



**Stanley High  
School**

**Southport  
Learning  
Trust**



**Job Role:** Deputy Head Teacher  
**Closing Date:** 15<sup>th</sup> January 2024  
**Salary:** Leadership 18-22 (£71,729- £79,112)  
**Contract Type:** Permanent  
**Start date:** April 2024

Dear Candidate,

It is with great pleasure that I introduce you to Stanley High School and trust the information provided will enable you to determine your suitability to join our journey and provide an exceptional education for all our students. As a school, we are determined to *challenge* our students inside and outside the classroom to *aspire* for individual excellence and *excel* to achieve the highest academic standards.

Are you committed to improving the outcomes of all students? Are you able to make child centred, financially viable decisions with workload and wellbeing considered? Can you demonstrate the ability to be innovative but also have long lasting positive impact on outcomes and staffing teams? Do you have a desire to build and develop skills ready for Headship? We may have the post and opportunities for you at Stanley High School. We are seeking a talented individual who is passionate about making a difference, who is a highly skilled, driven and a proven successful school leader with a range of recent experience ready to take on this crucial new role at Stanley. We anticipate that you may have the desire to be a Headteacher in the future and look forward to supporting you with this.

Join a well-established and successful team in a consistently high performing, oversubscribed, 11-16 school that focuses on each child as an individual whilst fostering a sense of belonging to a rich and diverse community. Stanley High School is committed to being child centred. All children should be considered as individuals. We want all children to feel safe and happy, and through this, students can learn, flourish and achieve long-term economic well-being. We promote strong positive relationships with adults and peers from transition into Stanley High School to the steps beyond Stanley High School.

Our students and staff should:

- Feel a sense of fulfilment through positive daily interactions in the classroom and beyond.
- Be challenged to grow academically and feel safe to question personal beliefs.
- Feel included through an inclusive and ambitious curriculum.
- Accept and thrive by developing an understanding of the diverse nature of our Globe.
- Be respected and proud of their protected characteristics and the equality of the rich opportunities they can access.
- Seek ambition through careers education and a love of learning.
- Be exposed to opportunities which allow all to Aspire, Challenge and Excel within our Stanley Family

**Headteacher** Mrs Jenna Shawe BSc (Hons) NPQH MCCT  
**Stanley High School** Fleetwood Road, Southport PR9 9TF  
**T** 01704 228940 **E** [enquiries@stanleyhigh.co.uk](mailto:enquiries@stanleyhigh.co.uk) **W** [www.stanleyhigh.co.uk](http://www.stanleyhigh.co.uk)

Stanley High School is part of Southport Learning Trust. For details of all Trust schools, and the aims and objectives of the organisation, visit [www.southportlearningtrust.org](http://www.southportlearningtrust.org)

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As Deputy Headteacher you will be jointly responsible for leading the school to the next stage as a centre of excellence and ensuring our pupils, families and staff know they are in a school that focuses on improving the life chances of all students. Your lead on school improvement will focus on standards, performance and support of disadvantaged students, marketing and community promotion, whole school operations, extended learning opportunities and skills driven opportunities.

Working alongside the headteacher you will learn about governance, financial operations, admissions, recruitment, policy management, human resources and have opportunities to access in-house and external CPL.

You will be responsible for leading on school improvement and ensuring quality in standards. You will be a role model to staff, who will look to you for outstanding line management, support and challenge. We recognise that as a senior leader, you will also need support and challenge yourself so that you can grow to be the best you can be and we will commit to making this happen.

The successful applicant will join our ambitious and committed leadership team in school but also thrive in our network of schools.

You would be joining the Southport Learning Trust, a family of seven schools which includes five secondary schools in the locality where you would gain support from a wider group of senior leaders. Being part of a Trust would give you the opportunity to share and be involved in developing practice across several schools. You would benefit from an excellent Employee Assistance Programme and a commitment to your well-being and professional development.

If you have the qualities to be part of the team to take outcomes and the curriculum at the school to the next level, please get in touch. We welcome visits to the school prior to application by interested candidates. We look forward to meeting interested candidates.

For any enquiries about the post, please contact:

[recruitment@stanleyhigh.co.uk](mailto:recruitment@stanleyhigh.co.uk) or telephone 01704 339872

We look forward to receiving your application.

Kind regards

Jenna Shawe  
Headteacher

**Southport Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check.**



## Deputy Headteacher – Job Description

**Responsible to:** The Headteacher

**Responsible for:** Standards and specific tasks and whole school responsibilities as required by the Headteacher following analysis of the school's needs and candidate's strengths.

**Working Time:** As Deputy Headteacher, you will be expected to participate in extended day activities which may be of a pastoral /curriculum extension nature and to support our commitment to community provision.

### **The Deputy Headteacher will:**

- Lead on developing the curriculum to maximise progress and aspiration for students.
- Take the strategic lead for the achievement of disadvantaged students.
- Identify and drive the School Improvement Plan to raise achievement under the overall direction of the Headteacher.
- Line manage members of the Senior Leadership Team.
- Lead and share responsibility for developing and implementing school policies, decision-making and strategic planning.
- Lead on student access and engagement to high quality extended learning opportunities.
- Lead on family and community engagement.
- Have a significant responsibility, for the development and implementation of the Behaviour for Learning Policy.
- Lead on learning and opportunity beyond the classroom.
- Create effective quality assurance opportunities.
- Undertake the professional duties of the Headteacher during her absence.
- Duties and responsibilities of the post will change over time as requirements and circumstances change. The post holder will be required to carry out such other duties consistent with the post and as directed by the Headteacher.

### **Qualities and Knowledge**

- Holding and articulating clear values and moral purpose, focused on providing a world class education for students.
- Demonstrating optimistic personal behaviour, positive relationships and attitudes towards all stakeholders.
- Leading by example - with integrity, creativity, resilience and clarity- drawing on own expertise /skills, and that of others.



- Sustaining wide, current knowledge and understanding of education locally, nationally and globally, and pursuing continuous professional development.
- Working with political, business and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
- Communicate at every opportunity the school's vision and empowering all students and staff to excel.
- Use data and research to make accurate and balanced decisions.
- Plan for effective change and review.
- Ability to use and calculate data as a measure of impact

#### **Students and Staff**

- Demanding ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on students' outcomes.
- Securing excellent teaching through an analytical understanding of how students learn and of the core features of successful classroom practice and curriculum design.
- Establishing an educational culture of 'openness' as a basis for sharing best practice.
- Creating an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identifying emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Holding all staff to account for their professional conduct and practice.
- Attend meetings and prepare reports for the Local Governing body and Trust Board as required.

#### **Systems and Process**

- Exercising strategic, curriculum-led and affordable financial planning to ensure the equitable deployment of budgets and resources to ensure positive student outcomes.
- Ensuring that the school's systems and processes are well considered, efficient and fit for purpose.
- Providing a safe, calm and well-ordered environment for all students and staff.
- Valuing excellent practice by establishing rigorous, fair and transparent systems and measures for managing the performance of all staff.
- Actively supporting the governing board to understand its role and deliver its functions effectively.

#### **The Self-Improving System**

- Working and collaborating across the Trust to improve outcomes for all students.
- Championing best practice and securing excellent achievements for all students.
- Developing effective relationships with colleagues in other schools, further and higher education and public services to improve academic and social outcomes for all students.
- Shaping the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Inspiring and influencing others to believe in the fundamental importance of education in young people's lives and to promote the value of education.

#### **Safeguarding Children and Safer Recruitment**

- Maintain a collective responsibility, and an individual commitment to safeguarding and promoting a culture that ensures the welfare of students and recruitment of staff.
- Ensure that the safeguarding policy is followed where there may be a concern.





### **General Duties and Responsibilities**

- Teaching the students assigned, according to educational needs, including the setting, marking and feedback of work to be carried out by the students in the academy or elsewhere.
- Provide cover teaching when required.
- Assessing, recording and reporting on the development, progress and attainment of all students.
- Supporting and promoting the school's provision of social, spiritual, moral and cultural opportunities.
- Promoting the general progress and wellbeing of individual students and of any class or group of students assigned to him/her.
- Providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions.
- Writing relevant records and reports for improvement planning and progress reporting.
- Maintaining records of and reporting on the personal and social needs of students.
- Communicating and consulting with the parents of students.
- Communicating and co-operating with relevant persons or bodies outside the school.
- Participating in meetings arranged for any of the purposes described above.

This job description is indicative in the first instance and precise roles and responsibilities will be agreed with the successful candidate at a later date.



## Deputy Headteacher – Person Specification

<b>Selection Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
Qualified Teacher Status.	✓	
Good Honours Degree.	✓	
Evidence of further professional study, e.g. MA, NPQSL.		✓
<b>Experience – <i>The successful candidate will have:</i></b>		
School experience in more than one school.		✓
At least 3 years' experience at senior leadership level.	✓	
Understanding of key educational issues / change, combined with the ability to lead and co-ordinate their effective implementation.	✓	
Successful and proven track record of innovation and leading change with a demonstrable impact on school improvement.	✓	
A record of sustained progress in learning with improved outcomes for students.	✓	
Successful line management of key areas of responsibility and holding others to account.	✓	
Experience of developing quality assurance programmes and evidence of successful outcomes.	✓	
Experience of effectively working with others including parents, Governors and external agencies.	✓	
Experience as an outstanding teacher.	✓	
Experience of successful school to school support.		✓
Experience of budget setting.		✓
Experience of HR Management.		✓
Knowledge of whole-school budget management.		✓
<b>Strategic Leadership – <i>The successful candidate will have:</i></b>		
Ability to provide clear educational vision and direction.	✓	
Ability to inspire and motivate all stakeholders.	✓	
Evidence of developing effective strategies for school improvement.	✓	
High level of involvement with school improvement planning and developing implementation plans.	✓	
High level involvement in monitoring and evaluation procedures leading to clear impact.	✓	
<i>Continued on next page</i>		



Ability to work in partnership with senior leaders and governors.	✓	
Ability to set challenging targets for children and staff.	✓	
Ability to analyse and use pupil data on attainment and progress to raise standards.	✓	
Secure knowledge of the Ofsted Framework.	✓	
Understand the principles of effective teaching and learning.	✓	
Use of assessment data management systems to improve standards.	✓	
Successful experience of integrating British Values into school life.	✓	
<b>Leading Teaching &amp; Learning – <i>The successful candidate will have:</i></b>		
Successful experience of monitoring, evaluating and improving the quality of teaching and learning.	✓	
Understanding the role and impact of assessment in children's learning.	✓	
Secure knowledge of statutory requirements relating to curriculum and assessment.	✓	
Experience of leading curriculum innovation.	✓	
Successful experience of developing effective learning behaviours.	✓	
<b>Leading &amp; Managing Staff – <i>The successful candidate will have:</i></b>		
Ability to lead, manage and motivate across the school community.	✓	
Ability to establish positive working relationships.	✓	
Ability to plan, allocate, delegate, support and evaluate work undertaken by individuals and teams.	✓	
Successful experience of identifying the need for, and leading, in-service training.	✓	
Significant experience of taking a lead role in performance management of staff including leading lesson observations.	✓	
Experience of dealing with staff when performance gives cause for concern.	✓	
Experience of working with governors.	✓	
<b>Managing Resources – <i>The successful candidate will have:</i></b>		
Successful experience of managing budgets.	✓	
Ability to manage, monitor and review available resources, ensuring value for money.	✓	
Budgetary management at whole-school level.		✓
Experience of recruiting and deploying staff.	✓	



## Application and Interview Process

Candidates are asked to email completed application forms to [recruitment@stanleyhigh.co.uk](mailto:recruitment@stanleyhigh.co.uk). The application form should be downloaded and submitted electronically by 9am on Monday 15<sup>th</sup> January 2024.

Interviews will take place during the week beginning 22<sup>nd</sup> January 2024 and will take place over two days.

The Interview days will include the following:

- Unseen tasks
- Delivery of a learning opportunity
- Collective worship
- A separate staff, pupil and parent panel
- Tour of the school
- A presentation and interview panel with the Headteacher, CEO and governors

***Southport Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check. At least one member of our recruitment team for this post is Safer Recruitment trained and we adhere to Southport Learning Trust's Recruitment and Selection Policy for Employees and Volunteers.***

We are proud to have an organisational culture where employees with varying perspectives, skills, life experiences and backgrounds – the best and brightest minds – can work together to achieve excellence and realise individual and organisational potential.