



# Bents Green Deputy Headship Information for candidates



# Letter from the Co-Headteachers

Dear Candidate

We are looking to appoint an inspirational, committed and compassionate Deputy Headteacher who will support the leadership of the school through its next period of opportunity, growth and development. We are delighted that you are interested in becoming the Deputy Head of Bents Green School. Our vision for the school is to be a great school community for all students, families and staff.

Bents Green is proud to be a Trauma Informed School Award holding school, and the successful applicant will be able to demonstrate that they share these values. This is an exciting opportunity for a dynamic and talented leader, with a proven track record of improving the quality of education in their school.

Bents Green School has grown rapidly over the last few years, and now has 300 students across four different sites. The role is based at the Gleadless, Enterprise Works (post-16) and Westfield Hub sites. However, the role will also involve working closely with the Ringinglow team. We are looking to appoint a candidate who is child centred, emotionally intelligent, resilient and an excellent communicator.

Our Deputy Headteacher will work closely with the whole of the Senior Leadership Team, to provide strong leadership and management to ensure the continued success and improvement of the school.

Key to this will be developing positive relationships with the whole staff team and valuing each individual and their contribution to the school community. You will need to be able to challenge positively and lead change effectively. Ours is a supportive school committed to our staff's wellbeing, work life balance, and professional development.

We are passionate about ensuring that all our students receive the best education possible, preparing them for adult life outside school and helping them become respected and valued members of society.

This is a tremendous opportunity and an exciting challenge to shape the development of our school in becoming an inspirational and outstanding autism provision that promotes the enjoyment and aspirations of our students.

We would like to thank you for your interest in this post and wish you all the best.

Yours faithfully

Aileen Hosty and Laura Rzepinski



# Deputy Headteacher Bents Green School

**L16–L20 (£68,400–£75,331) (starting point dependent on experience)**

Group 7 NOR 303

**Required for January 2025**

Bents Green is an oversubscribed school that provides specialist education for young people aged 11-19 with Autistic Spectrum Conditions. We are located across four sites: Ringinglow, Gleadless, Enterprise Works and a Hub at Westfield School. Our vision is simple – to be a great school for all students, families and staff.

Here at Bents Green, we provide high quality, creative teaching and lifelong learning experiences that are personalised to our students and which are designed to promote curiosity and wonder. We celebrate the individuality of all our learners and instil acceptance and understanding of other people's uniqueness. To prepare them for adulthood, we seek to develop our young people's knowledge, skills and cultural capital so that they can contribute meaningfully to society while leading happy, healthy and fulfilling lives.

Working closely with our two full-time Co-Headteachers, you will help shape the strategic direction of the school as we negotiate a challenging educational landscape. The role is based at the Gleadless, Enterprise Works and Westfield Hub sites. However, the role will involve working closely with the Ringinglow team. The role currently does not have any teaching commitment.

We are looking for a Deputy Headteacher who:

- is aligned with the school's values – 'We nurture relationships, We are kind and respectful, We celebrate individualism, We communicate positively and We are lifelong learners'.
- has the resilience, determination and positive attitude that will secure the best outcomes for students with a wide spectrum of complex needs.
- can demonstrate the skills required to support the Co-Headteachers in managing and supporting our team of 200 staff.
- is excellent at problem-solving and is always seeking new ways to develop and secure better outcomes.
- will maintain and further develop a safe and supportive learning environment that promotes wellbeing and personal growth for both students and staff.
- is committed and has a passion for ensuring high-quality teaching, learning and curriculum development throughout the school.

In return, we can offer:

- the guidance and encouragement of a supportive,

forward-thinking and expanding leadership team.

- a commitment to your continued professional development.
- The opportunity to work in a complex, growing school where there are multiple ongoing opportunities for personal growth and development.

Our next Deputy Headteacher will have an understanding and experience of working with young people with ASC in a special or mainstream setting. In addition, they will also have experience of delivering whole school improvement in the areas of teaching, learning and curriculum development. They will have an excellent understanding of safeguarding and have worked with students in a pastoral capacity.

Visits to our school are warmly encouraged and can be arranged by emailing [recruitment@bentsgreen.sheffield.sch.uk](mailto:recruitment@bentsgreen.sheffield.sch.uk). For an informal conversation about the role, please ask to speak to Laura Rzepinski, Co-Headteacher.

Bents Green School is committed to safeguarding and promoting the welfare and safety of children and expect all our staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. All shortlisted candidates will be asked to disclose any cautions or convictions prior to interview. The amendments to the ROA Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected' and are therefore not subject to disclosure to employers. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Please also note that an online search will also be conducted for all shortlisted candidates prior to interview.

The successful candidate will be required to complete an enhanced Disclosure and Barring Service check and a Children's Barred List check. Please note that it is a criminal offence to apply for this post if you have been placed on the Children's Barred List. Candidates are asked to read the school's safeguarding policy, which is available at:

<https://www.bentsgreenschool.co.uk/page/?title=Safeguarding+Team&pid=45>

Please use the downloadable Word version of the application form attached (other formats are available, if required). In line with Safer Recruitment guidance, CVs will not be accepted.

**Closing date for applications: 1.00pm Friday 28<sup>th</sup> June 2024**  
**Assessment centre and interviews: Thursday 11<sup>th</sup> and Friday 12<sup>th</sup> July 2024**



**Please use the personal statement to demonstrate how you meet the various elements set out in the person specification, providing examples and, wherever possible, evidence of positive impact. Candidates will be shortlisted on their track record and how well they demonstrate the attributes set out in the person specification.**

**The deadline for the receipt of applications is 1.00pm on Friday 28th June 2024. Completed forms (and any prior queries) should be submitted to [scott@gloverrecruitment.co.uk](mailto:scott@gloverrecruitment.co.uk). If you would prefer to send your application by post, please address it to Glover Recruitment Consultancy, 64 Valley Road, Sheffield, S8 9FY. School visits are encouraged and should be arranged directly with the school.**

**All candidates will be informed of the shortlisting outcome by 1.00pm on Wednesday 3rd July.**

**Shortlisted candidates will be asked to attend the Gleadless site of Bents Green School on Thursday 11th July for in-school activities. An assessment centre and interviews will take place on Wednesday 12th July. Full details will be provided to shortlisted candidates on 3rd July.**

**The assessment centre will consist of a series of job-related exercises designed to give candidates the opportunity to demonstrate the key attitudes, skills and knowledge required for the post. Shortlisted candidates will be fully briefed at the beginning of the process.**

# Bents Green School

## Deputy Headteacher job description

<b>Salary range:</b>	<b>Group 7 L16 – L20</b>
<b>Role of the Headteacher:</b>	<p>A deputy headteacher, in addition to carrying out the professional duties of a teacher other than a headteacher, including those duties particularly assigned by the headteacher, must play a major role under the overall direction of the headteacher in:</p> <ul style="list-style-type: none"><li>• formulating the aims and objectives of the school;</li><li>• establishing the policies through which they are to be achieved;</li><li>• managing staff and resources to that end;</li><li>• monitoring progress towards their achievement;</li></ul> <p>and undertake any professional duties of the headteacher reasonably delegated by the headteacher.</p> <p>If the headteacher is absent from the school, a deputy headteacher must undertake their professional duties to the extent required by the headteacher or the relevant body or, in the case of a foundation, voluntary aided or foundation special school, the governing body.</p> <p><i>(Paragraph 49, School Teachers' Pay and Conditions Document)</i></p>
<b>Responsible to:</b>	The Headteacher and the Executive Director, Children's Services, Sheffield City Council
<b>Responsible for:</b>	The teaching and support staff of the school and its children and young people.
<b>The Headteacher will be expected to:</b>	<ul style="list-style-type: none"><li>• Fulfil all the requirements and duties set out in the School Teachers' Pay and Conditions Document.</li><li>• Achieve any performance criteria, objectives or targets agreed with or set by the Headteacher and/or School's Governing Body in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.</li><li>• Understand fully the current legal requirements, national and local policies and guidance on safeguarding and the promotion of the wellbeing of children and young people and ensure that all requirements are met.</li></ul>

# Job Description

Detailed below are the 24 characteristics expected of an excellent school leader, divided into the four 'Excellence As Standard' domains. The Governing Body has identified these as the specific characteristics that are vital for the post to ensure the school is led effectively.

This job description will be subject to annual review as part of the performance management cycle.

Domain One Qualities & Knowledge	Domain Two Pupils & Staff	Domain Three Systems & Processes	Domain Four The Self-Improving School System
<p><i>Deputy Headteachers:</i></p> <p>1. Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve.</p>	<p><i>Deputy Headteachers:</i></p> <p>1. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.</p>	<p><i>Deputy Headteachers:</i></p> <p>1. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.</p>	<p><i>Deputy Headteachers:</i></p> <p>1. Create outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.</p>
<p>2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.</p>	<p>2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.</p>	<p>2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.</p>	<p>2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.</p>
<p>3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.</p>	<p>3. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.</p>	<p>3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.</p>	<p>3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.</p>
<p>4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.</p>	<p>4. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.</p>	<p>4. Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance.</p>	<p>4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.</p>

## Job Description continued

5. Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.	5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.	5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.	5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.	6. Hold all staff to account for their professional conduct and practice.	6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.	6. Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

**The Governing Body is committed to safeguarding and promoting the welfare of children and young people. The Headteacher must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people.**

**The successful candidate will be required to undergo an enhanced check from the Disclosure and Barring Service (DBS).**





## Person Specification

All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge and understanding and knowledge of safeguarding meet the requirements of the person specification.

### Qualifications and experience

#### Candidates should have and be able to evidence:

1	Qualified Teacher Status (QTS)
2	Knowledge and understanding of what it means to be a learner in a special school and of working with children with autism
3	Evidence of recent leadership experience that has contributed to school self-evaluation and the development of whole school priorities
4	Supported whole school strategic improvement to improve pupil outcomes.
5	Evidence of recent, appropriate leadership development

### Personal qualities

#### Candidates should:

1	Demonstrate a passion for teaching and learning
2	Communicate effectively and develop positive relationships with all stakeholders
3	Demonstrate excellent interpersonal skills
4	Be decisive, consistent and focused on solutions
5	Demonstrate the capacity to lead others, be resilient, reflective and adaptable
6	Be able to motivate and inspire others
7	Listen carefully and consider the views of others

### Skills

#### Candidates should be able to:

1	Support a vision for the school and secure commitment to it from others
2	Demonstrate their involvement in the interpretation and analysis of data to accurately inform school improvement and to monitor pupil progress
3	Support systematic and rigorous whole school monitoring and evaluation
4	Demonstrate their ability to plan to support whole school priorities and improve pupil outcomes
5	Evidence their work in collaboration with other schools, fellow professionals and external organisations to improve outcomes
6	Support the development of teaching and learning in school
7	Have excellent organisational skills, prioritising and managing time well under pressure and meeting deadlines

Person specification continues on next page

## Professional knowledge and understanding

### Candidates should:

1	Be committed to securing equality of opportunity throughout the school
2	Have an understanding of curriculum and assessment developments and how they support pupils' learning
3	Have secure knowledge of what constitutes highly effective teaching and its impact on outcomes for all pupils
4	Maintain high standards of pupil behaviour and attitudes to learning
5	Take a lead in the supporting staff in their professional development

## Safeguarding

### Candidates should have:

1	Knowledge of national and local safeguarding guidance
2	Experience of safeguarding and promoting the welfare of children and young people
3	A commitment work with relevant agencies to protect children and young people
4	Knowledge of best practice and procedures for safeguarding children and young people

## **glover recruitment consultancy**

Queries about the application and recruitment process should be addressed to [scott@gloverrecruitment.co.uk](mailto:scott@gloverrecruitment.co.uk) or by phoning 07766773682.