



City of Norwich School
An Ormiston Academy | *Excellence in all*

Deputy Headteacher Recruitment Pack

[OAT]
Ormiston Academies Trust
AN OAT ACADEMY

Welcome

Introduction from Ms Jo Philpott

Thank you for the interest you have shown in the position of Deputy Headteacher at City of Norwich School, An Ormiston Academy (CNS). This post has been made available due to the promotion of the current Deputy Headteacher to Principal at a local Academy.

I hope the information in this pack will be helpful and convey to you exactly what we are looking for; an inspirational, experienced leader to build on existing strengths, to develop and deliver a creative and ambitious educational vision for CNS.

We joined Ormiston Academies Trust on 1st September 2014 and Ofsted graded the school good with outstanding features in 2016 which was confirmed by a further inspection in December of 2021. The school has high expectations for all its staff and students with many CPD and internal progression opportunities. We offer a broad and well-designed curriculum; teachers have strong subject knowledge and students with additional needs receive precise support. The KS5 curriculum ensures students learn what they need to be successful in their current and next stage and develop deep knowledge about their subjects beyond the remit of the formal examinations.

In the recent OFSTED report staff praised the collaborative culture of the school and students are proud to be a part of the CNS community.



CNS students achieve excellent examination results year on year and progress to a rich variety of academic and vocational pathways. We have strong working relationships with Ormiston Trust and other Norwich and Norfolk schools.

We are heavily over-subscribed with almost 1,800 students and over 200 teaching and support staff. The large Sixth Form contains over 30% of students from other Norfolk schools. We are Pearson Teaching Award winners 2020 and are regionally and nationally recognised for our professional development, curricular and co-curricular success.

It is important to understand that CNS is a community driven by a strong ethos and values. The ethos is based on “Excellence in All”. At the very heart of our ethos is being a kind and caring community that supports the care and development of the whole individual. A genuine resonance with the aims and ethos of CNS is essential and any applicant for this post must model these values:

- to aim to excel at everything we do
- to treat everyone and everything with respect, consideration and tolerance
- to act with integrity at all times and in all situations
- to take pride in ourselves and the school
- to treat everyone equally and value their individuality and uniqueness
- to trust those who we work with and members of our school community

Our values will be seen through behaviours, attitudes and standards throughout the whole school and at all times. They apply to *everything, all the time, everywhere*.

The appointed Deputy Headteacher will be an exceptional strategic thinker with senior leadership experience, highly effective management skills as well as a team player with strong intellectual abilities. A charismatic, visible leader, they will inspire exemplary staff, and engage students, parents and other external stakeholders in an exciting vision to ensure CNS achieves its aim of ‘Excellence in All’. The successful applicant will be joining a happy academy with strong staff and student leadership throughout the school.

We hope that you will enjoy reading about CNS and, if you feel that you can deliver what we are looking for, please submit your application in order that it reaches our HR department by **9.00am 20th February 2023**. If you would like to visit CNS before making an application, please contact my PA Jax Shaw at j.shaw@cns-school.org.

**Jo Philpott,
Headteacher**

OAT is part of Ormiston Trust, a national charity formed in 1969 to improve the life-chances of children and young people so they can fulfil their potential and lead happy and productive adult lives.

To find out more about OAT, please visit the website at www.ormistonacademiestrust.co.uk.

Background

City of Norwich School, an Ormiston Academy (CNS) is a heavily oversubscribed 11–18 academy with almost 1,800 students on roll. CNS was established in 1910 and has a long and prestigious history in Norfolk. There are 430 learners in the Sixth Form. The academy is part of Ormiston Academies Trust (OAT), having converted in 2014.

CNS is the first choice academy for the majority of families in the local area. In addition to the traditional academic curriculum, the academy offers a broad choice from creative subjects including music and performing arts, technology, and sport which is personalised to the ability and potential of individual students. The academy has a range of unique partnerships with external organisations including the London Guildhall School of Music and Drama, the Norfolk Centre for Young Musicians and the Lawn Tennis Association, which brings additional opportunities for students. The popular City of Norwich School Sixth Form is on the same site, with dedicated facilities including a university-style study hall and the new Elkins Centre, including a dedicated study centre and café for 6th form use.

Just under 30% of students attract the pupil premium.

Ofsted

In December 2021 the academy was judged to be **good with outstanding features** – the full inspection report can be downloaded from the school website: www.cns-school.org.

Results

Key stage 4 and key stage 5 results linked to both progress and attainment at CNS are above national averages.

Performance data can be downloaded from:

[City of Norwich School, An Ormiston Academy - GOV.UK - Find and compare schools in England \(compare-school-performance.service.gov.uk\)](https://www.gov.uk/find-compare/school-performance-service)

Vision

Vision: *To be a centre of excellence and pride for the local community*

Our motto: *Excellence in All*

Overview

As a school with a strong tradition of providing high quality education for over 110 years, CNS continues to maintain its core values and ethos especially when pressures may compromise our beliefs. At the heart of our ethos is a truly comprehensive school that supports the care and development of the whole individual. Our values are that we will:

- provide excellent quality of education so that students flourish
- aim to excel in all that we do
- treat all with respect, consideration and tolerance
- act with integrity at all times
- take pride in ourselves and the school
- value diversity and uniqueness
- trust those who we work with and members of our school community that we serve

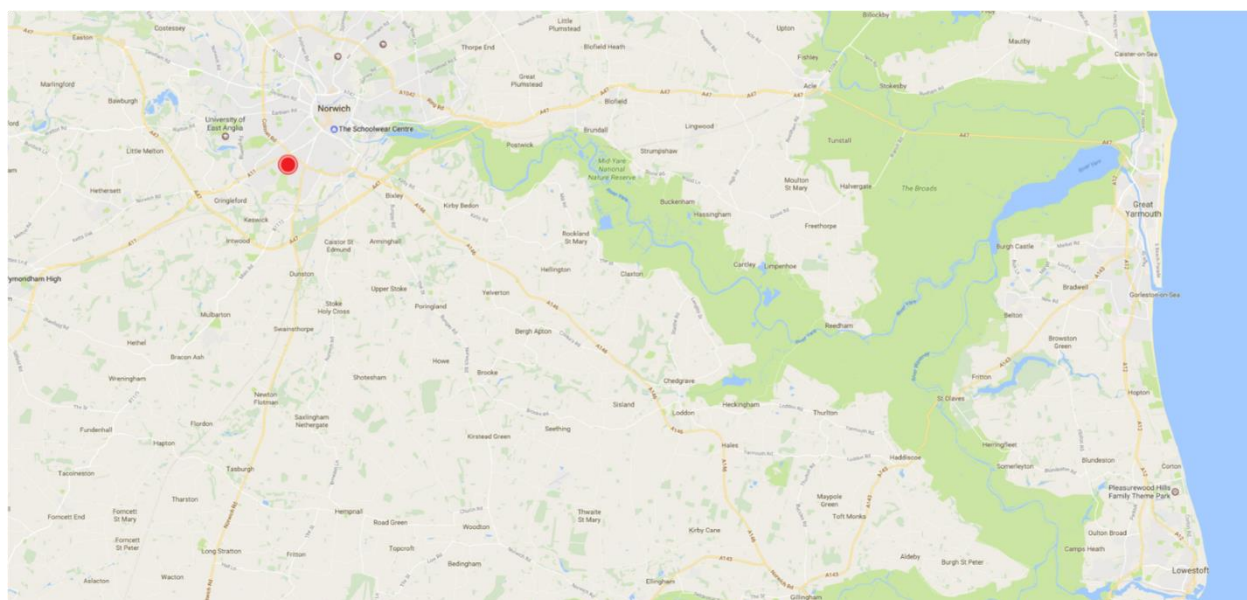
Our vision is to be a centre of excellence and pride for the local community. In 2021 members of the CNS community collectively wrote our vision which is summarised below. This vision drives our aims and goals for each academic year with all members of staff being valued for their contribution to its realisation.



Vision Summary

The ambitious curriculum will be relevant, provide breadth and equip students with the skills and knowledge to progress to aspirational pathways at each transition point. It will be inclusive, accessible and challenging for each child, catering for individual need. High quality specialist teaching will promote high cultural literacy and ensure students develop a life-long love of learning. Quality first teaching will result in a curiosity for learning enabling students to meet and exceed their potential, resulting in excellent outcomes for all. Teachers will meet the needs of all students through personalisation, effective sequencing and precise matching of the curriculum to the students they teach. Students will be encouraged to take risks in their learning to build resilience and confidence, which in turn will develop independence in their own learning. CNS will attract and retain high quality colleagues as a result of our excellent reputation, high-quality training and progression opportunities. CNS will help shape the strategic educational direction of Norwich, Norfolk and Ormiston Academy Trust. Staff will contribute to local, regional and national education and Trust wide strategy and development. Clear two-way communication will ensure all colleagues feel connected to and valued by the CNS community. Staff well-being will remain at the core of our values and influence decision making, resulting in high staff morale and a lifelong loyalty to CNS. CNS will continue to be a safe, happy and diverse community that treats everyone respectfully and value the things that make us different as much as the things that bring us together. Through embedded partnerships, the local community will be able to access the facilities of CNS outside of school hours and through volunteering, our students and staff can give back to those in need within the local community. The care for and appearance of CNS will instil pride in all members of the school community. The infrastructure will support and enhance the functioning of the school to enable it to achieve its vision.

Location



City of Norwich School, An Ormiston Academy
Eaton Road, Norwich, NR4 6PP



City of Norwich School
An Ormiston Academy | Excellence in all

Deputy Headteacher Welfare, Behaviour and Inclusion

Leadership Scale points 20 - 24

JOB DESCRIPTION

RESPONSIBLE TO: Headteacher

LINE MANAGER FOR: AHT x 2, House Leaders x 5, Additional Learning Faculty

STANDARDS: See National Professional Standards

PURPOSE OF THE POST

The Deputy Headteacher, Welfare, Behaviour and Inclusion will lead and manage all aspects of attendance, behaviour, safeguarding, welfare, additional learning and inclusion at the school which will enable students to achieve the greatest possible progress and secure the highest possible attainment at all key stages. The post holder will lead two Assistant Headteachers, Director of Safeguarding and Director of Personal Development, as well as the established and successful House Teams and newly formed Additional Learning Faculty.

Middle Leaders will be led by the postholder in all aspects of behaviour, safeguarding and welfare.

The Generic Responsibilities

- To model exemplary leadership skills;
- To take a leading role in establishing and maintaining the ethos of the academy;
- To take a leading role in formulating and consolidating the strategic development of the academy;
- To have a leading responsibility for establishing and maintaining the disciplinary framework of the academy;
- To have a leading responsibility for matters relating to the social, behavioural and academic progress of students;
- To take a leading role in furthering the professional development of all staff in the academy;
- To take a leading role as a line manager within the Appraisal procedure;
- To liaise with parents on all relevant matters relating to the academy;
- To liaise with outside agencies where appropriate;
- To have knowledge and understanding of the current use and future potential of ICT in improving teaching and learning and assisting with the collection and analysis of data;
- To maintain confidentiality and observe Data Protection guidelines;
- To comply with the requirements of Health & Safety and other relevant legislation and documentation;
- To understand and comply with the academy's various policies;
- To provide papers for and attend Governors' Meetings when required;
- To work within the Schoolteachers' Conditions of Service, and to undertake any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of this post;
- To represent the CNS Senior Leadership Team at meetings as appropriate;
- To carry out regular duties as and when required.

The Responsibilities Specific to the Post

Whole Academy

- Deputise for the Headteacher in their absence;
- Be a driving force in the Senior Leadership Team in all aspects of whole school leadership and development;
- Lead, line manage, support and hold to account House Leaders to ensure all students are safe and making progress;
- Line manage, support and hold to account AHT- Director of Welfare and AHT- Director of Personal Development.

Safeguarding, Welfare and Behaviour

- Have overarching responsibility for Safeguarding, Welfare and Behaviour throughout the academy and ensure the academy policy is adhered to and that staff are actively involved in its development and evaluation;
- Lead the Director of Welfare in ensuring all Safeguarding and Child Protection is robust, compliant and monitored for effectiveness;
- Ensure that all procedures comply with legislation and that they are followed at all times by all staff;
- Lead, implement and monitor effectiveness of behaviour policy, processes and systems;
- Oversee CPD for all staff in relation to Safeguarding, Welfare and Behaviour in order that all staff are trained in best practice which in turn is embedded throughout the academy and is valued by staff and students alike;
- Monitor the strategic vision and implementation of safeguarding, Welfare and Behaviour on a regular basis and evaluate its impact;
- Report to Governors on Safeguarding, Welfare and Behaviour and provide up-to-date data;
- Lead, implement, evaluate and ensure the consistent implementation of the School Behaviour Policy;
- Lead House Leaders in all aspects of their role;
- Oversee school uniform policy and its effective implementation;
- Ensure the relevant policies are implemented and evaluated and reported regularly to SLT and Governors;
- Manage the process for sanctions including suspension and permanent exclusion;
- Evaluate all corresponding data and draw inferences from this to drive school improvement;
- Liaise with the Headteacher to ensure effective monitoring and implementation of the Equality Policy;
- Oversee the Keeping Children Safe in Education report and aspects of the PHSE program in relation to student inclusion and welfare issues;
- Liaise with external agencies in relation to students with specific needs to ensure those needs are met;
- Manage and keep updated areas of responsibility in the SEF and the ADP;
- Lead the Director of Personal Development in ensuring all aspects of their role in attendance, careers, transition, and related curriculum is robust, compliant and monitored for effectiveness;
- Liaise with the Trust to meet all OAT expectations.

Additional Learning

- Lead the Additional Learning Faculty Leader in ensuring all aspects of their role in SEND, Inclusion and related curriculum is robust, compliant and monitored for effectiveness;
- Alongside the Additional Learning Faculty Leader Lead ensure the implementation of the School SEND Policy;
- Monitor impact of SEND policy in meeting student needs;
- Ensure all SEND legislation is implemented and the school is compliant;
- Monitor for effectiveness internal and external additional curriculum to ensure the needs of the students are met;
- Manage the Alternative Provision budget to ensure cost effective management of resources;
- Ensure support strategies for students that are focused on prevention and solution in relation to pastoral care;
- Oversee 'Remove' and 'Internal Exclusion' and ensure that students are given appropriate support when removed from lessons;
- Liaise with the Deputy Headteacher, Curriculum and Achievement to ensure the curriculum is inclusive and meets the needs of all students.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

CONTEXT:

All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the Academy. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. It is essential that you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences.

This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy.

<p><i>The applicant will be required to safeguard and promote the welfare of children and young people</i></p>
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Person Specification

The person specification is related to the requirements of the post as determined by the job description. Shortlisting is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.

You should be able to demonstrate that you meet the following criteria, measured by:

A: Application Form

B: Assessment Task

C: Interview

D: References

CRITERIA	Requirement	Assessment
Knowledge and Qualifications		
Graduate with Qualified Teacher Status who has worked extensively with secondary age students	Essential	A
Has undertaken sustained professional development, especially in leadership and management	Essential	A
Up to date knowledge of what research and inspection findings tell us about effective leadership and quality of education	Essential	A B C D
Knowledge and understanding of the principles and implications of current education practice, legislation and initiatives	Essential	C
Experience		
Experience of senior management at Assistant Head and/or Deputy Head level	Essential	A
An excellent teacher in at least two key stages of the secondary age range	Essential	A C
A proven track record of securing improvement in the quality of education	Essential	A C D
A proven track record of raising achievement in area of specialism	Essential	A C D
Experience of using all relevant data to drive school improvement	Essential	A B C D
Has experience of working effectively with students with a wide ability range including disadvantaged, high prior attaining and children with SEND	Desirable	A B C D
Has experience of the British Values Agenda and Prevent Training	Essential	A C
Skills		
Excellent management, motivational and communication skills that inspire high ambition throughout the school	Essential	A C D
Ability to secure effective leadership at all levels in the school and to lead on staff development and appraisal	Essential	A C D
A highly effective teacher whose practice inspires and develops others	Essential	A C D
Personal skills to establish excellent working relationships with all members of the school and wider community	Essential	A C D
Ability to devise and implement high quality improvement plans	Essential	A C D

Personal Characteristics		
Conviction that all students can succeed and a commitment to securing the highest achievement for all	Essential	A B C D
The personality to engage and enthuse staff, students and parents	Essential	A B C D
Demonstrates professional ambition for self and others	Essential	A C D
Be flexible and approachable, remain resilient under pressure and show a positive and energetic attitude to work	Essential	A C D
Be personally committed to the development and welfare of every member of staff	Essential	B D
A commitment to the safety and safeguarding of students	Essential	B D
Show total commitment to the school's wider community	Essential	B D

How to Apply

Closing date: 9.00am on Monday 20th February 2023

Tour dates: 31st January 11:30 – 13:00, 1st February 14:05 – 15:05, 2nd February 11:30 – 13:00.

Please contact Jax Shaw, PA to the Headteacher to arrange a timeslot: j.shaw@cns-school.org or 01603 274007.

Interview dates: 27th and 28th February 2023 *(dates changed due to planned teacher strikes)*

Applying

Please visit the Jobs at Ormiston Academies page at <https://oatcareers.co.uk/> to complete an application.

The Supporting Statement section of the application should address the selection criteria detailed in the Person Specification.

If you have not received an invitation to interview within five days of the closing date you should assume that your application for the post has not been successful.

For all posts, City of Norwich School - An Ormiston Academy is committed to safeguarding and promoting the welfare of children, and the expectation is that all staff will share this commitment. Therefore, the successful applicant will be required to undertake an enhanced DBS check with barred list check (child) via the Disclosure and Barring Service (DBS).

If you have a disability and have demonstrated in your supporting information that you meet the minimum (essential) criteria for the vacancy, you will be invited for interview.

This post comes under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

