



## **DEPUTY HEADTEACHER POST (LEADERSHIP SCALE 16 – 20)**

The Governing Body of Hartford Church of England High School is seeking to appoint a Deputy Headteacher.

<b>CLOSING DATE:</b>	<b>9.15AM WEDNESDAY 26<sup>TH</sup> FEBRUARY 2020</b>
SHORT LISTING:	TUESDAY 3 <sup>RD</sup> MARCH 2020
INTERVIEWS:	THURSDAY 12 <sup>TH</sup> AND FRIDAY 13 <sup>TH</sup> MARCH 2020
POST STARTS:	1 <sup>ST</sup> SEPTEMBER 2020



Dear colleague

Thank you for showing an interest in this post. By now I am sure that you will have made yourself familiar with the school via our website and/or through your own professional contacts. This post is a crucial one for our school and the appointment needs to be the right one for us and for you. We have set aside a couple of opportunities for you to see the school before the applications are due and these are:

2PM WEDNESDAY 12<sup>TH</sup> FEBRUARY 2020

9AM WEDNESDAY 19<sup>TH</sup> FEBRUARY 2020

At these times I will be able to show you around school and answer any general queries you may have. Please don't feel that you will be disadvantaged by not attending a pre-visit; I know that for most of you the second date will be during your half term – we are having a later half term this year to enable us to move into our new building.

Find enclosed in this pack a Person Specification, a Job Specification and the current structure of SLT responsibilities. I have decided that there will be no specific focus for the application – we simply want the best available candidate for Hartford CE High School.

Please complete the Application Form and attach a supporting statement of no more than 750 words telling us:

- WHICH ROLES YOU ARE BEST QUALIFIED TO FULFIL/LEAD ON OUR LEADERSHIP TEAM WITH THE **EVIDENCE THAT TELLS US YOU HAVE A PROVEN TRACK RECORD OF SUCCESS** IN THOSE ROLES
- **HOW** YOU WILL CARRY OUT THE ROLE OF DEPUTY HEADTEACHER

Please don't go into detail regarding your past experience in your letter; we will be able to see that from your Application Form. Focus your experience on applying it to the task above.

Good luck with your application should you choose to make it and I very much look forward to meeting you as part of the process.

In *Caritas et Veritas*

Mike Holland



## **HARTFORD CHURCH OF ENGLAND HIGH SCHOOL JOB DESCRIPTION**

### **JOB TITLE: DEPUTY HEADTEACHER: LEADERSHIP SCALE 16 - 20**

### **JOB HOLDER REPORTS TO: HEADTEACHER**

### **JOB PURPOSE:**

- To contribute to the leadership and management of the school as a member of the SLT
- To deputise for the Headteacher when required
- To perform the specific roles indicated on the SLT Responsibilities document

### **JOB HOLDER LINE MANAGES:**

A variety of support staff, curriculum area leaders, pastoral staff and relevant members of teams

### **MAIN RESPONSIBILITIES:**

- Develop, implement and monitor school procedures to ensure progress towards the school's mission statement
- Advise the Governing Body as appropriate
- Participate in the support roles of the SLT, including but not limited to the On Call system, supervision of the Inclusion Rooms, Senior Detentions, Senior Duties
- Line manage and be responsible for the Appraisal of a number of curriculum, pastoral and administrative team leaders to ensure maximum participation and commitment
- Contribute to the annual completion of the SEF
- Contribute to the Christian ethos of Hartford Church of England High School

Notwithstanding the detail in this job description, in accordance with the school's flexibility policy the job holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the principal responsibilities of the job.



## HARTFORD CHURCH OF ENGLAND HIGH SCHOOL PERSON SPECIFICATION

### POST: DEPUTY HEADTEACHER

	ESSENTIAL	DESIRABLE	EVIDENCE
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Record of excellence in the classroom</li> <li>Significant experience of Assistant Headship</li> <li>Evidence of delivering improvement through others</li> <li>Experience of managing teams</li> <li>Experience of effective delivery of CPD</li> <li>Experience of addressing wide variety of stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Experience of a number of areas of responsibility of the SLT roles</li> </ul>	<ul style="list-style-type: none"> <li>Letter</li> <li>References</li> <li>Interview</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>QTS</li> </ul>	<ul style="list-style-type: none"> <li>Achieved or working towards Masters or NPQH</li> </ul>	<ul style="list-style-type: none"> <li>Letter</li> <li>References</li> </ul>
<b>SPECIAL APTITUDES</b>	<ul style="list-style-type: none"> <li>Teaching ability commanding respect of pupils and colleagues</li> <li>Outstanding communication skills – verbal and written</li> <li>Excellent user of ICT</li> <li>Up to date on current educational issues</li> </ul>	<ul style="list-style-type: none"> <li>Experience of leading cultural change</li> </ul>	<ul style="list-style-type: none"> <li>Letter</li> <li>References</li> <li>Interview</li> </ul>
<b>INTERPERSONAL SKILLS</b>	<ul style="list-style-type: none"> <li>Fully committed to the Christian ethos of the school</li> <li>Inspirational</li> <li>Ability to forgive and move on</li> <li>Ability to challenge and support students and staff</li> <li>High expectations</li> <li>Commitment to school improvement</li> <li>Consistent application of standards: self and school</li> <li>Team worker</li> <li>Independent worker</li> <li>Ability to hold others appropriately accountable</li> <li>Resilient under pressure</li> <li>Excellent attendance</li> <li>Flexible</li> <li>Full of initiative</li> <li>Excellent personal organisation</li> <li>Drive and enthusiasm</li> <li>Completer finisher</li> <li>Sense of humour</li> </ul>		<ul style="list-style-type: none"> <li>Letter</li> <li>References</li> <li>Interview</li> </ul>

# SLT RESPONSIBILITIES SEPTEMBER 2019

HEADTEACHER MH	BUS/FIN MANAGER SM/JW	DEPUTY HEAD PASTORAL	ASST HEAD ATTITUDES TO LEARNING	ASST HEAD MATHS	ASST HEAD CE STATUS	DEPUTY HEAD CURRICULUM	ASST HEAD COMMUNITY AND COMMUNICATIONS	ASST HEAD T&L AND DATA
LEADERSHIP AND MANAGEMENT		PASTORAL, SAFEGUARDING, SEND, DISADVANTAGE AND ATTENDANCE				CURRICULUM, COMMUNITY, RESOURCES, DATA AND INFORMATION		
SIP Self-Evaluation Quality Assurance Personnel New Build	Finance Premises: bookings School Business	Pastoral overview Safeguarding Attendance PP overview  Intervention	Attitudes to learning T&L QA BfL PP strategy Attendance  Intervention	Maths intervention	SEND CO CE status PSHCE	Standards Curriculum T&L overview Community overview	Community Marketing Communications Resources Facilities Exams overview	T&L QA Data and targets Progress tracking Reporting/CRUs
<b>DHT: LN, EPC BUS MANAGER FIN MANAGER</b>	Support staff Admin team Finance team	<b>AHT: X 3</b> Inclusion Managers Pastoral Managers	HOH X 4		Chaplain TAs	ENGLISH, MATHS SCIENCE, MFL, HUMS  <b>AHT: X 2</b> WRL/AIG Cover Manager Cover Supervisors	Premises Manager Systems Manager Exams/SIMS manager	D&T, ART, PE, MUSIC, ICT  Data manager TLC staff
Governors Appraisal LA/MAT/Diocese Critical Incidents Complaints Statutory Staff absence Personal leave SLT Meetings Staff meetings Mon briefing	LRM accounts Nonpublic funds Payroll SLA DPO Asset register Staff Handbook Capitation RTW SS Appraisal Student handbook EVC	Deputise Leader: Building Safeguarding Equality Policy Attendance Punctuality Commendation Days	PP Intervention Rewards/sanctions Transport Uniform Transition Green room analysis On call analysis Attitude to Learning	Year 7 catch-up Maths PP T&L support	Assemblies Tutor time Chapel Church links Christian Festivals School Council	Deputise Leader : Building CEIAG Options & Timetable PTA/Marketing Website/Compliance Extra-Curricular Cover Team Leaders	School events Calendar Parent Evenings Progress Days Open Evening Certificate Evening Year 7 Residential Primary links	CRUs Setting KS4 Evening TLC developments NQTs/ATs CPD/Induction