



Archbishop Temple Church of England High School

Application Pack for
Deputy Headteacher
(Quality of Education)

Leadership
(L18-22)

September 2022

Welcome to Archbishop Temple Church of England High School

Dear Applicant

Thank you for showing an interest in the position of Deputy Headteacher (Quality of Education) at Archbishop Temple Church of England High School.

We are seeking to appoint an inspirational Deputy Headteacher and school leader who shares our commitment to educational excellence and social inclusion. The successful candidate will be the sole Deputy Headteacher in charge of Quality of Education, a significant strength of the school. You will also be in charge of developing and promoting high quality professional learning driven by research for all our staff, something of which we are very proud.

We have a very distinctive ethos; our motto of "faith + nurture + service" is central to our work, as we aim to keep God at the centre of all we do. This post presents a wonderful opportunity for a talented, passionate and committed Christian leader. You would be joining our experienced leadership team at a very exciting time for all associated with the school; the successful candidate will receive the wholehearted support of a thriving governing body and a highly dedicated staff team. Further support will be received through our excellent working partnerships with Blackburn Diocese and Lancashire County Council.

The school was last inspected by Ofsted in 2009 and was deemed to be "outstanding". We have been visited subsequently by Ofsted for a subject inspection of Maths in 2012, and an HMI visit to write a "good practice example" report on our teaching and learning in Maths. We are particularly proud that the Ofsted inspector commented so favourably on the positivity of our pupils and the excellent way in which our pupils buy into our ethos.

We are always oversubscribed in Year 7. This year 900+ pupils applied for one of our 155 places. Working at Archbishop Temple Church of England High School represents an exciting opportunity to work in a school which has huge potential. Our staff are incredibly dedicated and supportive and our pupils are a very positive and enthusiastic group of young people.





If you are an outstanding Christian leader with a track record of successful school leadership at Assistant Headteacher level, I hope that the information available inspires you to consider applying for this post. If you would like to speak with me to discuss the role further, please contact my PA, Mrs C Simpson c.simpson@archbishoptemple.com. I have organised a visit to school on Tuesday 22nd February at 12pm. If you wish to attend please contact Mrs Simpson.

At Archbishop Temple Church of England High School, we take safeguarding very seriously and consequently the successful candidate will be required to complete a DBS enhanced check. Please do not include a CV with your application as it will be disregarded for safeguarding purposes.

The closing date for applications is Wednesday 2nd March 2022 (midday) and interviews are planned for Thursday 24th and Friday 25th March 2022. Electronic applications are fully acceptable and these should be emailed to head@archbishoptemple.com marked for the attention of Mrs Simpson. Candidates called for interview will be contacted by phone in the first instance with detailed information following by email.

For further information on our school and context please visit our website – www.archbishoptemple.com.

If you are passionate about developing high quality Christian education provision and want to make a difference to our children, then this is the role for you. I hope you will consider joining our team and I look forward to receiving your application. The successful applicant will be offered the opportunity to complete the Christian Leadership Programme offered through the Diocese.

I wish you good luck in your future career.

Yours sincerely

Mr Ivan Catlow
Headteacher

About Archbishop Temple Church of England High School

Introduction

Archbishop Temple Church of England High School opened in 1964 as a mixed comprehensive school for pupils aged 11-16. We have a very pleasant site in the north of Preston, in the affluent suburb of Fulwood. There are currently 790 pupils on roll.

Leadership

The school recently appointed an experienced new Headteacher. This is an exciting time to work with an experienced Headteacher joining a team that is going through a phase of renewal. As sole Deputy Headteacher you will be supported and challenged to develop professionally and well prepared for any future career choices.

A Church of England School

We take being a Church school seriously and expect all colleagues to support our ethos, whatever their own personal faith position may be. Our aim is simply to serve our local community through providing an outstanding education to children of all faiths and none. We emphasise our Christian distinctiveness through regular acts of worship, but more importantly by valuing and caring for every member of our community.

Curriculum

Archbishop Temple Church of England High School aims to provide a curriculum that meets the needs of all pupils by offering a breadth of educational opportunity. Subjects are taught according to National Curriculum guidelines and a wide range of teaching and learning styles are used to ensure that pupils are actively engaged in their lessons. In Years 10 and 11 all pupils follow a core curriculum of English, mathematics, science, RE, PSHE and PE. In addition, pupils select courses from a wide-ranging choice of GCSE options. We give our pupils the opportunity to take the EBacc suite of qualifications, with the most able following single science courses. The curriculum is based on five 60 minute periods per day, organised as a two week timetable.

Pastoral care and academic guidance

The Heads of Year and form tutors have responsibility for the welfare, academic progress and discipline of the pupils in their care. The tutors in each year have a particularly important role. Time is set aside each day for a programme of activities designed to promote the pupils' social and learning skills, support literacy, and to enable tutors to get to know each pupil as an individual.

Links between home and school

We aim to develop strong links between home and school. We hold consultative evening meetings between staff and parents to discuss any concerns, acknowledge successes and agree targets for further improvement. Parents also receive termly monitoring reports and are provided with regular communications about developments in school.

In addition, we publish various brochures and organise information evenings for parents at key points in their children's education, together with awards' evenings to celebrate the success of pupils at different Key Stages. We hold regular Parents' Forum meetings which address many of the concerns and questions raised by parents and gives them an opportunity to support the school.

Special educational needs and disabilities

At Archbishop Temple Church of England High School, we place equal value on the education of all pupils. Those with special educational needs or disabilities are encouraged to achieve their potential within each curriculum area; teaching assistants offer additional individual support. Some pupils are withdrawn from lessons for brief periods to work with specialist staff.

Extra-curricular activities

A wide variety of out-of-school clubs and activities are available to pupils and their families. These vary across the academic year but might include dance, science, cookery, film club, eco club, IT and many others. There are a wide range of opportunities in physical education and the arts. The school enjoys a high reputation for music; we have school bands and choirs, and a large number of musical functions are held annually. There are also excellent opportunities for pupils to begin or continue instrumental tuition as well as to participate in the annual school musical production. Educational visits and exchanges all appear in our annual programme. Enrichment activities are vital to the development of our pupils and we continue to seek new and exciting educational opportunities to develop each individual.

School uniform

Pupils are expected to dress appropriately for a learning environment. School uniform is compulsory for all pupils.

ICT resources

In recent years the school has invested heavily to develop our ICT provision and we have a state of the art wifi system and an excellent Virtual Learning Environment. Every pupil has their own iPad for use in learning, and this technology leads our innovative teaching and learning. Every teacher has a laptop for personal use, an iPad and PC in their classroom.

Archbishop Temple active in the community

Pupils at Archbishop Temple Church of England High School are encouraged to learn from the expertise, experience and information available within the local community. The school in return aims to provide a significant contribution to the community through the high quality education, guidance and care we provide for our young people and through participation in fundraising and community service. We give the opportunity to children in local primary schools to join us for enrichment activities and to take part in a range of programmes. Archbishop Temple Church of England High School is active in its support of charities and each year the four houses organise a number of fundraising activities. We are also committed to sustaining and extending our links with local businesses, both to enrich the curriculum and to encourage sponsorship and financial support for the work of the school.

BUPA Cover

All permanent staff at Archbishop Temple Church of England High School are welcome to join our BUPA scheme. You can choose cover for yourself and your family through our tax efficient salary sacrifice scheme. This extensive health care insurance will be considerably cheaper than buying it independently.

Our local area

Despite being a university city and home to 135,000 people, over two thirds of Preston is classed as a rural area. Surrounded by many pretty villages, it is a very pleasant place to live. Preston is frequently quoted in national studies as a city that has got things right in terms of town planning and infrastructure development. Preston benefits from excellent rail and road links, indeed the school is easily accessed from the M6 motorway. The city offers the usual attractions of a vibrant place to live, but also has some beautiful areas of outstanding natural beauty on the doorstep. The coast is easily accessed; Blackpool, the beautiful Fylde Coast and Morecambe Bay are within 30 minutes drive. The Lake District is 40 minutes away. Liverpool and Manchester are less than 1 hour away. London is 2 hours away by train, with Preston being a mainline west coast station, giving easy access to Scotland.

Senior Leadership Team

SLT Staff

Mr I Catlow – Headteacher

Vacancy – Deputy Headteacher (Quality of Education)

Mr I Baybutt – Assistant Head (Quality of Education/Teacher, Graphic Products)

Mr G Carruthers – Assistant Head (Care, Guidance & Support / Teacher, Physics)

Ms M Shaw – Assistant Head (SEND/CO)

Mrs V Hayward – School Business Manager

Job description

This appointment is with the Governing Board of the school under the terms of the National Society contract signed with the Governors as employers.

This job description reflects the **National Standards of Excellence for Headteachers** (2020). These standards are built upon The Teaching Standards (2011) which apply to all teachers, including headteachers and other senior leaders.

The appointment is subject to the current conditions of employment of senior leaders, contained in the **School Teachers' Pay and Conditions** document, other current educational and employment legislation including that of the Department for Education, and the terms of the National Society contract.

Main Purpose
To work with the Headteacher in creating, inspiring and embodying the Christian ethos and culture of this Church school, securing its Vision Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and students to achieve their highest potential.
To this end the Deputy Headteacher will:
<ul style="list-style-type: none">• Undertake the normal responsibilities of the class teacher.• Be an active participant of the senior leadership team.• Assist the Headteacher in the strategic leadership and management of the school.• Assist the Headteacher in the day-to-day organisation and management of the school.• Support and/or represent the Headteacher at meetings as and when required.• If the Headteacher is absent from the school a Deputy Headteacher must undertake their professional duties to the extent required by the Headteacher and the Governing Body.• Undertake such duties as are delegated by the Headteacher.• Play a major role, under the overall direction of the Headteacher, in formulating and reviewing the School Improvement Plan, aims and objectives of the school by:<ul style="list-style-type: none">(a) formulating the aims and objectives of the school;(b) establishing the policies through which they are to be achieved;(c) managing staff and resources to that end;(d) Monitoring progress towards their achievement.
B. The Ten Domains of Headship related to the role of Deputy Headteacher
Domain 1 : School Culture
In a Church school, the relationship between the mission statement and the provision of effective governance, organisation and management should reflect the school's Christian aims. The Deputy Headteacher will

work with the Headteacher to ensure that his/her leadership demonstrates commitment to promoting and developing the school's distinctive Anglican identity through the search for excellence in all areas of this work. In order to provide an efficient, effective and safe Christian learning environment, the Deputy Headteacher will work with senior colleagues and staff to:

1. establish and sustain the school's distinctively Christian ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community.
2. create a culture where pupils experience a positive and enriching school life reflecting the Anglican foundation of the school.
3. uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life.
4. promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment.
5. ensure a culture of high staff professionalism.

Domain 2 : Teaching

In an Anglican school the Headteacher leads a learning community rooted in the belief and principles of the Established Church. The search for excellence is given expression in a vision for learning and teaching which recognises pupils' individual worth and enables them to flourish 'I have come so that they may have life and have *it* abundantly.' John 10:10 LEB

Within the school's Christian ethos and senior leadership team the Deputy Headteacher will:

1. establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn taking full account of the school's Church of England foundation.
2. ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains.
3. ensure effective use is made of formative assessment.

Domain 3 : Curriculum and Assessment

Acknowledging the richness and diversity of the school's communities, its Christian ethos, the curriculum will be based on Gospel values, the teaching of Jesus Christ and the vision of the Established Church, the Deputy Headteacher will work under the direction of the Headteacher to:

1. ensure a broad, structured and coherent curriculum entitlement reflecting the Church foundation of the school which sets out the knowledge, skills and values that will be taught, makes secure arrangements for the daily Act of Collective Worship, the spiritual life of implementation of the diocesan policy for Religious Education.
2. establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities.

3. ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading.
4. ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.

Domain 4 : Behaviour

Within the school's Christian ethos, which embraces differences and provides dignity and respect for all, the Deputy Headteacher will:

1. establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils.
2. ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy.
3. implement consistent, fair and respectful approaches to managing behaviour.
4. ensure that adults within the school model and teach the behaviour of a good citizen.

Domain 5 : Additional and Special Educational Needs and Disabilities

Working in a spirit of collaboration to secure Christian principles of equity and entitlement and the school's Christian ethos, under the direction of the Headteacher the Deputy Headteacher will:

1. ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities;
2. establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively;
3. ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional need and special educational needs and disabilities of pupils, providing support and adaptation where appropriate;
4. ensure the school fulfils its statutory duties with regard to the SEND code of practice.

Domain 6 : Professional Development

Within the school's Christian ethos, the Deputy Headteacher will support the Headteacher to:

1. ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs;
2. prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development;
3. ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally and diocesan recognised career and professional frameworks

and programmes to build capacity and support succession planning.

Domain 7 : Organisational Management

Working within the school's Christian ethos, under the direction of the Headteacher, the Deputy Headteacher will:

1. ensure the protection and safety of pupils and staff through effective approaches to safeguarding as part of the duty of care;
2. prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds, the school's sustainability and its Christian character;
3. ensure staff are deployed and managed well with due attention paid to workload;
4. establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently;
5. ensure rigorous approaches to identifying, managing and mitigating risk.

Domain 8 : Continuous School Improvement

Within the context of ambitious expectations, developing resilience the school's Christian ethos, and progressive strategies the Deputy Headteacher will work with the Headteacher to:

1. make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement;
2. develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context;
3. ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time.

Domain 9 : Working in Partnership

Working in partnership with others, the Headteacher is responsible for the mission of the school in service to those of all faiths and none. The Deputy Headteacher will build relationships rooted in mutual respect, and at all times observe proper boundaries within the school's Christian ethos to:

1. forge constructive relationships beyond the school, working in partnership with parents, carers and the local, parish and Diocesan communities;
2. commit to this outward facing school, working successfully with other schools and organisations in a climate of mutual challenge and support, to champion best practice and secure excellent achievements for all pupils;
3. establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils.

Domain 10 : Governance and Accountability

Critical to the role of headship is working with the governing body and others to create a shared Christian vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community. This vision should express core educational values and moral purpose and be inclusive of stakeholders' values and beliefs. As a member of the senior leadership team the Deputy Headteacher will:

1. understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility;
2. establish and sustain professional working relationship with those responsible for governance;
3. ensure that staff know and understand their professional responsibilities and are held to account;
4. ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.

The applicant will be required to safeguard and promote the welfare of children and young people. The Deputy Headteacher is expected to demonstrate this commitment to safeguarding and promoting the welfare of children and young people and is expected to hold all staff and volunteers accountable for their contribution to the safeguarding regulations.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to senior leaders.

Person specification

	[A] Faith Commitment	Essential/ Desirable
1.	Regular involvement in a church in membership of Churches Together in England, The Evangelical Alliance or North West Gospel Partnership.	E
To be able to demonstrate knowledge and understanding of the following in a context of a Church school.		
2.	The development of the Christian character of Archbishop Temple Church of England High School, its pupils and staff.	E
3.	Leading school worship.	E
4.	Ways of developing religious education and worship.	E
5.	Ways of leading the spiritual development of all the school community.	E
6.	A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Christian ethos of the school.	E
7.	How relationships should be fostered and developed between the school, local Church and its community and Diocese of Blackburn.	E
	[B] Qualification Requirements	Essential/ Desirable
8.	Qualified teacher status	E
9.	Degree	E
	[C] Professional Development	Essential/ Desirable
10.	Evidence of appropriate professional development for the role of Deputy Headteacher or Evidence of on-going leadership and management professional development	E
11.	Up-to-date safeguarding training and knowledge of legislation for the protection of young people	E
	[D] School Leadership and Management Experience	Essential/ Desirable
12.	Evidence of direct involvement in whole school self-evaluation and school improvement strategies	E
13.	Successful experience of leading one or more curriculum areas	E
14.	To have led whole school initiatives	E
15.	Experience of working effectively within staff teams	E
16.	Experience of line management of staff	E
17.	To have had responsibility for policy development and implementation	E
18.	To have had experience of and the ability to support other staff with their professional development across the primary range (eg peer support, mentoring, delivering training)	E
19.	Work positively with parents and carers	E
20.	To demonstrate an awareness of current national education policy	E

	[E] Experience and Knowledge of Teaching	Essential/ Desirable
21.	Proven excellence in teaching pupils within the secondary phase	E
22.	Thorough knowledge of teaching and learning across both Key Stages in the secondary phase	E
23.	Secure understanding of assessment strategies, data analysis and the use of assessment to maximise achievement	E
24.	Ability to promote inclusion and meet the needs of all pupils	E
25.	A commitment to addressing diversity positively	E
	[F] Professional Attributes	Essential/ Desirable
26.	Ability to deal effectively and positively with a range of pupil behaviours	E
27.	An ability to communicate effectively, both orally and in writing, with a range of audiences	E
28.	To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice	E
29.	Have a good commitment to sustained attendance at work	E
30.	A commitment to professional development for self and others	E
31.	A desire to further develop as a secondary leader	E
32.	Ability to support and develop the vision of the school	E
33.	Ability to motivate adults and children	E
	[G] Personal Qualities	Essential/ Desirable
34.	A passion for pupil aspiration	E
35.	Excellent interpersonal skills	E
36.	Be committed to working with a high level of integrity and professionalism	E
37.	Excellent organisational skills and the ability to prioritise tasks, make decisions and manage time effectively	E
38.	Ability to build and maintain good relationships with colleagues, parents and members of the wider school community	E
39.	The ability to perform effectively under pressure	E
40.	Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others	E
	[H] Safeguarding	Essential/ Desirable
41.	Displays commitment to the protection and safeguarding of children and young people	E
42.	The ability to form and maintain appropriate relationships and personal boundaries with young people	E
43.	Has up-to-date knowledge and understanding of relevant legislation and guidance in relation to working with and protection of children and young people	E
44.	Will co-operate and work with relevant agencies to protect young people	E

	[I] Professional Skills	
	Each candidate will be expected to demonstrate a knowledge and understanding of working within and towards the National Standards of Excellence for Headteachers 2015 which also form the basis of the Job Description. Candidates will be expected to show evidence of developing this knowledge and understanding in their current setting as well as an awareness of how this could be applied in Archbishop Temple Church of England High School throughout the appointment process.	
	[J] Confidential References and Reports	Essential/ Desirable
45.	Positive recommendation from all referees, including current employer	D
46.	Positive and supportive faith reference from the priest/minister where the applicant regularly worships. Candidates who do not use their Parish priest/minister must give an explanation in the letter of application	E
	[K] Application Form and Supporting Statement	

Application Closing Date

**The closing date for applications is
Wednesday 2nd March 2022 (midday)**

Shortlisted candidates will be contacted shortly after this date.

If you have not heard from us by Friday 18th March 2022, please assume your application has been unsuccessful.

**Applications may be submitted by email to
head@archbishoptemple.com or by post.**

Archbishop Temple Church of England High School is committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. Appointments are subject to an Enhanced Disclosure & Barring Service check. Further details will be sent to shortlisted candidates.