October 2021

Role: Deputy Headteacher

Salary: Leadership Range 17–23 (£63,736 - £73,661)

Contract Type: Permanent

Hours: Full Time

Start Date: January 2022 or as soon as possible after this date

Dear Applicant,

Thank you for showing an interest in the vacancy we have at Alfriston School. I hope after reading this information you feel able to apply for this post.

We are looking for a Deputy Headteacher who is passionate about learning, meeting the needs of individuals and supporting the whole child. You will take a leading role in developing our provision across the school, ensuring we maintain an innovative, creative and child-centred approach that enables our pupils to achieve beyond their expectations.

It is essential that you have experience of leading teams to improve teaching and learning, are innovative in your approach to curriculum design and have a proven record of successfully influencing and implementing action plans for school improvement. A good understanding of the use of data to inform school improvement is also essential, and the ability to inspire and motivate others. We are looking for someone who has drive, initiative and a relentlessly positive attitude.

If you would like to join our team and to lead us in our next ventures, we would love to hear from you.

If you would like to make an informal visit please also contact Mrs Ellie Davison, via [recruit@alfristionschool.com](mailto:recruit@alfristionschool.com) who will be delighted to arrange this for you.

**To Apply:** Please visit our website [www.alfristonschool.com](http://www.alfristonschool.com) to download and complete the application form, please send a supporting cover letter with your application addressing the points in the skills criteria within the person specification against your own experience. All applications are then to be sent via email to [recruit@alfristonschool.com](mailto:office@alfristonschool.com) for the attention of Mrs Ellie Davison.

**Closing Date for Applications:** Tuesday 19th October 2021 at 9:30

**Interview Date:** Thursday 21st October 2021

Yours sincerely

Jinna Male

Headteacher



Alfriston is an outstanding Special School with Academy status for girls aged 11-19 with moderate learning difficulties and speech and language and communication difficulties. We currently have 150 girls on roll. All the pupils have an Education Health Care Plan and are taught in small groups and with additional support. Our staff are specialist subject teachers and are experienced in working with a range of special needs and abilities.

Pupils attend Alfriston from all over Buckinghamshire and some neighbouring counties. We also have weekly boarding provision for 20 pupils.

We consider the staff team as our most valuable resource. Training and development is a high priority in the school. There is also personal support given to staff to manage the diverse and challenging work needed to support pupils with significant special needs. At present there are 60 staff employed at the school working in the teaching, support, residential and administrative teams. We are proud of the excellent standard of education provided at Alfriston.

**WHY WORK FOR ALFRISTON SCHOOL?**

Alfriston School is based in Beaconsfield. The school benefits from outstanding modern facilities, all of our classrooms are fully equipped with interactive screens and access to class sets of laptops or iPads. All teachers are provided with a laptop that is renewed every three years. The school enjoys a recently modernised performing arts and music facilities that include the use of a dance studio, sound/recording studio and performance space, along with our exceptional sports facilities that caters for a range of indoor and outdoor activities including mountain biking, trampolining, cycling, football and many others. The school also enjoys use of its spacious swimming pool designed by a bespoke architect, as part of an upgrade of the sports facilities at Alfriston, the architects developed a concertina-like roof structure that echoes the shape of the pitched roofs on other buildings in the area causing minimal sound reverberation which is beneficial for the use of our students with their Special Educational Needs.

Staff often remark that Alfriston it is a great place to work. Staff retention is high which we think reflects the supportive and friendly environment in which we work. Our pupils are inspirational and full of potential. Staff feel they are people *“You just want to be with!”*

Having been rated ‘outstanding’ by Ofsted in July 2013 it was noted “The excellent personal and academic opportunities offered ensure that the school makes a huge difference to the lives of students. As a result, all groups achieve outstandingly well from their individual starting points.”

The school culture of teamwork and aspiration is reflected in the report where it states “The headteacher has a very ambitious vision for the school. Senior leaders and managers place a significant focus on improving staff performance through regular high-quality training and checks on their work. The governing body makes an excellent contribution to the school’s effectiveness and work tirelessly to raise achievement through its regular visits to check teaching and learning.”

Alfriston offers a wide and diverse range of professional development opportunities for staff, including the opportunity to train with Astra Teaching Hub.

Alfriston School also offers staff:

* A friendly working environment
* Supportive and caring colleagues
* Excellent opportunities for professional development
* Onsite parking
* Transport links (Chiltern Line and close to the M40)
* Discount on hire of selected school facilities
* Close to local amenities





**Job Description**

**Position:** Deputy Headteacher

**Responsible to:** Headteacher

**Core Purpose:**

* Promote the vision, mission and aims of the school, in line with school policies
* Provide professional leadership which secures the success and improvement of the school, ensuring high quality education and care for the pupils so that they are safe and happy at school, enabled to be successful learners and achieving high standards

**Responsibilities:**

**Strategic Direction and Development of the School**

* Help to formulate the aims and objectives of the school and its policies
* Help embed the vision, values, ethos and ambitions of the school
* Keep up to date with and share knowledge of current issues in education
* Contribute to effective school self-evaluation and improvement planning

**Leadership and Management**

* Oversee daily plans for the smooth running of the school day
* Coordinate whole school events and annual calendar
* Ensure that the quality of teaching and learning is outstanding and ensuring teachers continuously develop their teaching
* Work with the Headteacher on the day to day running of the school and boarding facilities and on the efficient management of school resources
* Lead staff in developing and maintaining high expectations in work, behaviour and social awareness
* Provide outstanding professional development for all staff that inspires teaching and learning and positive outcomes for all pupils
* Maintain links with the Astra Teaching Hub and undertake the role of ITTCo within the school
* Demonstrate positive relationships and attitudes towards pupils, staff, parents, governors and members of the local community

**Teaching and Learning**

* Provide a consistently outstanding role model and play a major role in the development of high-quality teaching and learning throughout the school
* Hold all staff to account for their professional conduct and practice
* Teach pupils across the age and ability range of the school
* Monitor and evaluate the content and effectiveness of the school curriculum in partnership with the Leadership team
* Have a deep understanding of education theory and a passion to promote this across the school
* Promote the effective management of pupil behaviour and safeguard the welfare of pupils and staff

**Other Duties**

* Support pupils by ensuring that the needs and priorities for individuals are widely disseminated
* Create and maintain an effective partnership with parents to support and improve pupils’ personal development and achievement
* Build effective links with other special schools and mainstream partners and to develop outreach, in-reach and inclusion opportunities
* Work with the academy business director in monitoring and developing the efficient use of the site and premises
* Undertake other such duties as may be reasonably required.

This job description recognises the current Teachers Pay and conditions documents and the particular requirements of Alfriston School. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in job, commensurate with the salary and job title.

**PERSON SPECIFICATION**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Qualifications/  Professional  Development | * Qualified teacher status * Ability to identify own learning needs and to support others in identifying their learning needs * Experience of working with other schools/ organisations/ agencies | * Evidence of CPD relating to school leadership and management * Experience of leading/ coordinating professional development * NPQSL or NPQML |
| Experience | * Recent successful experience of Senior Management, including experience in leading teams. * Able to demonstrate successful teaching experience with evidence of exemplary practice. * Evidence of taking the lead in preparing, implementing, monitoring and reviewing a whole school policy or a major change in school. * Experience of successfully overseeing the planning, implementation and review of a significant curriculum development initiative. * Experience of Data analysis and tracking pupil progress. * Experience of working with partners including school Governors. | * Experience of teaching in a special school. * Residential school experience. * Experience of working with and developing links with the community. |
| Leadership Skills | * Evidence of highly effective teaching * Be capable of setting and achieving ambitious goals for students and staff * Demonstrate strategic thinking and leadership, a commitment to creativity, innovation and the use of new technologies * Experience of leading CPD including staff meetings and when appropriate providing support to colleagues who are required to organise staff meetings. * Have the ability to build relationships with the governing body and parents * An effective decision maker able to initiate, implement and monitor policies and practices * The ability and skills to mentor, challenge, influence and motivate others to attain high goals * Have experience of promoting principles and practice of effective teaching and learning * Experience of overseeing the delivery and development of part of the school curriculum * Experience of observing and feeding back to staff on teaching and learning in order to ensure continuous improvement of the teaching and learning across the academy * Ensure health and safety of self and others | * Knowledge of the role of the governing body * Evidence of having successfully translated vision into reality at whole school level |
| Decision Making Skills | * Ability to investigate, resolve problems and make decisions * Collect and weigh evidence, make judgements and take decisions in line with good educational practice * Think creatively and imaginatively to solve problems and identify opportunities |  |
| Communication Skills | * The ability to communicate clearly and take into account, where appropriate, the views of others. * Effectively communicate orally and in writing to a range of audiences |  |
| Knowledge and Skills | * Knowledge of national educational standards and expectations * Substantial knowledge and understanding of teaching and learning at KS3/KS4 * Knowledge of special educational needs. * Knowledge of governance at national, local and school level. * Knowledge and understanding of data analysis, ability to use data to set targets for improvement and evaluate an action plan in relation to those targets. * Confident in department or curriculum self-evaluation. * Up to date knowledge & understanding of the current national education agenda. * Understanding of how children with MLD/SPLCN learn and effectively apply their learning. * Understanding of the contribution of the school to the community. | * Understanding of the management requirements of an academy. |
| School Ethos | * Be able to demonstrate an understanding of the Headteacher’s responsibility for child protection and Safeguarding. * Capacity to influence others * Ability to support and help develop a vision for high quality education which promotes spiritual, moral and cultural development. * Ability to ensure that the school atmosphere is welcoming and that parents are encouraged to take an active part in the life of the school and their child’s education |  |
| Personal Attributes | * Adaptability to changing circumstances & ideas * Energy and enthusiasm * Reliability and integrity |  |

This school is committed to safeguarding and promoting the welfare of children which will be reflected throughout recruitment. The selected candidate will be required to provide suitable references and undergo an enhanced Disclosure and Barring Service (DBS) check before taking up the post.