

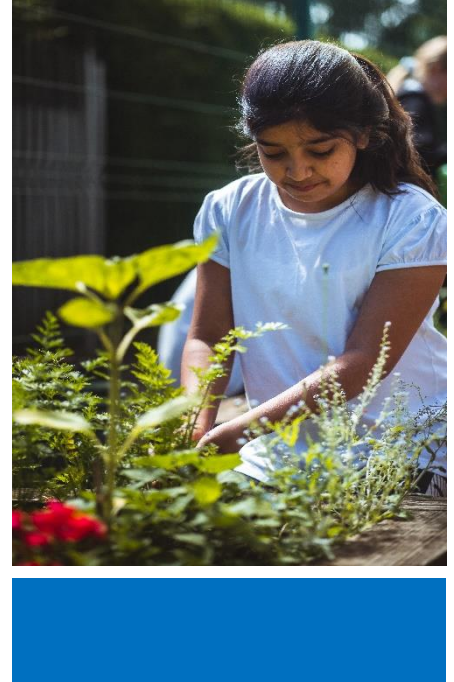


DEPUTY HEAD TEACHER APPLICATION PACK

September 2021



A member of the Minster Trust for Education



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WELCOME FROM THE CHAIR OF GOVERNORS



**Mrs Jennie
Fieldwick**

**Chair of
Governors**

Dear Applicant,

Thank you for considering the position of Deputy Head Teacher at Farnsfield St Michael's. We are very pleased that you are considering applying to join our unique and wonderful school.

The Governing Body is rightly proud of our staff and students, their achievements and the culture and ethos that make our school the very special place that it is. At Farnsfield, we have children who are enthusiastic, caring, compassionate, and who enjoy taking an active role in their learning.

Farnsfield is proud to employ a strong and dedicated team of staff that take great pride in their work and the school. Consequently we are looking for a leader who has the drive, dynamism and vision to work closely with our Head Teacher to lead the school from here on inwards from both an academic and spiritual perspective.

Our new Deputy Head Teacher needs to be able to build on the strong foundations and work closely with the Head Teacher to lead the school onwards and upwards in order to reach new heights of excellence.

We are seeking somebody who can promote excellence and enjoyment within a creative curriculum, that not only fosters a love of learning but a love of each other, underpinned by our Christian values.

We warmly encourage you to visit our school to see the staff and pupils at work. We look forward to receiving your application by noon on the 7th October 2021.

Assessment/interviews for the post will take place on Wednesday 13th October 2021 as we are keen to get our new Deputy Head Teacher in post by the beginning of the new calendar year.

***Jennie Fieldwick
Chair of Governors
Farnsfield St Michael's***

OUR IDEAL CANDIDATE...

- Will be committed to and promote our vision of 'love to learn, learn to love'.
- Will demonstrate our Rainbow values of Acceptance, Honesty, Happiness, Perseverance, Forgiveness, Responsibility and Respect.
- Someone who is kind.

PUPILS SAY...

- Someone who is interactive with everyone.
- A deputy head who can teach and uses humour.
- Someone who isn't afraid to make decisions.
- A deputy head that will teach us right from wrong.
- Somebody who comes into our class and makes learning fun.



GOVERNORS SAY...

- A strong, approachable, compassionate and supportive leader who is passionate and knowledgeable about the pursuit of teaching and learning in schools and has a love of working with children.
- Have a clear focus on raising standards and achievements.
- To bring fresh ideas to continue our drive forward.
- Energy and passion to promote the strong Christian values of our school so that it continues to flourish in the years ahead.
- Someone who is decisive and not afraid of making difficult decisions.
- A leader who sees strengths in the staff and builds on these.
- Works with the community and supports events we are involved in.
- A leader who is approachable and fair.

STAFF SAY...

- Having integrity and openness; acting with a high level of professionalism.
- Someone who works with staff and provides them with the opportunity to flourish.
- Courage and commitment; blending personal humility and professional will.
- Visible and present, calm under pressure.



'Rainbow values
underpinning all
that we do'

ABOUT OUR SCHOOL

Farnsfield St Michael's is a Church of England Primary School located in the attractive rural village of Farnsfield in Nottinghamshire.

Situated in modern buildings with plentiful outside spaces, we provide a high quality education in all its facets, underpinned by a strong sense of moral purpose and a distinctively Christian ethos.

There are currently 280 children on roll, divided into two foundation classes, three key stage 1 classes and six key stage 2 classes. There is a PAN of 40. The majority of children continue their education at The Minster School in Southwell, also a member of the Minster Trust for Education.

'My commandment is this: love one another as I have loved you.'

John 15 v12

The school's most recent Statutory Inspection of Anglican and Methodists Schools (SIAMS) in March 2020 recognised provision as **Excellent**.

The school was judged 'Good' by Ofsted in January 2018 and demonstrates many outstanding features, with the belief that an 'outstanding' judgement is well within our grasp. The most recent report highlights a **warm and welcoming** atmosphere; a team constantly **striving for** excellence; a broad and **rich** curriculum.

The ethos of our school is one of support, nurture and challenge and is underpinned by a set of rainbow values chosen by the children that apply to staff and pupils alike and are displayed in our entrance hall as a reminder to

all. ***Happiness, Respect, Forgiveness, Responsibility***



Honesty, Acceptance & Perseverance.

We ensure all members of our school (pupils, staff, parents/carers, governors and visitors) feel valued. We achieve this through providing an excellent education rooted in the Christian tradition of the Church of England. As part of this we are inclusive and welcoming of different viewpoints of faith.

Aims of the School

At Farnsfield St. Michael's C. E. Primary School we aim to create a learning environment where all individuals can:

- Have a positive self-image
- Be excited by being at school
- Feel a valued and significant member of the school community
- Develop a love of learning
- Feel secure in a happy and friendly atmosphere
- Strive for excellence in all areas of learning
- Experience learning in a wide variety of contexts e.g. musical, sporting, academic, dramatic.

At Farnsfield St Michael's we to learn, learn to 'love love'

EXPECTED STANDARD
READING, WRITING TA &
MATHS



70%

HIGHER STANDARD
READING, WRITING,
MATHS



17%

AVERAGE SCORE
READING



106

AVERAGE SCORE
MATHS



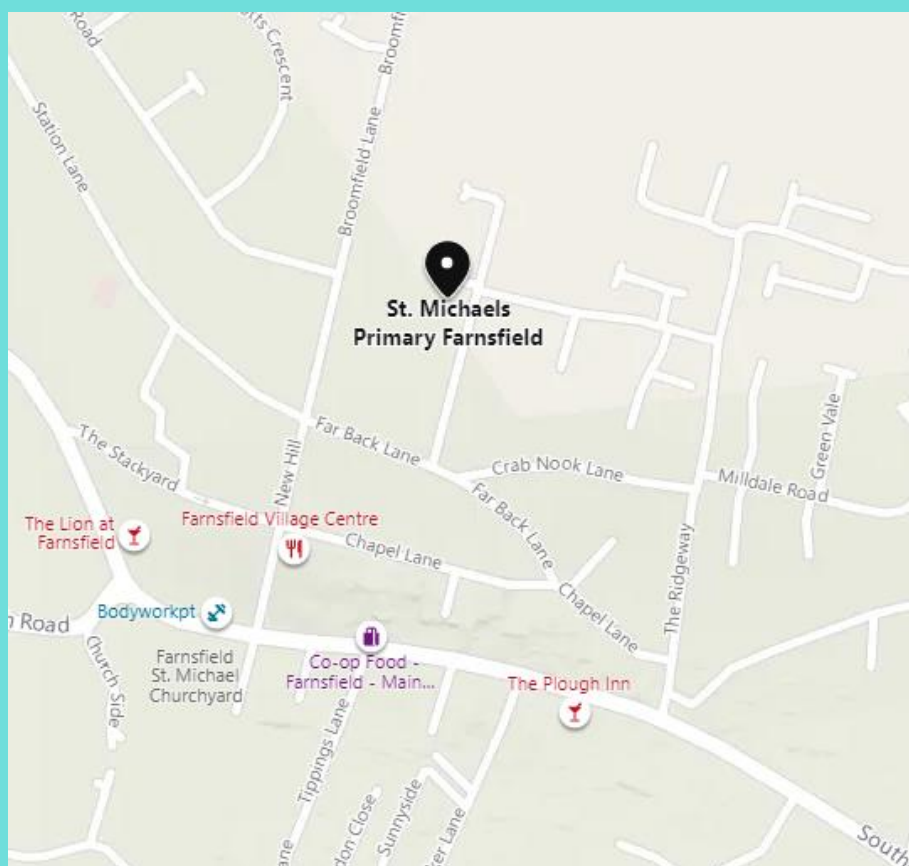
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End of Key Stage 2 outcomes for 2020-2021 Academic Year

LOCATION

A stone's throw from the world – famous Sherwood Forest, Farnsfield is a picturesque village with a selection of shops, cosy pubs and cafes at its heart. It boasts its own local facilities, a strong community and is also close to the market towns of Mansfield, and Newark, and less than an hour's drive from Nottingham. Nearby Southwell is an attractive market town graced by the Cathedral for Nottingham, Southwell Minster.

Local attractions include the National Trust Workhouse and Southwell Racecourse.



MORE ABOUT OUR SCHOOL

CURRICULUM

While there is inevitably an importance placed on the achievement of excellent outcomes in reading, writing and maths, this is balanced with more experiential learning. In particular, creativity and active learning is a key principle with frequent opportunities for pupils to participate in sports, performance, collaborative and outdoor learning. This is taught through our 'What if...?' curriculum.

Every pupil at St Michael's has the opportunity to go on residential visits and benefit from visiting speakers, both of which bring real-life context to learning and support the development of our children socially and as young citizens.



'This is a school where lives are transformed because its vision and values enable pupils and adults to flourish' SIAMS inspection 2020

CARING FOR PUPILS

'This is a beautiful school and my child is well loved and cared for by staff and other pupils'

Parent

Knowing each of our pupils as individuals is essential to create the warm and welcoming atmosphere so apparent when you walk into our school. Ofsted recognised that our pupils thrive in a calm, caring environment that supports them well, both academically and pastorally.

Pupils enjoy coming to school, with strong relationships throughout the learning community. Their well-being is at the core of the work we do and supporting their needs so they can thrive is paramount. At Farnsfield St Michael's we all care for one another, welcoming all newcomers.

PARTNERSHIPS – we do it together!

As an outward looking school we recognise the importance of working with and learning from others.

Key partners include:

- the Diocese of Southwell and Nottingham;
- our teaching school (**Minster Learning Alliance**); and the Redhill Teaching Alliance
- Nottinghamshire Local Authority.

We also enjoy important and fruitful links with St Michael's Church.

Farnsfield St Michael's is also pleased to be a member of the Minster Trust for Education, a multi-academy trust.

'The school's Christian vision and its worship are highly significant in the establishing of a new diocesan new worshipping community 'Connect Farnsfield'



JOB DESCRIPTION – DEPUTY HEAD TEACHER

Salary: Scale L5-L9

Location: Farnsfield, Nottinghamshire

Start Date : January 2022

Note: This job description should be read alongside the range and duties of Deputy Headteachers as set out in the current [Teacher's Pay and Conditions document](#).

Line Manager for this post: Head Teacher

Main Purpose

The Deputy Head Teacher will be expected to innovate and problem solve, meticulously plan; successfully implement new strategies; evaluate the effectiveness of provision and lead and motivate others to outstanding performance, holding them to account. They will be a senior figure in the school, respected and known by staff, pupils, parents and other wider stakeholders. The work of the Deputy Head will have a demonstrable impact on pupil outcomes and experiences and support outstanding provision at Farnsfield St Michael's.

Wider leadership team duties

- Line manage one or more curriculum area, supporting the highest quality of provision for pupils in that area and holding middle leaders to account for their work.
- Carry out the role of Reviewer in the Appraisal process, completing appraisals, making pay recommendations through the Head Teacher based on evidence and performance, setting challenging targets which support both the aims of the school improvement plan and best quality provision for pupils.
- Unwaveringly support the whole school ethos and values, modelling the highest standards of professionalism in day-to-day work with all stakeholders.
- Contribute towards the Christian ethos and wider appeal of Farnsfield St Michael's and work to strengthen relationships with St Michael's Church and wider Christian organisations.
- Lead acts of worship in school, supporting the school's distinctly Christian ethos and also support extra-curricular events and after school activities through regular attendance.
- Work flexibly to support the day-to-day organisation and management of the school, including duties and on-call.
- Maintain a presence and profile with pupils as a senior leader in school, expecting the highest standards in terms of conduct, effort and engagement with school life. Use recognition and positive reinforcement, in line with the school relationships policy, to establish a supportive and positive climate in school.

- Work collaboratively with colleagues, fostering positive and mutually supportive working relationships.
- Assume responsibility for the discharge of the Head Teacher's functions at any time when they are absent from the school.
- Develop expertise in all areas of responsibility, maintaining an awareness of latest educational best practice (as applied in a Primary school setting) and leading the development of new strategies and ideas.
- Carefully plan and effectively deliver projects which improve the quality of provision in areas of responsibility, working collaboratively with others to bring plans to fruition.
- Evaluate the effectiveness of provision in areas of responsibility, making refinements to ensure highest standards are maintained.
- Undertake any task felt appropriate, reasonable and necessary by the Head Teacher.
- Be prepared to renegotiate one's role if and when necessary.

Deputy Head leadership duties

- Attend leadership meetings with the Head Teacher and other senior colleagues.
- Work closely with the Head Teacher to support their vision and strategy for the school and ensure common purpose.
- Directly contribute to key strategic documents, including the school self-review and improvement program and work alongside the Head Teacher to ensure effective implementation of the same.
- Planning and preparing lessons, teaching pupils, setting and marking work, assessing, recording and reporting on the development, progress and attainment of pupils, communicating and consulting with colleagues, parents and relevant outside agencies.
- Lead on assessment and pupil progress and outcomes to improve standards across whole school.
- Sustain wide current knowledge and understanding of education and school systems, nationally and globally and continue to develop leadership experience through CPD.
- Support the achievement of ambitious standards for all pupils, including those who are disadvantaged, instilling a strong sense of accountability in staff for their work and its impact.
- Support excellent teaching through a deep understanding of how pupils learn, effective curriculum design and diagnostic quality assurance processes.
- Promote, nurture and develop the Christian ethos which underpins all aspects of school life.
- Create, communicate and implement strategic plans for key areas which embrace, excellence, high standards and inclusion.
- Play a key role in securing the highest quality of learning, teaching and pupil achievement across all key stages.
- Sustain and support the development of a professional community that enables others to achieve through effective relationships and communication.
- Directly influence a curriculum which meets the needs of pupils, supporting the best outcomes for all and the progression of pupils to successful next steps when they leave Farnsfield St Michael's.
- Work alongside the Head Teacher to quality assure provision in school specifically the quality of teaching and learning, identifying areas of strength and also opportunities for improvement. Through QA processes, collect evidence, to support preparations for external scrutiny.
- Support new employee induction and all employees in their professional learning.

- Identify emerging talent and training needs, supporting others to achieve excellence.
- Support the Head Teacher to provide effective organisation and management of the school through the development and implementation of responsive and highly effective systems and processes to support school operations.
- Significantly support the provision of a safe, calm and well-ordered environment (including accommodation) for pupils and staff, focused on safeguarding pupils and developing their exemplary behavior.
- Work effectively with the Head Teacher and governing body to support its role in setting strategic direction for the school and ensuring that any policies, procedures adopted by the Governing Body are implemented in a timely manner.
- Develop effective working relationships with professionals beyond school, outside agencies and key stakeholders to improve academic and social outcomes for pupils.
- Be a positive public face for the school, ensuring effective communication of Farnsfield St Michael's successes with stakeholders and the public locally, regionally and nationally.
- Have significant positive presence within the school, demonstrating optimism, resilience and a solution focused approach.
- Deputise for the Head Teacher as and when necessary.
- The Deputy Head will be expected to directly lead and take responsibility for major priority area(s) every year and to take on an overarching brief for at least one of the following key provision stands: curriculum; pastoral care; pupil achievement; teaching and learning.

Health and Safety

- It is an Employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.

Additional responsibilities

- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post, as defined, subject to the proviso that normally, any changes of a permanent nature shall be incorporated into the job description in specific terms.

General

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment, to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.



PERSON SPECIFICATION – DEPUTY HEAD TEACHER

Qualifications	Essential	Desirable	Assessment
First degree or equivalent	<input type="radio"/>		A, D
Qualified teacher status	<input type="radio"/>		A, D
An accredited senior or middle leaders qualification or evidence of CPD relevant to school leadership and management.	<input type="radio"/>		A, D
A further qualification, degree, diploma, certificate in a relevant subject.		<input type="radio"/>	A, D
Knowledge and Experience	Essential	Desirable	Assessment
Substantial successful teaching experience in the primary phase (e.g. 5 years)	<input type="radio"/>		A
At least 3 years successful senior leadership experience in a primary school setting.	<input type="radio"/>		A, I
Teaching experience with pupils at key stages 1 and 2.	<input type="radio"/>		A,
Proven track record of successfully delivering wide-reaching projects with impact on pupil outcomes and organisational effectiveness.	<input type="radio"/>		A, I
Detailed knowledge of the curriculum, latest developments in national education policy and pedagogy.	<input type="radio"/>		I
An excellent classroom teacher with a track record of success.	<input type="radio"/>		I
Experience of managing budgets, linking funding with improvement planning.	<input type="radio"/>		I
Experience of quality assurance and supporting colleagues to improve their practice.	<input type="radio"/>		A, I
Experience of a variety of leadership roles with different briefs.		<input type="radio"/>	A, I

Professional Development	Essential	Desirable	Assessment
Evidence of a commitment to continuing professional development.			A
Willingness to actively participate in professional learning.			I
Willingness to stay abreast of national developments in education and contribute to pedagogy and strategy to reflect the changing landscape.			I
Regular leadership of professional learning sessions to significantly impact the quality of practice throughout the school, both within school and more widely.			A, I
A commitment to the professional development of others, with a view to their own career progression and also to succession planning.			I
Trained facilitator.			A, D
Skills	Essential	Desirable	Assessment
Ability to innovate and develop new strategies based on latest research.			I
Ability to communicate ideas clearly to a range of audiences, including pupils, parents, teachers and governors.			A, I
Ability to evaluate the quality of teaching and to support others to be outstanding.			A
Ability to create an innovative and stimulating climate for learning.			I
Ability to relate well to pupils and colleagues in a professional manner and in a variety of contexts.			I
The ability to give and receive feedback in a highly effective way.			A, I
Highly effective administrative and organisational skills.			I
Ability to prioritise, delegate and direct others to meet deadlines and objectives.			A, I
The ability to write with clarity and accuracy, including the production of papers, bids and reports for wide-ranging audiences.			I
Ability to plan projects in detail, such that innovative ideas and new strategies are implemented effectively and sustainably.			A, I

Diagnostic and evaluative skills to support on-going improvement of provision	<input type="radio"/>		I
Ability to challenge and support colleagues to perform very effectively in their professional roles.	<input type="radio"/>		I
Trained coach.		<input type="radio"/>	A, D
Qualities and Attributes	Essential	Desirable	Assessment
A commitment to lifelong learning for all.	<input type="radio"/>		I
The ability to persuade and motivate others.	<input type="radio"/>		I
Excellent communication skills.	<input type="radio"/>		A, I
Enthusiasm for working with other professionals and the confidence to support them in their own development	<input type="radio"/>		I
Sufficient credibility to work beyond the context of any one school and influence the practice of others.	<input type="radio"/>		I
The ability to establish effective working relationships with individuals, groups and organisations.	<input type="radio"/>		A, I
The ability to remain calm and diffuse situations.	<input type="radio"/>		I
The demonstration of concern for excellence in all areas of professional work and the achievement of pupils.	<input type="radio"/>		I
The demonstration of a well-developed sense of the spiritual dimension of life and a commitment to support the Trust's/school's denominational aims.	<input type="radio"/>		I
Adaptability and resilience, with the ability to cope with periods of work pressure with good humour and a sense of proportion.	<input type="radio"/>		I
The ability to apply a range of leadership approaches.	<input type="radio"/>		A, I
A coherent and clearly articulated philosophy of education, conducive with wider aims and ethos.	<input type="radio"/>		I
The confidence to make decisions, genuinely taking on board the views of others and having the integrity to admit mistakes and seek future improvement.	<input type="radio"/>		A, I
Other Requirements	Essential	Desirable	Assessment
Demonstrable evidence of achievement in current post	<input type="radio"/>		I

Equal Opportunities and Safeguarding	Essential	Desirable	Assessment
Commitment to equal opportunities.	<input type="radio"/>		I
Commitment to safeguarding pupils with full adherence to child protection and safeguarding policy and staff codes of conduct.	<input type="radio"/>		I
Must be able to recognise discrimination in its many forms and be willing to put equality policies into practice.	<input type="radio"/>		I

Assessment : Application (A) , Interview/Assessment (I), Documentary Evidence,

Note: Where the requirements are 'Essential' and marked as evidenced by your written application (A) it is important that you state in your application how you meet the essential criteria otherwise you will not be shortlisted.

The successful candidate will be required to undergo enhanced disclosure from the DBS and must be willing to undertake all aspects of the job description.



How to Apply

This is an exceptional opportunity to help lead a wonderful school into its next chapter. Our new Deputy Head Teacher will have the opportunity to work alongside the Head Teacher to build on an already strong and warm local partnerships. They will help lead the school to excel with a strong moral purpose, hope for the future and ambition for every pupil.

If you believe you have the relevant skills and experience to excel in this role and become part of our family we very much look forward to receiving an application from you.

To apply for this post please visit and complete an on-line application form.

Visits to Farnsfield St Michael's school are strongly encouraged and can be arranged directly with Bethan Shine.

If you would like to discuss this vacancy in more details please contact Louise Carpenter, Head Teacher, on 01636 882494.

Timescales



Closing date for receipt of completed applications: noon, 7th October 2021



Shortlisting:
7th October - 8th October 2021



Assessment/Interview:
13th October 2021

Farnsfield St Michael's

Address: Branston Avenue, Farnsfield, Nottinghamshire. NG22 8JZ

Telephone: 01636 882494

Website: Farnsfield Primary School

For further information in relation to this vacancy please contact hr@mitretrust.org.uk

Note: Any offer of employment is conditional on satisfying relevant pre-employment checks in the latest edition of the [Keeping children safe in education guidance](#) and [Right to work in the UK](#) legislation.

The Minster Trust for Education is committed to safeguarding children and the promotion of equal opportunities for staff and students. The successful applicant will be required to undertake an enhanced DBS check and complete a KCSIE Declaration'.