

# Sunnyfields Primary School



Appointment of Deputy Head Teacher

Information for Candidates

## Welcome to Sunnyfields

Thank you for your interest in joining our vibrant and supportive community at Sunnyfields. We are delighted that you are considering applying for a position with us. This candidate information pack has been designed to provide you with an overview of our school, our values, and the exciting opportunity that awaits you.

At Sunnyfields, we are proud to be a fully subscribed school that consistently achieves excellent results for our pupils. Our commitment to providing an exceptional educational experience is reflected in the outstanding outcomes we see year after year. In 2017, we were graded as “Good with Outstanding Features” by Ofsted, and we are pleased to say that this high standard has been maintained in the December 2022 inspection.

We are also recognised as a leading school in the **Creating Active Schools** initiative, championing physical activity and well-being as key elements of our curriculum. Our outstanding Early Years provision and Forest School program are just a few examples of the innovative and nurturing approach we take to education, ensuring that every child has the opportunity to thrive.

In this pack, you will find key information about our school, our ethos, and the role we are looking to fill. We hope this will help you gain a deeper understanding of what it means to be part of our team and how you can contribute to our ongoing success.

We look forward to receiving your application and learning more about how you could contribute to our school community.

Visits to the school are welcomed before applying. To arrange a visit please e-mail Emma Oxtoby for an appointment - [recruitment@sunnyfields.doncaster.sch.uk](mailto:recruitment@sunnyfields.doncaster.sch.uk) - or telephone 01302 780386.

Applications close on **Wednesday the 30<sup>th</sup> April at 09.00am**

Shortlisting will take place on **Friday the 2<sup>nd</sup> of May**

Interviews will take place on **Thursday the 8<sup>th</sup> of May**

“Pupils’ conduct is excellent. They are self-motivated and do their very best at all times of the day. This is the case during playtime and lunchtime, as well as when they are in lessons. They display very positive attitudes to learning.” OFSTED

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## Job details

**Job title:** Deputy Head Teacher

**Salary:** L9-L13 (£60,644 to £66,919)

**Hours:** 32.5 hours

**Contract type:** Full Time Permanent

**Responsible for:** Class Teachers

## The Role

**Accountability:** To the Head Teacher

The position of Deputy Head (and DSL) is one of significant importance and responsibility. The Deputy Head will be a member of the Leadership Team and will therefore play a vital role in the strategic development of the school, in particular the pastoral provision, alongside the day-to day running of the school.

The Deputy Head Teacher will sit on the SLT.

The Deputy Head is the Designated Safeguarding Lead (DSL) within the School and has responsibility for the safeguarding training, including PREVENT, of all staff, and keeping up to date with policy changes at a national, regional and local level.

The Deputy Head is responsible to the Head Teacher for overseeing attendance, behavior and pupil premium and to provide a positive, secure and happy environment for our Sunnyfields community where every pupil can thrive.

The Deputy Head will deputise for the Head Teacher when they are not on school site.

The Deputy Head will be professional at all times and a committed team player with a collegiate and collaborative approach, together with an ability and willingness to create a working environment in which staff are empowered to make decisions.

## Areas of Specific Responsibility

- Assume the role of Designated Safeguarding Lead. Manage the statutory child protection training programme for all staff and all associated elements of child protection legislation. Keep records of staff safeguarding training, including Governor training. See annex 3 of Keeping Children Safe in Education for job description.
- Assume responsibility for the school house and reward systems and policies to promote excellence at all times.
- Assume responsibility for ensuring that pupils maintain the highest standards of behaviour and behave in-line with the Sunnyfields values.
- Arrange a challenging and progressive programme of INSET and CPD with members of the Leadership Team.
- Co-ordinate the school's approach to raising the achievement of disadvantaged students (those in receipt of pupil premium funding).
- Assume the role of the Attendance Champion, working closely with the Attendance Officer and monitoring and reporting on the attendance of pupils, liaising with parents and external agencies when appropriate.

### **Pupils and staff**

Under the direction of the Head Teacher:

- 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 and the use of staff appraisal.
- Establish a culture of 'open classrooms' as a basis for sharing best practice.
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge.
- Identify emerging talents, coaching current and aspiring leaders.
- Hold all staff to account for their professional conduct and practice, in line with the staff code of conduct.

### **Systems and processes**

Under the direction of the Head Teacher:

- 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.
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Work with the governing board as appropriate.
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources.
- Support distribution of leadership throughout the school.

## The self-improving school system

Under the direction of the Head Teacher:

- 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.

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

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Head Teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head Teacher.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>		
Qualified Teacher Status	X	
Degree	X	
Management Qualification such as NPQH, NPQSL		X
Other Professional leadership development		X
<b>Experience</b>		
Successful leadership and management experience in a school with evidence of sustained impact	X	
Successful experience of classroom teaching with evidence of sustained impact on pupil progress	X	
Involvement in school evaluation and development planning	X	
Have experience of writing development plans and school improvement documents which lead to the raising of standards and outcomes	X	
Demonstrate success in raising attainment and standards of teaching and learning	X	

Skills and Knowledge		
Data analysis skills, the ability to use data to set targets and identify areas of development	X	
Understand what high quality teaching looks like	X	
Experience of coaching staff to develop teaching	X	
Ability to communicate a vision and inspire others	X	
Ability to develop effective working relationships	X	
Expert knowledge of strategies for closing the gap, such as pupil premium funding and the EEF Toolkit, so that disadvantaged pupils achieve exceptionally well	X	
Understanding of school finances and budgeting processes		X
Excellent knowledge of inclusion including EAL, bilingual learners, minority ethnic achievement and equality (race, disability, and gender)		X
Personal Qualities		
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	X	
Ability to work under pressure and prioritise effectively	X	
Commitment to maintaining confidentiality at all times	X	
Ability to set high standards and act as a positive role model, leading by example	X	
Approachable, caring and kind	X	
Sense of Humour	X	
Excellent team player	X	
Evidence of commitment to own professional development	X	
Excellent attendance and punctuality	X	
A full commitment to the safeguarding of children and young people.	X	

Environments		
Have the qualities required to have a strong and visible presence around the school which has a positive impact on pupils, their families and staff	X	
Possess the inspiration to motivate and lead staff as a whole and the ability to build on the strengths and expertise of individuals	X	

**How to apply:**

If you are interested in this position after reading about our wonderful school, and you meet **all of the 'essential' criteria** within the Person Specification, please complete the application form, along with a covering letter (no more than 2 sides of A4), and address to Mrs Kimberley Hutton, Head Teacher. Please ensure all documents are sent via email to: [recruitment@sunnyfields.doncaster.sch.uk](mailto:recruitment@sunnyfields.doncaster.sch.uk)

(Candidates will only be informed if successfully shortlisted.)

*The school is committed to safeguarding and promoting the welfare of our children and expects all staff and volunteers to share this commitment. Our comprehensive Safeguarding policy is available on our school website. Any offer of employment will be subject to statutory pre-employment checks, including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 and 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview.*

Further information about the Disclosure scheme can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>