



DEPUTY HEADTEACHER

GRADE: Leadership 8-12

ACTUAL SALARY: £52,659 - £58,105

Contract: 32.5 hours per week, Full time

Start Date: January 2024

CANDIDATE INFORMATION PACK



What is included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome from the CEO
- About Esteem Multi-Academy Trust
- Welcome from The Headteacher
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline

Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). The Deputy Headteacher position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time.

Bennerley Fields is an age 2-16 special school, for 91 pupils with a range of learning difficulties and diverse needs.

We are eager to appoint positive, flexible staff who will support the senior leadership team in engaging and motivating pupils and improve the quality of our pupils learning.

If you think you have got what we are looking for, we look forward to receiving your application for consideration.

For further information, please contact the school office on 0115 9326374, via email to info@bennerleyfields.derbyshire.sch.uk or visit our website at <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

I wish you well in your application.

Yours faithfully



Julian Scholefield
Chief Executive Officer

About Esteem Multi-Academy Trust

Esteem Multi-Academy Trust currently comprises of twelve academies throughout Derbyshire, Derby City, and east Staffordshire. Formed by a group of like-minded school leaders in August 2018, the MAT is currently responsible for the education and care of approximately 1,200 students and employs around 750 staff. The total revenue budget for the MAT is approximately £23 million and plans are in place to expand further.

Esteem Multi-Academy Trust includes 7 special schools, 4 alternative provision academies and a mainstream infant and nursery school with an enhanced resource provision educating young people with autism and learning disabilities. We wish to grow further to fulfil our vision to become a centre of excellence for special educational needs and disabilities (SEND) in the midlands. We have a well-defined set of values and a clear vision for the MAT to become a regional hub for expertise in SEND and inclusion. We share a collaborative ethos, believing that we can achieve more for our pupils as a collective group of schools than we could separately. Our academies focus on the holistic needs of the young person, due to students' vulnerabilities. So, 'joined-up thinking', between our academies and different agencies, is essential to deliver the right support for our students.

The main aims of Esteem MAT are to:

- Provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world;
- Deliver high standards and value for money from our support services, resources, estate and technology; and
- Invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice.

As a group of academies working together, we can share and deliver better practice. We will be able to commission health, care and therapy services in a fully 'joined-up' way.

Welcome from the Headteacher

Dear applicant,

Thank you for your interest in the Deputy Headteacher position at Bennerley Fields School. I am very pleased that you are considering applying to work in a successful, fun and supportive special school.

I feel privileged to be leading Bennerley Fields School and we are proud to be a part of the Esteem Multi Academy Trust.

Bennerley Fields is an inspirational place to learn and work. We are a strong team of pupils, staff, parents and carers and governors. We value the strong links we have with the wider community. I lead a committed, skilled and highly specialised staff who provide outstanding, challenging and exciting learning opportunities for our incredible students.

Our students are independent and inquisitive learners. They never cease to amaze us with their attitude, determination and achievements. We believe strongly in teamwork and work closely with parents and carers to provide the best opportunities for our students. Together we shape our school. Together we support each other and strive to be the best we can be.

Our school is made up of two buildings. Three classes of our more complex Primary Department are housed in a separate building and have their own outside space with suitable play equipment. The extension that houses our Community Room was officially opened in 2011. As part of this building work, the school gained a Therapy/Meeting Room and a Sensory Room. In September 2023 our Main School block will have one KS2 class, one mixed KS2/3 class, four KS3 classes and two classes in KS4.

Around the main school building, we have extensive playing fields and open spaces with Primary and Secondary phases each having their own playground. Down near the canal there is our Forest School, which is accessed by all pupils during the school year.

As Headteacher, I am committed to promoting emotional wellbeing and positive mental health, we embed a culture which values the happiness and emotional welfare of all our students, staff, parents, and stakeholders.

As well as making a positive contribution to the lives of our students, we can offer you:

- a supportive, collaborative, and friendly staff environment in a specialist setting where you will have the chance to make a real and positive impact on the lives of Bennerley Fields School students
- professional and continuous training programmes and a supportive career progression.
- generous pension schemes (Teachers'/ LGPS Pension Scheme)
- a range of health and wellbeing services through Westfield Health
- free, on-site car parking
- school social events
- a commitment to staff well-being.

We welcome applications from candidates who, having read the application pack, feel they have the necessary skills, experience, and strength of character to fulfil the challenges of the role. The closing date for applications is **Thursday 29 June 2023 at 23:59**.

Should you wish to visit the school or discuss the post please contact the school on 0115 9326374 and I will arrange a call/visit. ***I encourage potential candidates to visit the school before application.***

Interviews for this post will be held on **Thursday 06 July 2023 – you must be available for interview on this date.**

I wish you well in your application.

Yours faithfully,

Jenni Wright

Headteacher
Bennerley Fields School



Further information about our academy can be found on the website at www.bennerleyfields.derbyshire.sch.uk



The advertisement

Job Title: Deputy Headteacher

Location: Bennerley Fields School, Stratford Street, Ilkeston, DE7 8QZ

Grade/Scale: Leadership Points 8-12, £52,659 - £58,105

Start date: January 2024

Contract: 32.5 hours per week, Full time, all year round

Bennerley Fields is an age 2-16 special school. In September 2023 we will have 100 pupils with a range of learning difficulties and diverse needs. We are proud of our 'Good' grading at our recent Ofsted (January 2023).

We are looking to appoint an outstanding Deputy Headteacher, committed to achieving the best outcomes for our pupils, and the best support and development of our staff. If you enjoy a challenge and want to make a difference, come and join our team! We promise you an exciting, stimulating journey towards excellence for our school.

Benefits include: Teachers' Pension Scheme, Westfield Health membership and free parking.

For further information, please contact the school office on 0115 9326374, via email to info@bennerleyfields.derbyshire.sch.uk or visit our website at <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

Closing date for applications: 29 June 2023 (23:59)

Interview date: 06 July 2023

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Job Description and Person Specification

Job Description: Deputy Headteacher Esteem Multi-Academy Trust

Post Title:	Deputy Headteacher
Location:	Bennerley Fields School
Purpose:	<p>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).</p> <p>The Deputy Headteacher contributes evidence and judgements in the schools' self-evaluation process and collaborates with all staff to create, achieve and evaluate the school improvement plans.</p> <p>The Deputy Headteacher may undertake an agreed teaching commitment demonstrating exemplary practice.</p>
Reporting to:	Headteacher, Local Governing Board
Responsible for:	Assistant Headteachers, Therapists, Middle Leaders (in conjunction with Headteacher)
Liaising with:	Headteacher, Assistant Headteachers, Local Governing Board
Working Time:	Full time 32.5 hours per week, all year round
Salary/Grade:	Leadership 8 to 12
Disclosure level	Enhanced
PRINCIPAL RESPONSIBILITIES	
To achieve the above	<p>AS DEPUTY HEAD:</p> <p>You are required to undertake the following duties and responsibilities. These are to:</p> <ul style="list-style-type: none"> • Support and depute for the Headteacher in all aspects of leadership, management, behaviour and attitudes of the school • Support and assist the Headteacher in establishing and maintaining a clear vision for the school and ensure that the functioning of the school lies within the agreed overall aims and objectives • Collect evidence and make judgements about key strengths and weaknesses of the school and identify areas of improvement • Act as a Designated Safeguarding Lead • Collaborate with the Headteacher, Senior Leadership Team, Lead Teachers, staff with areas of responsibility within the school and other stakeholders to design the School Improvement Plan, achieve its objective and evaluate its impact • Collaborate with other members of the Esteem MAT in developments to enhance the educational achievement of all pupils

- Work within the Senior Leadership Team and wider Leadership Team to create a school ethos in which individuals feel valued, where personal endeavour is fostered and encouraged and educational progress and personal growth is achieved
- Maintain high morale and good staff relationships and to set an example by maintaining the highest professional standards and leadership
- Take account of student and staff wellbeing at all times and provide guidance, support and training as appropriate
- Advise the Headteacher about resource needs in the school as appropriate
- Enter into an educational partnership with parents and governors by involving them as much as possible and by creating a non-threatening and welcoming environment
- Develop and maintain good relationships with the local community in addition to those other professionals, agencies, organisations and individuals as is necessary to meet the needs of the pupils
- Keep abreast of current best practice and identify personal professional development needs through the performance management process
- Formulating the aims and objectives of the Academy
- Establishing policies for achieving the aims and objectives
- Managing staff and resources
- Monitoring progress towards the achievement of the Academy's aims and objectives
- Ensure Health and Safety policies and practices are followed
- Represent the school at a range of meetings which may involve the School Governors, the Local Authority, service providers, stakeholders and other interests of the school and contribute to the work of these meetings
- Ensure all teaching groups are staffed adequately and appropriately.

Specific Responsibility for:

- The school's curriculum – ensuring the curriculum at all stages is mapped out, well sequenced, has clear outcomes and is followed correctly by teachers
- Assessment, data and pupil progress – ensuring data is analysed, pupil progress meetings address issues with teachers, and seeing trends to facilitate school evaluation and lead to school improvements
- Oversee and facilitate in school and across trust moderation
- ECT and TA apprentice mentor
- Pupil Premium lead – including setting and evaluating the strategy each year
- Interventions and therapies across school – ensuring appropriate interventions are in place to meet pupil need and therapists are used effectively to support the intervention programme (including staff with therapy training, SALT and OT)
- EVC – be the school's Educational Visits Coordinator and ensure compliance to policy and procedures for school trips and risk assessments for trips
- Ensuring classes are safely staffed each day by being the person for staff to call when absent, and ensuring appropriate cover is in place for sickness absence, long term absence and pre-planned absences
- Working alongside the Headteacher to lead and manage the Assistant Headteachers and Middle Leaders, working with the Headteacher to set challenging targets for their performance and providing appropriate support
- Reporting to governors on developments with respect to areas of responsibility
- Planning, leading, facilitating and chairing (as appropriate) staff, team and curriculum meetings
- Reviewing and formulating policies and school procedures that fall under specific responsibility areas
- Support and chair annual reviews of EHCPs as required

- Completing staff appraisal for a group of staff
- Subject responsibility for core subjects in school – desirable for this to be phonics and English, and RE
- Support the Headteacher as required in HR matters e.g. staff disciplinary investigations, handling complaints and recruitment

Qualities

The Deputy Headteacher will:

- Uphold public trust in academy leadership and maintain high standards of ethics, behaviour and professional conduct
- Be credible and an excellent role model
- Build positive and respectful relationships across the academy community and with other stakeholders
- Serve in the best interests of the Academy’s pupils

Safeguarding

Everyone involved in the provision of services for children and young people shares an objective to help keep them safe by contributing to:

- The provision of a safe environment for children and young people in all settings
- Identifying children and young people who are suffering or likely to suffer harm and taking appropriate action with the aim of ensuring they are kept safe

Additional and Special Educational Needs (SEN) and Disabilities

Under the direction of the Headteacher, the Deputy Headteacher will:

- Promote a culture and practice that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities

Academy Culture and Behaviour

Under the direction of the Headteacher, the Deputy Headteacher will:

- Create a culture where pupils experience a positive and enriching Academy life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism and resilience
- Encouraging high standards of behaviour from pupils, built on our Bennerley Attitudes and routines that are understood by staff and pupils and clearly demonstrated by all adults in the Academy

Professional Development

Under the direction of the Headteacher, the Deputy Headteacher will:

- Ensure staff have access to appropriate and quality professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs

Governance, Accountability and Working Partnership

Under the direction of the Headteacher, the Deputy Headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the Academy effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

	<ul style="list-style-type: none"> • Work successfully with other Academies and organisations • Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
Other Generic Responsibilities:	
<ul style="list-style-type: none"> • Represent and promote the ethos and values of Esteem Multi-Academy Trust • To take and be accountable for all decisions made within the parameters of the job description • Participate with performance management and training and activities that contribute to personal and professional development • Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities • Provide a high standard of customer service in all dealings internal and external to the MAT • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description • The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition 	
<p>This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	

Person Specification: Deputy Headteacher Esteem Multi-Academy Trust

APPOINTMENT CRITERIA	Essential/ Desirable
QUALIFICATIONS	
<ul style="list-style-type: none"> • Qualified Teacher Status • Further qualification in a related area e.g. MASTERS, SENCO, NPQSL • An interest in undertaking NPQH or further professional learning 	Essential Desirable Desirable
EXPERIENCE	
Evidence of successful experience in:	
<ul style="list-style-type: none"> • Senior leadership experience for at least 2 years in a school • Teaching and assessing pupils with SEND • Leading whole school improvement • Implementing strategies for raising pupil achievement • Monitoring, evaluating and improving the quality of teaching and learning • Working with parents and the community as partners in learning • Designing, delivering and evaluating school improvement plans • Working with school Governors 	Essential Essential Essential Essential Essential Essential Desirable
Knowledge and understanding of:	
<ul style="list-style-type: none"> • High quality educational provision for pupils with learning difficulties • Data analysis, and its use to set targets for improvement • Strategies for raising achievement for pupils with learning difficulties • National and local educational initiatives • Appropriate teaching techniques for pupils with learning difficulties 	Essential Essential Essential Essential Essential

<ul style="list-style-type: none"> • Work in partnership with partner agencies to meet pupil's needs 	Essential
SKILLS AND ATTRIBUTES	
LEADERSHIP SKILLS	
<p>Ability to lead and manage people to work as individuals and as a team. This will include an ability to:</p> <ul style="list-style-type: none"> • Initiate and manage change in pursuit of school improvement • Collaborate with others to develop solutions, their implementation and evaluation • Delegate tasks and responsibilities and value the work of others • Coach, support and motivate others to achieve high standards • Seek advice and support when necessary • Deal sensitively with people and resolve conflicts 	Essential
DECISION MAKING SKILLS	
<p>Ability to investigate, resolve problems and make decisions. This will include:</p> <ul style="list-style-type: none"> • 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 	Essential
COMMUNICATION SKILLS	
<p>Ability to communicate clearly and take into account the views of others. This will include an ability to:</p> <ul style="list-style-type: none"> • Be approachable and accessible to pupils, staff, parents and other partners • Communicate effectively orally and in writing to a range of audiences • Negotiate and consult effectively, welcoming the views of others • Manage communication systems, including chairing meetings effectively 	Essential
MANAGEMENT / SELF MANAGEMENT SKILLS	
<p>Ability to plan time and organise work effectively. This will include an ability to:</p> <ul style="list-style-type: none"> • Prioritise and manage time • Work under pressure and meet task completion deadlines • Be self-motivating and set personal goals • Work in close partnership with the Headteacher • Work as part of a team • Complete directed tasks 	Essential
SCHOOL ETHOS	
<ul style="list-style-type: none"> • The ability to ensure that the school atmosphere is welcoming and that parents/carers are encouraged to take an active part in the life of the school and their child's education. • An understanding of the need for a clear vision for the school based on high standards of achievement and sustainable provision. • A commitment to the particular needs and aspirations of pupils with learning difficulties. • Belief in distributed leadership and empowering others through teamwork. 	Essential Essential Essential Essential

Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2022' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.

Application process and timeline

Application forms are available on our website at <https://www.esteemmat.co.uk/vacancies>.

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview and assessment day must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

Closing date for applications: 29 June 2023 (23:59)

Interview date: 06 July 2023

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