



Alderbrook School
& Sixth Form
AMBITION | BRAVERY | KINDNESS

Alderbrook School Deputy Headteacher Recruitment Information Pack





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Deputy Headteacher: Quality of Education

Required for September 2021
L21 – L25

A rare opportunity has arisen to join a successful, thriving and oversubscribed stand-alone academy in the popular location of Solihull, frequently named as one of the best places to live in the UK.

The governors of Alderbrook School are seeking to appoint an exceptional leader who will build upon the successes of the retiring Deputy Headteacher, supported by a committed and loyal staff body.

With the introduction of a Sixth Form in 2015 and an emerging plan to further enhance school facilities, the successful applicant will have the opportunity to lead, with the Headteacher, on the next phase of Alderbrook's new and exciting expansion programme.

Applications are welcomed from experienced Senior Leaders who:

- are passionate about developing resilient, confident learners
- are committed to inclusive education
- can model, promote and develop high quality teaching and learning across the school
- demonstrate energy and positivity
- show strategic thinking and an aptitude for problem solving
- are creative and inspirational
- are excellent communicators
- are highly emotionally literate
- exemplify the values of Alderbrook: ambition, bravery and kindness

Application packs are available from our website www.alderbrookschool.co.uk and for further details please contact Sharon Archer by email at vacancy@alderbrook.solihull.sch.uk.

Visits: Monday 22nd February and Tuesday 23rd February (all visits will be Covid-compliant).
Closing date: Noon 1st March 2021



Dear Applicant,

Thank you for your interest in applying for the post of Deputy Headteacher at Alderbrook School.

Following the retirement of our long-standing Deputy Headteacher, we are seeking an exceptional school leader to replace her. We are passionately committed to providing an excellent comprehensive education for all our students and dedicated to fulfilling our values of Ambition, Bravery and Kindness.

This is a very exciting time to be working at Alderbrook School. The school continues to provide a high quality of education for students in the local area and we are determined to improve further. We need a Deputy Headteacher who is equally passionate about ensuring that every student receives the high quality education they deserve. We need a school leader who will raise aspirations and challenge underperformance. We need a colleague who is eager to work with the Headteacher and other senior leaders, and will be open, honest, hard-working, relentlessly positive and passionate.

In the most recent Ofsted inspection, the school achieved 'Good' in all areas. Inspectors commented that, 'Pupils are proud of their school, and the majority are confident and ambitious. They value their education and the standard of teaching that the school provides.' Students at Alderbrook are known as individuals and cared for by staff who value the relationships they share with them.

We have an excellent Chair of Governors and Governing Body. We have wonderful students and a local community that is supportive and engaged.

If you feel able to take on this challenge and work with us and the committed staff at Alderbrook School, we look forward to meeting you and introducing you to our school community.

I look forward to hearing from you.

Yours faithfully,

Tom Beveridge
Headteacher



Key Information Sheet

Application process

Applicants must complete the application form and submit it to the school by no later than midday on the closing date of the 1st March 2021. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application. Application forms are available on the school website

www.alderbrookschool.co.uk and should be submitted to vacancy@alderbrook.solihull.sch.uk

Letter of application

Please include a letter of application with your application form outlining why you would be the best person to become Deputy Headteacher at Alderbrook. This should be addressed to Tom Beveridge, Headteacher, and should be no more than 2 sides of A4 and set to size 12 point font size.

Selection process

Applications will be ranked against the person specification for the role. All shortlisted applicants will be subject to assessment tasks as per the person specification.

Shortlisted candidates

Applicants who have been shortlisted for the post will be notified by Monday 8th March 2021. Prior to the interview date referees will be contacted to request references on all shortlisted candidates.

School visits

Applicants who would like to visit the school should contact Mrs Anna Whittington by email at vacancy@alderbrook.solihull.sch.uk. These will be held on Monday 22nd February and Tuesday 23rd February and will strictly by appointment only. All visits will be Covid Compliant.

Further information

Applicants who require further information should contact Mrs Sharon Archer on by email at vacancy@alderbrook.solihull.sch.uk

Pay

This post is paid on the Leadership pay scale L21 – L25 as specified in the advertisement.

Alderbrook is committed to the principle of equal employment opportunity and as such we ensure that all applications are treated appropriately and fairly with decisions never made based on gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, national or ethnic origin, religion or belief, disability or age.

Deputy Headteacher: Quality of Education

Job Description

Core 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
- Establishing and maintaining strict safeguarding protocols to ensure the safety and wellbeing of all students and staff

If the Headteacher is absent, the Deputy Headteacher will deputise, as directed by the governing board.

The Deputy Headteacher will also be expected to fulfil the professional responsibilities of a Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

Key Accountabilities:

1. To monitor, evaluate and develop the quality of teaching and learning throughout the school.
2. To oversee departmental self-evaluation and review.
3. To lead the assessment, reporting and tracking of pupil progress.

Duties and Responsibilities

Operational/Strategic Planning

- To make provision for all students to enable access to the curriculum
- To work with staff to ensure effective behaviour management across the year group where responsibility lies
- To have overall responsibility for the school's use of data – tracking progress, target setting and evaluation of outcomes
- To organise appropriate interventions for examination students
- To evaluate examination results
- To oversee the examination process
- To assist in whole school development planning and the completion of the school SEF
- To take overall responsibility for assessment, recording and reporting
- To lead meetings of Curriculum Leaders
- To line manage designated Assistant Head Teachers and curriculum areas.

Shaping the Future

- In partnership with the Headteacher and Governors establish and implement an ambitious vision and ethos of the future of the school
- In partnership with the Headteacher, develop an ambitious and broad curriculum for all students
- Play a leading role in the school improvement and school self-evaluation planning process
- In partnership with the Headteacher manage school resources
- Devise, implement and monitor action plans and other policy developments
- Lead by example to motivate and work with others

- In partnership with the Headteacher, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and taken into account

Leading Teaching and Learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Work with the Headteacher to raise standards through staff performance management
- Lead the development and delivery of training and support for staff
- Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all students
- Work in partnership with the Headteacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
- With the Headteacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality
- Ensure the systematic teaching of basic skills and reporting of impact is consistently high across the school
- Develop review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- Ensure through leading by example the active involvement of students and staff in their own learning

Developing Self and Others

- Support the development of collaborative approaches to learning within the school and beyond
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school in the absence of the Headteacher
- Be an excellent role model for both staff and students in terms of being reflective and demonstrating a desire to improve and learn
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of student groups, progress data and target setting
- Work with the Headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance

Managing the Organisation

- Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication
- Working with the Headteacher, undertake key activities related to professional, personnel/HR issues
- Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the senior leadership team
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate
- To undertake any professional duties, reasonably delegated by the Headteacher

Securing Accountability

Lead and support the staff and governing body in fulfilling their responsibilities with regard to the school's performance and standards

- Support the Headteacher in reporting the school's performance to its community and partners
- Promote and protect the health and safety/welfare of students and staff
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Strengthening Community

- Work with the Headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Develop and maintain contact with all specialist support services as appropriate
- Promote the positive involvement of parents/carers in school life
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools and external agencies

Alderbrook School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Alderbrook School is committed to equality and valuing diversity and actively supports practices that promote genuine equality of opportunity for all staff and young people.

Due to the evolving nature of the school structure all job descriptions may need to be adjusted, through consultation, to meet the needs of the school. This process may be informed by the professional review.



Deputy Headteacher Person Specification

	Essential	Desirable
Qualifications and Training		
Qualified Teacher Status	*	
Evidence of continuing professional development	*	
Commitment to ongoing research into teaching and learning and school improvement	*	
Evidence of leading professional development activity	*	
Employment record		
Substantial and successful experience of leadership in the secondary sector	*	
Examples of successful engagement and collaboration with other schools, agencies and stakeholders		*
Leadership experience and skills		
A track record of providing leadership, raising standards and delivering educational excellence	*	
A strong classroom practitioner	*	
Experience of successfully managing change		*
Engagement with current education developments, opportunities and innovations	*	
A rigorous approach to accountability for student learning outcomes	*	
Strong analytical skills and an ability to interpret both quantitative and qualitative data	*	
The ability to challenge, influence and motivate others	*	
Outstanding presentation and communication skills – including in written communications	*	
Leads by example with an understanding how to use different leadership and management styles.	*	
A well-developed sense of school advocacy		*
An understanding of the learning needs of students who have a special educational need or disability and thorough knowledge and understanding of the SEN Code of Practice 0 – 15yrs	*	
Impact		
Articulates the School's vision and inspires, motivates and empowers others to achieve this	*	
Works relentlessly to deliver the School's targets, goals and ambitions	*	
Generates high expectations and achieves the best for every learner	*	
Manages staff performance highly effectively to drive up standards	*	
Visible and accessible to all stakeholders	*	
Attributes		
Has a clear commitment to fully inclusive comprehensive education	*	
Committed to continual improvement	*	
Personal pride in delivering success against challenging targets	*	
Excellent interpersonal and communication skills	*	
Passionate about supporting, motivating and inspiring learners, their families and the community	*	
A strategic thinker who is creative and imaginative	*	
Stable and supportive with stamina, energy, confidence and emotional intelligence	*	
Shows consistency of judgement and high integrity	*	
Resilient, positive and calm – uses networks to seek advice and support	*	

The School

Situated centrally in Solihull, Alderbrook is a highly successful 11-18 school in the south of the borough. In September 2015 we opened our Sixth Form which is flourishing and providing our learners with a first-rate post 16 experience. The first Year 12 cohort numbered 55 students. As of September 2020 Alderbrook boasts a Sixth Form of over 200 students.

There is no doubt that Alderbrook is acknowledged, both locally and nationally, as a high-performing school. Across the curriculum, the majority of subjects perform well above national values and achieve excellent results. In 2018 Ofsted stated "There is strong teaching in every subject area...as well as very strong practice in Mathematics"

The school enjoys a very pleasant green outlook with wonderful arts and sports facilities. We have an outstanding record for staff career and professional development opportunities which has enabled many of our colleagues to advance their careers not only at Alderbrook but further afield.

Within school we also have a bespoke additionally resourced centre for learners with Autism. Alderbrook has a strong student development department that supports mainstream SEND students. We are a comprehensive school in every meaning of the word.

Our staff work collaboratively and enjoy the support of a community atmosphere at Alderbrook and this in turn enables us to build on our strong reputation in the local community, based on our culture of ambition, bravery and kindness where happy, confident and successful learners, with a thirst for knowledge, thrive.



School Curriculum and Staff

There are around 100 members of teaching staff, including the Headteacher. The Senior Leadership Team includes one Deputy Headteacher (vacant post), six Assistant Headteachers and one Associate Assistant Headteacher. We are fortunate in having a large, committed team of support staff who are highly effective in their roles, supporting teaching and learning across the school.

The school is organised into Year groups with tutor teams led by Heads of Year who are supported by non-teaching Pastoral Managers. Tutors remain with their forms as students progress through the year groups and are encouraged to work in close partnership with parents.

We have a large and varied extracurricular programme. This includes Sports trips, Ski Trips, Arts Trips to New York, the ever popular Geography trip to Iceland. Our cultural trips for Sixth Form students have included Poland, Berlin and Bruges.

The Duke of Edinburgh Bronze and Gold Awards Scheme is particularly well supported. Music and drama productions are very popular, and extra curricular music and dance has always been a strength, with our superb facilities for the Arts subjects.

We have an elected School Council which takes an active interest throughout the school, representing the views of the students, and working in partnership with staff.

Alderbrook Sixth Form offers a wealth of opportunities for students to get involved in, from team sports to Arts qualifications, from mentoring our younger students to volunteering in the local community. An exciting range of enrichment activities is offered to all Sixth Form students every term, with the chance to add to gain relevant life skills and work experience.



The Area

Solihull is a town situated 7.5 miles (12.1 km) southeast of Birmingham with a population of around 215,000.

Solihull is the most affluent town of the West Midlands, and one of the most affluent areas in the UK outside London. In November 2013, the uSwitch Quality of Life Index named Solihull the "best place to live" in the United Kingdom.

Our catchment and its surrounding area are attractive and in some parts semi-rural, encompassing Shirley and the new housing estate of Dickens Heath.

As Solihull continues to grow in popularity, demand for school places continues to rise.

