



Deputy headteacher recruitment pack

# Northlands Primary School

One Community – Many Cultures – Achieving Together

## Deputy Headteacher Recruitment Pack

April 2021



WCC is an equal opportunities employer and committed to the protection and safety of its pupils.



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Job advert: Deputy Headteacher Northlands Primary School, Rugby.



We are excited to announce the following vacancy at our school:

**Deputy Headteacher**

**Required from 1<sup>st</sup> September 2021**

**L6-10**

The Governors and Headteacher are seeking to appoint an enthusiastic and committed Deputy Headteacher who demonstrates excellent classroom practice and whole-school leadership.

We are looking for someone who:

- ❖ has successful experience of senior / middle leadership.
- ❖ has an excellent working knowledge of the curriculum
- ❖ is passionate that every child (with a focus on pupil premium) achieves their full potential and has the ability to promote excellent standards of teaching and learning
- ❖ who will work enthusiastically with our vibrant and diverse community
- ❖ is able to develop and communicate a clear vision of how the school will achieve excellence and have the commitment and ability to see it through
- ❖ is committed to the protection and safeguarding of children and young people.

We can offer:

- ❖ amazing children
- ❖ a supportive school community
- ❖ a committed and hard-working team of staff and Governing body
- ❖ the opportunity to implement meaningful change
- ❖ a healthy school budget

This role will include a teaching responsibility. The leadership aspect will offer significant opportunity to play a lead role in the development and growth of the school as well as to gain the skills needed to progress to headship.

The closing date for this application is:

**Friday 30<sup>th</sup> April 2021 at midday.**

Completed applications should be returned to our HR manager, Debbi Porter at: [admin2417@welearn365.com](mailto:admin2417@welearn365.com). Please ensure you demonstrate how you meet each element of the person specification in the "Application Questions" section.

**In additional to the application please explain how (in no more than 1 side of A4):**

- A) you have developed the curriculum in your current role**
- B) you would continue to ensure that the Pupil Premium budget is well spent at Northlands**

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## Post information

Dear candidate,

I am delighted that you have applied to become the Deputy Headteacher of our amazing school! We pride ourselves on being inclusive of the many cultures that we serve and our outcomes show that our pupils make excellent progress regardless of their starting points.

Your main foci will be:

- 1) To continue to develop the curriculum, ensuring it is broad and balanced and engaging for all. You will help subject leaders to continue to develop their roles and hold them to account for outcomes. Ultimately you will be demonstrating that all core and non-core subjects are taught to a high level across the school.
- 2) Ensuring Pupil Premium children continue to receive the additional support and nurturing they need so that they can thrive socially and academically. You will ensure interventions are of a high quality and that this is reflected in the outcomes of the children. Ultimately you will demonstrate that our spending reflects excellent value for money.
- 3) Taking the lead on growing our well-established staff not only within their individual subject areas but on relevant whole school projects.
- 4) Teaching a class, on a part time basis, demonstrating excellence and high standards.

You will work closely with the headteacher on all aspects of strategic direction as well as day to day management of the school. You will support the headteacher to ensure the school continues to grow and develop, ensuring that the children's best interests are at the heart of all decisions. Most importantly, you will always demonstrate the school's vision to all staff at all times. Please note that these responsibilities can change as the headteacher sees fit.

I look forward to seeing your application soon.

Kind regards,

Julian Davoile

Headteacher



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## Person specification

Qualifications	Essential	Desirable
Qualified Teacher Status	Y	
Recognised degree or equivalent	Y	
Higher degree		Y
Professional development focused on acquiring deputy headship	Y	

Experience	Essential	Desirable
On appointment, at least three years experience as a middle or senior leader in a primary school		Y
Teaching experience in at least two primary schools		Y
Experience of raising attainment beyond your own classroom	Y	
Experience of leadership and management success	Y	
Experience of contribution to school development planning	Y	

Knowledge, skills and attributes	Essential	Desirable
Thorough knowledge and understanding of current educational issues including national policies, priorities and legislation	Y	
A good understanding of timetabling principles	Y	
Experience of timetable construction	Y	
Proven ability to bring about improvements in the quality of teaching and learning across a curriculum area that results in improved outcomes for pupils	Y	
Experience of improving teacher performance		Y



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Leadership and management	Essential	Desirable
Have a clear idea of what makes a successful school and to be able to communicate this to others	Y	
To provide evidence of good management	Y	
To have good knowledge of what constitutes an outstanding school		Y
Have the ability to access and analyse relevant data and use it to help set school priorities and determine school action	Y	
To know how and when to consult and engage the support of external agencies such as the services supplied by the local authority		Y
To have knowledge of the statutory requirements and legislation relating to school leadership and management		Y

Learning and Teaching	Essential	Desirable
Have a good understanding of what contributes successful learning and the ability to promote the most effective strategies to bring this about	Y	
To have a good understanding of how assessment strategies are used to inform learning	Y	
The ability to help further develop a stimulating and attractive school learning environment	Y	
A clear understanding of what makes a broad and balanced curriculum that meets statutory requirements and which is sufficiently well differentiated and resourced to meet the needs of all pupils	Y	
A clear understanding of how different groups of children best learn and specifically pupils in receipt of pupil premium funding	Y	

Personal qualities and attributes	Essential	Desirable
Ability to build and maintain effective relationships with pupils and staff	Y	
Ability to work in a team, enthusiastically and deliver stated aims and vision	Y	
Ability to manage conflict	Y	
Ability to prioritise, plan, manage time effectively and organise themselves and others	Y	
A strong sense of professionalism, commitment to upholding standards and setting an appropriate example	Y	
A sense of humour, loyalty, enthusiasm and dynamism	Y	



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## Job description

### **Job details**

*Salary:* L6 to L10

*Hours:* Full time

*Contract type:* Permanent.

*Reporting to:* Headteacher.

*Responsible for:* Curriculum and Pupil premium.

### **Main purpose**

The deputy headteacher, under the direction of the headteacher, will take a major role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- Leading the school curriculum and pupil premium spending
- Managing and leading the school in the headteachers absence

The deputy headteacher will also be expected to fulfil the professional responsibilities of a deputy headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD). Additionally the post requires you to teach pupils across the primary age range.

### **Duties and responsibilities**

Under the direction of the headteacher:

- Support with the day-to-day management of the school
- Communicate the school's vision compellingly and support strategic leadership
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils.
- Build positive relationships with all members of the school community, showing positive attitudes to them
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Work with political and financial astuteness, translating policy into the school's context
- Seek training and continuing professional development to meet own needs
- Lead the school curriculum and pupil premium spending.
- At all times support the headteacher loyally.
- Carry out other duties appropriate to the level of the role, as directed by the headteacher.



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### Pupils and staff

Under the direction of the headteacher:

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Ensure excellent teaching in the school, including through training and development for staff
- Establish a culture of 'open classrooms' as a basis for sharing best practice (within covid-19 limitations)
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Help identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice
- Performance manage teaching assistants and midday supervisors.
- Carry out other duties appropriate to the level of the role, as directed by the headteacher.

### Systems and processes

Under the direction of the headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Work with the governing board as required
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources as required
- Support distribution of leadership throughout the school
- Carry out other duties appropriate to the level of the role, as directed by the headteacher.

### The self-improving school system

Under the direction of the headteacher:

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education
- Carry out other duties appropriate to the level of the role, as directed by the headteacher.

The deputy headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

The post holder will be expected to carry out all duties in the context of in and in compliance with the Council's Equal Opportunities Policies.

The job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.





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## The appointment process

The appointment process is a two-way process; we have to decide if you will make an excellent Deputy Headteacher for Northlands, whilst you have to decide if Northlands is the right school for you.

To aid this process please take note of the following:

**Adverts & Information** - We will ensure that applicants have access to information about the school to determine if the position is right for them. More information can be accessed through the school website; <https://www.northlands-school.org.uk/>

**School Visits** – We would normally encourage candidates to visit the school however during this recruitment process we would like candidates to arrange a Microsoft Teams meeting or a telephone call with the Headteacher. Appointments can be arranged through the school office (Tel: 01788 542440 or email: [admin2417@welearn365.com](mailto:admin2417@welearn365.com))

**Application Forms** – All applicants are required to fully complete the teacher application. Applications on any other form will not be accepted.

**References** - Applicants must enclose details of two references. These must be recent. Usually one will be a current employer. If this is not possible this can be a previous employer. We ask that friends and relatives are not named to provide a reference. We will ask for references from all candidates who are shortlisted and require both references to be received prior to interview. We may contact any previous employer listed on your form to clarify any information. A confidential reference will also seek to ensure that you have a good health and attendance record.

**Shortlisting** – Shortlisting will be based on the applicants' suitability for the post linked to the person specification, please make sure your application matches these requirements.

**Interview** – We will hold an interview day that will provide opportunities for candidates to demonstrate their skills and strengths. The day will consist of teaching and leadership activities as well as a formal interview. The day is likely to include a lesson observation, although this will be dependent on covid-19 restrictions. More details will be provided to candidates who successfully pass through to this stage of the recruitment process.



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## Timescales

<b>School Visits (Teams / in person)</b>	By Appointment, before closing date
<b>Closing date for applications</b>	Friday 30 <sup>th</sup> April
<b>Interviews</b>	Friday 7 <sup>th</sup> May

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