build a sustainable workforce of high-quality staff and leaders in consultation with the Headteacher. Strong negotiation skills and the ability to influence other to the benefit of the school and Trust. Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management.



Category	Essential Criteria	Desirable Criteria
Other	<ul style="list-style-type: none"> • The ability to motivate staff to ensure high performance working in consultation with the Headteacher. • An ability to use the full range of leadership skills and qualities including emotional intelligence as appropriate to the situation. • Resilience and determination including the ability to also provide support, demonstrate empathy and deal with staff in a sensitive and considerate manner. • A personal commitment to inclusion and diversity to ensure the maximum benefits for children and equality in employment and service delivery matters. • A strong commitment to the personal and professional development of all staff through performance management and access to high quality CPD in consultation with the Headteacher. • A proven track record as a senior leader, demonstrating improvements in raising the quality of teaching and learning, educational standards and Ofsted categories. • Ability to support the leading of the school in line with the Trust and school policies in conjunction with the support of the Headteacher. • A commitment to networking and collaboration between schools within and outside the MAT. 	<ul style="list-style-type: none"> • A proven ability to successfully manage resources effectively within your previous roles. • The ability to translate a visionary/innovative concept into a practical implementation plan and ensure that the plan is delivered effectively and efficiently with impact reported to the Headteacher. • An ability to take training to ascertain a deep knowledge and clear understanding of health and safety legislation and how schools need to comply with this • An understanding of the Church of England distinctiveness agenda and how this can be interpreted and demonstrated on a day-to-day basis within a school. • Effective financial planning and use of financial resources within the areas of previous responsibility. • Level 3 Safeguarding qualified or prepared to undertake training to fulfil this role.



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How to find us



Bradford Girls' Grammar School

Squire Lane

Bradford

BD9 6RB

Tel: 01274 545395

www.bggs.com



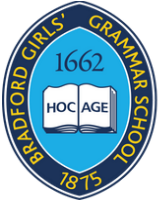
Bradford Diocesan Academies Trust

2nd Floor, Jade Building, Albion Mill,
Albion Road, Bradford, BD10 9TQ

T: 01274 909120

www.bdat-academies.org

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Selection Process Guidance

Safeguarding

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service.

Inclusion

As a Trust we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, sexual orientation or disability. The person specification sets out the criteria used to assess candidates through the selection process.

Visits to the school

Visits to the academy are warmly welcomed and actively encouraged. Please ring Andrew Cheeseman at Bradford Girls' Grammar School on 01274 545395 to make an appointment to see our school.

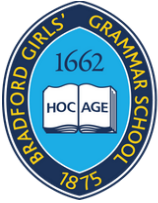
Applications

Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications can be submitted online using the My New Term portal via [Vacancies - Bradford Diocesan Academies Trust \(bdot-academies.org\)](https://vacancies-bradforddiocesanacademies.org)

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of executive staff, Trustees and governors. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.



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References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last, employer.

Interview Process

If you are successful in being selected for interview, we will notify you of the full interview process.

The interview will consist of several tasks and activities including a formal interview, these are designed to allow you to demonstrate your skills and abilities.

You will be asked to provide proof of qualifications and identity on the day of interview.

Final Selection

Following the tasks and formal interview, the person specification will be used as a guide to select the most suitable candidate for our academy. Each candidate will be contacted by telephone to inform them of the outcome, brief feedback will be provided during this telephone conversation.

Offer of Employment

We will make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- A satisfactory online check
- Provision of proof of identity and qualifications

Timeline

Opening date:	Thursday 8 th February 2024
Closing Date:	Friday 23 rd February 2024 9.00am
Shortlisting Date:	Monday 26 th February 2024
Interview Dates:	Tuesday 27 th February 2024
Start Date:	Easter 2024 or ASAP

Questions

If you have any queries on any aspect of the application process please contact Andrew Cheeseman on 01274 545395 or e-mail acheeseman@bggs.com