

# The **GALLERY** TRUST



A community of special schools



**Deputy Head Teacher  
Candidate Information Pack  
December 2023**



## ***Welcome***

Thank you for your interest in the post of Deputy Head Teacher at Iffley Academy.

Iffley Academy is a very successful academy and has grown in recent years with a current number on roll of 183 students. The Academy has a long and proud history, with a school on the current site in Iffley since the 1960s. Judged as Outstanding in 2015 and 2019, the Academy meets the needs of students with a range of SEND, including Cognition and Learning Needs, Autistic Spectrum Disorder and Social, Emotional and Mental Health Needs.

Our learning community is based on respectful relationships with students, created through understanding of their special educational needs, commitment to restorative approaches, and by providing outstanding teaching and pastoral care. This is a warm and caring community, dedicated to equipping students with the skills and knowledge they need to live independent lives within their chosen communities.

We are seeking an inspirational Dynamic Deputy Head Teacher, a gifted practitioner who demonstrates strong operational and strategic skills. You will support the continued development of our pedagogy through evidence informed practice and be a lead to drive innovation in our curriculum design. You will have SEND and leadership experience and a strong track record in implementing school improvement at a leadership level.

Iffley Academy is a member of The Gallery Trust, an expanding Special Needs Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The Trust has a national reputation for excellence and is influential in the development of SEND strategy in the county.

Please visit our website to find out more about Iffley Academy. If you would like to visit the school to find out more about this exceptional opportunity before you submit your application, you will be most welcome. Our staff and students will be delighted to meet you!

Thank you again for your interest and we look forward to hearing from you.

Yvette Fay  
*Head Teacher*

**Deputy Headteacher**  
**Iffley Academy, Oxford**  
Leadership Scale L14 – L18

Iffley Academy is seeking a highly successful and experienced leader to join our team. This role will offer the opportunity to join a team of passionate, dedicated staff to ensure that standards across the school are outstanding.

The ideal candidate would have already demonstrated excellent leadership, management with recent experience and evidence of impact on improvement. The key focus of this role is curriculum innovation. You will have the ability to drive forward change that will ensure exceptional outcomes for our students. Being a team player and an excellent role model will be core to your success.

**Benefits of working at Iffley Academy, part of The Gallery Trust**

**Career Progression**

- be a key member of a friendly and supportive staff team who are dedicated to achieving the best for every one of our students
- participate in high quality professional development opportunities which are tailored to your needs and to your career aspirations
- develop your career in The Gallery Trust, an expanding and successful organisation which offers opportunities for progression, secondments and collaborative working with colleagues across our schools

**Financial**

- Competitive salaries for teaching and support staff based on School Teacher Pay and Conditions Document and the NJC Green Book
- Perkbox membership
- Access to TPS pension linked to salary life assurance
- Contribution towards glasses and eye tests for DSE use
- Salary sacrifice schemes, including childcare vouchers and cycle to work

**Wellbeing**

- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance
- Excellent induction processes, and strong line management structures to promote your wellbeing at work
- A culture which is open to employee ideas and encourages open dialogue
- Regular staff surveys to gain feedback on wellbeing and to drive improvements
- The opportunity to join colleagues for social events
- Family friendly policies, which promote your wellbeing
- Free car parking and cycle storage
- On-site catering

**Application Process**

To apply for this post, please email an application form to [application@thegallerytrust.co.uk](mailto:application@thegallerytrust.co.uk)

Visits are warmly welcomed. To arrange this and for an informal conversation (in confidence), please contact Yvette Fay (Headteacher) 01865 747606.

For further information please contact Emily McKenzie, Trust Administration Officer, [e.mckenzie@thegallerytrust.co.uk](mailto:e.mckenzie@thegallerytrust.co.uk), 07535018939.

**The deadline for applications is 9am Thursday 14 December 2023**

**Interviews will be held on Monday 18 December 2023.**

Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria.

We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher. If you have previously worked in a school, your referees must include your most recent Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, and Enhanced Disclosure and Barring Check. The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds.

The Gallery Trust is a Special Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. We strive to provide the best possible specialist learning experience for all students.

### **Our Strategic Aims**

- **Places where innovation drives learning** – our schools have a clear purpose, they educate the whole child and prepare them for adulthood. Everything we do, from our curriculum offer to our pastoral care, is meaningful and driven by the needs of learners.
- **Places where relationships drive engagement and achievement** – our schools are built around exceptional relationships. We provide excellent experiences, growth, and opportunities for students and staff, and specialist working environments and resources.
- **Places which provide exceptional knowledge and support** – our schools are supported by a skilled and experienced central team which provides high quality school improvement and central support services.
- **Places which inspire and influence** – our schools are committed to collaborating with our local and national partners and communities to ensure that children and young people with SEND receive the education and opportunities they deserve.

As we enter the next phase of our development and build on our many successes, we want to embrace future challenges and opportunities. The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire. There are currently seven special academies in the Trust located throughout Oxfordshire, with a further academy scheduled to open in 2026. The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies, and providing outreach and other opportunities. All academies collaborate to share SEND expertise and best practice, and work in partnership with peers who are committed to common aims and goals.

The Board of Trustees believes that by providing the support of highly experienced and specialised school improvement and business teams, school leaders are empowered to focus on the standards of teaching and learning, and in meeting the operational and strategic demands of running their schools.

## **JOB DESCRIPTION**

### **Deputy Head Teacher**

**Responsible to:** Head Teacher, Iffley Academy

#### **Job Purpose:**

To advise and support the Head Teacher in providing vision, strategic direction, professional leadership and management to ensure high quality education for all students.

#### **Introduction:**

This job description should be read in conjunction with the current School Teachers' Pay and Conditions document for those on the leadership spine and the provisions of that document will apply to the post-holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Head Teacher. The Head Teacher, or other Senior Manager if appropriate, will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's grievance procedure will be used to resolve any disagreement arising out of the job description. Other relevant policies may be the County Council's Stress at Work policy and the Dignity at Work policy

#### **Teaching and Learning:**

- Lead on curriculum, pedagogy and teaching and learning
- Lead on the quality of education
- Ensure all students within the school receive an exciting, effective and appropriate education as outlined in their Educational and Health Care Plan and in accordance with the school's curriculum framework. In doing this the Deputy Head Teacher will have due regard to the National Curriculum, and the school's aims together with the policies of the governors. This will also include monitoring and developing the school's curriculum framework and recording system.
- Monitor, evaluate and report on the quality of teaching and classroom management standards conducive to excellent and imaginative delivery of the curriculum framework and recording system.
- It is expected that the role will model exceptional teaching, learning and planning when required
- Lead the EHCP review cycle, monitoring quality of TOP's / targets

The teaching aspect of the post will require:

- The provision of suitably differentiated work to meet the individual needs of the students
- The curriculum planning and review cycle is maintained in accordance with the school's planning framework and policy
- On-going assessment of students' work and abilities through comprehensive record keeping based on the school's agreed format
- Maintenance of good discipline in line with the school's behaviour policy and restorative approaches ethos
- Contribution, wherever appropriate, to the display, presentation and celebration of students' work

- Safeguarding and promoting the welfare of all students
- Implementing, and modelling, high standards of behaviour management.

### **Leadership and management**

Responsibility for the routine organisation and management of the school in line with the schools' stated purpose, aims and values, management of documents, policies and development plans.

The role will include operational management of the school on a day to day basis. A full understanding of the school's behaviour policy and the principles of restorative justice is required, along with the ability to implement and model high standards of behaviour management.

### **Deputising for the Head Teacher**

- Be a member of the Senior Leadership Team, and make a significant contribution to the Team's operational and strategic effectiveness
- Represent the leadership team at staff meetings and key events
- Lead the development of the curriculum delivery and design
- Lead by example in a way that motivates all involved with the school to achieve their potential
- Support the pastoral care of students
- Contribute to the vision, self-evaluation and strategic plans for the development of the school
- Contribute to the Raising Achievement Plan, taking responsibility for specific priorities and strategic initiative
- Working collaboratively with colleagues across the Gallery Trust.
- Monitor and contribute to the raising of students' standards of achievement and attainment
- Attend and chair meetings
- Be involved in the organisation, planning and delivery of assemblies and events, as and when necessary
- Take responsibility for one's own health, safety and welfare and the health and safety of students, visitors and colleagues in accordance with the requirements and locally adopted policies; including taking responsibility for raising concerns with a manager.
- Foster the development of a positive and supportive ethos for students and staff
- Display a high standard of professional behaviour and integrity at all times
- Represent the school at external events
- Carry out other duties as may be reasonably assigned by the Head Teacher
- Designated Safeguarding Lead
- Responsible for Accreditation

### **Staff Management, Development and Support**

- Deliver training and lead staff meetings to include Inset days
- Act as a team leader within the school's performance management and appraisal frameworks
- Act as personnel link for a group of staff, and taking a whole school interest in staff wellbeing and welfare
- Participate in the recruitment and development of teaching and support staff of the school.
- Contribute to good management practice by ensuring positive staff participation, effective communication and procedures
- Support activities that ensure that the ethos of the school enables staff at all levels to embrace learning in order to improve their own skills

### **Links with parents, Trustees, Governors and the wider community**

- Encourage full parental participation in the work, life and development of the school and to make sure they are fully informed of their child's progress. To be available to deal with parental concerns and to provide support where possible or refer to other professionals or agencies.
- Provide objective and clear support when required to the governing body in a way that enables it to meet its responsibilities, including attending meetings and preparing reports
- Work in partnership with the Trust, Local Authority, external agencies and other professionals.
- Liaise with other educational establishments in order to promote the continuity of learning, progression and curriculum developments.
- Develop and maintain positive links and relationships with the community, local organisations and employers.
- Have awareness of national initiatives which may be of relevance to the academy e.g. Whole School SEND



**Selection Criteria**  
**Deputy Head Teacher**

<b>Key Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Professional Qualifications	<ul style="list-style-type: none"> <li>• Qualified teacher</li> <li>• Qualified to work and teach in the UK</li> </ul>	<ul style="list-style-type: none"> <li>• Further study and qualification in L&amp;M / education / NPQ etc</li> <li>• SENCO qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of leadership and management in a school setting</li> <li>• Successful teaching experience</li> <li>• Planning for and teaching students with SEND, including writing TOPs and behaviour support plans</li> <li>• Effective management of students with Social, Emotional and Mental Health Difficulties</li> <li>• Effective involvement in school improvement planning and monitoring</li> <li>• Successful development of specific curriculum area/s</li> <li>• Evidence of strategies developed for target setting and monitoring performance in order to raise pupil achievement</li> <li>• Evidence of participation in the development of the curriculum, in particular in relation the National Curriculum and pre-key stage 1 curriculum</li> <li>• Significant pastoral experience</li> <li>• Experience of managing staff</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of organising and coordinating the work of external agencies and professionals</li> <li>• Experience of working with Restorative Approaches</li> <li>• Previous experience as a DSL</li> <li>• Experience of operational management during the school</li> </ul>
Professional Knowledge and skills	<ul style="list-style-type: none"> <li>• Knowledge of effective and appropriate teaching and learning activities for students with SEND</li> <li>• Good knowledge and understanding of the National Curriculum</li> <li>• Awareness of behavioral analysis tools and systems and the ability to ensure consistent implementation of the school's behaviour policy</li> <li>• Awareness of current initiatives, issues and legislation</li> <li>• Knowledge of Safeguarding and Child Protection</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and experience of setting, monitoring and evaluating targets at all levels</li> <li>• Good knowledge and understanding of the Code of Practice for SEND</li> </ul>

Competence Summary	<ul style="list-style-type: none"> <li>• Ability to lead, motivate, support and delegate</li> <li>• Ability to take a strategic view and prepare strategic plans</li> <li>• Ability to communicate effectively both orally and in writing with a wide range of audiences</li> <li>• Excellent organisational and time management skills</li> <li>• Ability to work under pressure with competing priorities and meeting deadlines</li> <li>• High levels of IT literacy</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to lead INSET</li> <li>• Ability to contribute effectively to teams</li> <li>• Ability to collaborate online and use ICT to aid co constructive learning.</li> </ul>
Personal Requirements	<ul style="list-style-type: none"> <li>• Excellent team worker</li> <li>• Inspirational and proactive style of leadership Committed to providing high standards of education for all students</li> <li>• Genuine respect for young people</li> <li>• Commitment to the safeguarding and wellbeing of young people</li> <li>• Flexible, adaptable and versatile</li> <li>• Excellent interpersonal and communication skill</li> <li>• Willingness to take an active role in all aspects of school life</li> <li>• Demonstrates a high level of integrity and is a role model within the school community</li> <li>• Respect for students' social, cultural, linguistic, religious and ethnic backgrounds with an understanding of how these may affect their learning</li> <li>• Willing to combine routine, day to day tasks with working strategically</li> </ul>	
Professional Development	<ul style="list-style-type: none"> <li>• Evidence of commitment to personal professional development</li> <li>• A balanced programme of relevant INSET</li> </ul>	<ul style="list-style-type: none"> <li>• Team Teach trained</li> <li>• First aid trained</li> </ul>

Your application should demonstrate how well you meet the above key criteria.

November 2023