



**BUTTERSHAW BUSINESS &
ENTERPRISE COLLEGE**

Application Pack

**SENIOR DEPUTY HEADTEACHER
(BEHAVIOUR AND CULTURE)**



Head of School – Ms R Hartley

Executive Headteacher – Mrs S J Tiller (Headteacher – Immanuel College)

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bdat
**Bradford Diocesan
Academies Trust**



**BUTTERSHAW BUSINESS &
ENTERPRISE COLLEGE**

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WELCOME

The governors, staff and students of Buttershaw Business and Enterprise College (BBEC) warmly welcome you to our guide for prospective applicants for the role of Senior Deputy Headteacher. We put the individual student at the heart of all our endeavours and we strive to ensure that every young person is safe, happy and successful. It is a real privilege to introduce our vibrant school to you.

The school has undergone change over recent years; these changes have resulted in greater success for our students. We are on a trajectory of rapid improvement. We believe students' education is not a dress rehearsal; they only get one chance and it is important that our school provides a safe, happy environment where our young people feel valued and can learn and fulfil their potential. At BBEC we understand the importance of great teaching and our students being successful academically, but as well as this we offer fantastic opportunities for children to develop skills and interests beyond the classroom. We believe this helps students have a fully rounded, exciting learning experience so that they can thrive and be prepared for adult life.

We are a truly comprehensive school and we welcome all children. We have a fantastic mix of students with different skills and talents. The breadth of our curriculum is designed to include a range of academic and innovative courses for all abilities, from the university bound to those with additional learning needs. We are truly proud of our inclusive approach and our commitment to see every child reach his or her potential. We expect all staff to work hard to ensure that we fulfil this aim.

At BBEC, we recognise that our staff are our biggest asset. We believe that our children deserve only the best quality staff so recruit carefully and invest in training to ensure continued improvement and an excellent quality of education.

Although we are a large school we work very hard to ensure we retain our community, family ethos. We strongly believe education is a partnership between school, students and parents and work hard to develop this partnership.

If you wish to arrange an appointment to visit the school and talk to us, we would be delighted to meet you and share our vision with you.

Ruth Hartley
Head of School

ABOUT BBEC

Buttershaw Business & Enterprise College is an improving school. We are an ambitious, community-focused academy of just over 1400 students serving an area of social deprivation on the southern edge of Bradford and seven miles from Leeds. BBEC is popular locally and is rapidly becoming the school of choice for the community of Buttershaw; for the last three years we have been over-subscribed in Year 7.

BBEC has a cohesive, highly skilled and ambitious staff team who place student success at the heart of all they do. Many of our students face multiple challenges and it is through clarity of vision, professionalism and determined support for students and for each other that we are bringing about improvement. We have the highest expectations for all our students and expect that our staff teach to the very highest level. We have a rigorous approach to quality assurance and a significant commitment to Continuing Professional Development. Teachers have many opportunities to improve their teaching pedagogy and pedagogical subject knowledge and we expect them to make the most of these opportunities to ensure that the highest of standards are maintained.

BBEC is situated in a modern building. It has well-equipped departments that are arranged in suites of rooms. All teachers have a laptop, all classrooms are equipped with projectors and interactive whiteboards and all classrooms have access to student laptops.

All at BBEC are dedicated to raising the aspirations of our students and improving cultural capital through ambitious schemes of learning in all year groups and a varied offer of extra-curricular activities and opportunities. We run trips and visits to places in the UK and across the world, our students take place in a myriad of competitions and our CEIAG programme is exemplary. BBEC is unique in having five academies in Art and Design, STEM, Performing Arts, Sport and Enterprise, all of which aim to broaden the experiences and skills of our students.

BBEC is a harmonious community and the vast majority of our students are polite, pleasant and respectful. A new, more focused, behaviour policy has been introduced and is beginning to have a positive effect. The successful candidate will be expected to continue to embed and develop further the improvements that have already been made.

This exciting role offers great opportunities for the successful candidate and a chance to make a difference to some wonderful young people.

THE ROLE OF SENIOR DEPUTY HEADTEACHER (BEHAVIOUR AND CULTURE)

The role of Senior Deputy Headteacher (Behaviour and Culture) is an important role in school and will add to the existing hard working and forward thinking SLT. The successful candidate will be an excellent teacher and will have a significant role that will help to ensure that BBEC continues to improve at its accelerated rate.

BBEC needs a Deputy Headteacher with a track record of impactful strategic leadership, an ability to demonstrate school improvement and a resilience to deal with the challenges of whole school strategic leadership and the day-to-day management of student behaviour.

We are looking for an excellent leader; someone who has an aptitude for dealing with students and parents in a calm professional manner, modelling their approach for their team and all staff. The successful candidate will lead on behaviour improvement, will further develop school culture and promote excellent relationships in the school. Five year achievement leaders and seven non-teaching pastoral managers form the behaviour management team. Although we recognise that all in the school have a role to play. The successful candidate will also lead and work alongside senior colleagues; Deputy Headteacher (Personal Development and Ethos), two Assistant Headteachers (behaviour management) and Assistant Headteacher (student experience).

As a school leader the successful candidate will be inspiring and deliberately focused on strategies which enable and enhance improvements in the quality of education provided by the school, not dealing with behaviour in isolation. As with all senior leaders, the candidate appointed will need to be: an active participant in all areas of school leadership, improvement and strategic discussion; able to show flexibility and commitment; model the qualities and behaviour of a school leader; work well in a team and have a sense of humour.

We know we are not asking for much but BBEC students deserve the very best!

ABOUT BDAT

Buttershaw Business and Enterprise College 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 a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford, as part of the Diocese of Leeds. BDAT is a charity governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at www.bdat-academies.org.

OUR MISSION STATEMENT

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education. In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable our academies to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working.

OUR GROWTH

As of September 2019, the Trust has academy orders to support 17 Church and non-Church academies across Bradford. This includes four secondary academies (Immanuel College, Buttershaw Business and Enterprise College, Belle Vue Girls and Bradford Forster Academy) and 13 primary academies. We believe this means we are big enough to achieve business economies of scale whilst being small enough to retain our family of schools approach where we are truly able to know, understand and support each other.

OUR CHRISTIAN ETHOS

BDAT is a proudly Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the Academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England academies, such as BBEC, as well as those within the faith.

THE BDAT EMPLOYEE PLEDGE

Bradford Diocesan Academies Trust recognises that if our schools are to succeed, our teachers and school staff are our most valuable asset. As such we work hard to be an employer and the schools of choice in Bradford.

WE DO THIS BY:

- Relentlessly only recruiting the highest calibre of teachers who share our aspiration and ambitions for our pupils to succeed;
- Developing our teams by talent spotting and rewarding our next generation of leaders
- Making sure BDAT is a good place to work so that retain and grow the expertise and skills of our people. Keep reading to find out more about our employee pledge which sets out what you can expect from us if you choose to join BDAT and what we will expect of you.

WE WILL OFFER YOU:

- Work in a values driven, student centred organisation where every child is supported to reach their academic potential and accomplish their individual goals. <http://www.bdat-academies.org/about-us/bdat-mission-statement/>
- The prospect of working for an increasingly successful and growing Trust which is committed to providing high quality education for all of its students and to be the schools of choice. www.bdat-academies.org
- A separate annual career development discussion with a senior leader resulting in a bespoke career development plan in addition to Performance Management.
- Ongoing assistance in developing your 'craft' of teaching
- Assistance with career progression both within and outside the Trust
- A competitive employees' benefit scheme <http://www.bdat-academies.org/aboutus/employee-benefit-scheme/>

WE WILL PROVIDE YOU WITH THE OPPORTUNITY TO:

- Have a week's placement in one of the BDAT schools within the first two years
- Shape the curriculum developments in an ever-changing world
- Work with like-minded subject colleagues from the other trust schools
- Shadow colleagues both within the school and across BDAT
- Support the development of teachers new to the profession or to their role
- Gain the experiences required to meet external leadership qualifications such as Specialist Leadership in Education

THE BDAT EMPLOYEE PLEDGE (continued)

IN RETURN, WE EXPECT YOU:

To Model

- The values of BDAT and your school at all times
- Professional behaviours at all times

To Be

- A consistently good teacher on a day to day basis
- Committed to ongoing professional development
- A team player and to adopt a 'can do' attitude

To

- Place safeguarding of students at the heart of the work
- Engage in constructive professional dialogue, giving and listening to feedback
- Contribute to the development of students and staff
- Meet Teachers' Standards and Trust Leadership standards as appropriate to career stage expectation

Thank you for taking the time to read this information.



MAKING YOUR APPLICATION

We hope that having read this pack you are inspired to apply for the post.

In order to apply, please complete the BDAT application form. The application form can be downloaded from the TES website.

At BBEC our first priority is keeping our young people safe. Safeguarding is at the heart of all we do, and we work hard to ensure that all of our students are safe at all times and know how to keep themselves safe in a variety of situations. BBEC makes decisions about the suitability of prospective employees based on checks and evidence including: criminal record checks (DBS checks), barred list checks and prohibition checks, together with references and interview information.

If you would like to speak to someone about the vacancy, please contact Anna Krywyszyn at Buttershaw Business and Enterprise College on 01274 676285, or by email at alk@buttershaw.net.

Visits to the school are welcomed. Please contact Anna Krywyszyn if you would like to arrange a visit.

Applications must be received by the closing date of 9am on Monday 30 March 2020. Interviews to be held in week commencing 30 March 2020, candidates will be informed by the end of the day on 1 April 2020 if they have been short listed.

SENIOR DEPUTY HEADTEACHER (BEHAVIOUR AND CULTURE)

JOB DESCRIPTION

L24 - L28 (£72,306 - £79,748)

1. JOB PURPOSE

- To deputise for the Head of School in his/her absence
- To provide professional, strategic leadership and management of their area in order to secure high quality teaching and learning, improved behaviour and attendance and improved outcomes for all students.
- To be accountable for student outcomes.
- To be accountable for leading, managing and developing staff within the school.

2. PRINCIPLE ACCOUNTABILITIES

Strategic direction

In addition to the requirements of a subject teacher, a Deputy Headteacher will demonstrate the following:

- Model the values and visions of the school
- Be responsible for a section of the school SIP and monitor and evaluate progress made against the SIP
- Develop and implement policies and practices which reflect the school's commitment to high achievement and which are consistent with national and school strategies and policies.
- Lead the development of whole school issues in agreement with the Headteacher
- Report to SLT, Headteacher, Executive Headteacher and governing body as required
- Motivate others to create a shared learning culture and positive climate

Quality of Education

- Ensure the highest quality of education across the school that leads to positive outcomes across all subjects and in all year groups.
- Provide guidance on the choice of appropriate teaching and learning methods.
- Oversee the development of appropriate coaching/mentoring structures across the school.
- Develop and implement systems for recording individual student progress.
- Ensure schemes of learning are developed appropriately.
- Monitor and evaluate the quality of teaching and standards of achievement, developing and implementing intervention where necessary.
- Develop effective links with external agencies and within BDAT.
- Effectively promote the school.
- Ensure effective communication and consultation with parents and other stakeholders.

Leading and Managing Staff

- Manage and motivate teams to deliver improvement and grow leadership potential within the school
- Set and monitor performance goals
- Model high quality performance
- Monitor and evaluate the work of middle leaders
- Hold others to account for their performance
- Create, maintain and enhance effective relationships.
- Work to ensure staff development needs are identified and met.
- Undertake performance management reviews and ensure the process is effectively completed.
- Participate in the recruitment and selection of staff.

Resource Management

- Manage budgets efficiently adhering to the school Financial Procedures
- Identify, secure and allocate resources to support effective school improvement

Quality Assurance

- Implement school quality assurance procedures.
- Ensure accurate data concerning student progress, attendance and behaviour is collected.
- Analyse, evaluate and make use of the data provided to raise outcomes.

Student Support

- Monitor and support the overall progress and development of students within the school.
- Monitor the attendance, overall progress and development of students within the school taking appropriate intervention action as necessary.
- Ensure the school's rewards and behaviour strategies are fully implemented.

SENIOR DEPUTY HEADTEACHER (BEHAVIOUR AND CULTURE) PERSONNEL SPECIFICATION

ATTRIBUTES	ESSENTIAL REQUIREMENTS	HOW IDENTIFIED
Qualifications	NPQH or a desire to work towards the qualification. QTS achieved	Application
Experience	Clear evidence of outstanding teaching over time. Successful leadership at a senior level. Experience of leading effective whole school improvement initiatives across the school, preferably related to behaviour. Experience of successfully working collaboratively.	Application References Interview
Training	Appropriate recent leadership training. Commitment to significant Professional Development. Awareness of Multi-Academy Trusts and Teaching Schools. Coaching and mentoring.	Application Interview
Knowledge, Skills and Ability	A clear vision for school improvement especially relating to behaviour strategies. An understanding of the current Ofsted framework Awareness of statutory obligations regarding behaviour Knowledge of Safeguarding	Application Interview
Personal Circumstances	Must be legally entitled to work in the UK (Asylum & Immigration Act 1996). Able to satisfy the requirements of safeguarding recruitment checks in line with Keeping Children Safe in Education (2019). Must have the ability to be flexible and work to the requirements of a busy school. Interest in the school's wider role in the community	Application Interview
Disposition and Attitude	A passion for education and a deep-felt desire to make a difference for young people. Possession of educational vision underpinned by strong personal values. Be emotionally intelligent: know when to direct, when to challenge and when not to; be able to inspire, present a positive perspective at all times; be able to listen and show awareness of other's sensitivities; to have personal pride and lead by example. Able to lead by example. Understand the importance of work/ life balance. Enthusiastic, flexible, team player. Enjoy hard work and take constructive criticism. Desire for significant professional development preparing ultimately for Headship. Critical thinker, Open minded. Evaluative. Imaginative. Visionary. Risk taker, good oral and written communicator.	Application Interview References
Physical	Resilient Physically able to cope with the demands of a multi-level building	References Interview
Equality	A commitment to, and evidence of, promoting diversity and equal opportunities within the Trust, the curriculum and employment practice.	Application Interview

BDAT SECONDARY RECRUITMENT EVENT

Thursday 19 March 2020

4.30pm-6.30pm

Bradford Forster Academy, Fenby Avenue, Bradford, BD4 8RG

Are you interested in finding out about BDAT and what life is like in our secondary schools? Join us for our first secondary recruitment event where you will have the opportunity to meet with the Principals and Head Teachers as well as members of the Central Trust team.

At BDAT, we see staff as our greatest and most valuable resource; as an employer we believe that individuals have a right to high quality CPD and career development.

BDAT is set up based around a core concept – that as a family of schools who work together, we will do better. Children are always our priority and collaboration is our strategy.

BDAT's vision is "That every student in a BDAT academy gets a happy and high quality education enabling competence, confidence and character to thrive; and that our academies become the schools of choice in Bradford."

Timings of the evening:

4.30pm doors open and refreshments

5.00pm presentation and talks

5.30pm-6.30pm visit stalls and meet key personnel with the Trust

To find out further details about the event and to confirm your place, please contact Bethany Holmes: Bethany.holmes@bdatacademies.org or visit the Eventbrite page: <https://www.eventbrite.co.uk/e/bradford-diocesan-academies-trust-secondary-recruitment-fair-tickets-97286904751>