



**GREENSHAW**  
LEARNING TRUST



# Deputy Headteacher Recruitment Pack

## Introduction

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Dear Candidate,

Thank you for your interest in our Deputy Headteacher post.

This is a unique and exciting opportunity for an inspirational and aspirational leader to join Blaise High School and further contribute to the life chances of our young people in the school and across the Trust. The school is on a rapid trajectory of improvement that will be sustained over many years and is a chance to be part of something very special. Blaise High School has made significant and rapid progress since becoming a part of Greenshaw Learning Trust. The successful applicant for this role will play a major part in taking the school to the next level and supporting it in becoming a school in the top 1% nationally. This role will support your career development and equip you for a further promotion within the Academy and our Trust.

The successful applicant will be fiercely passionate about the improvement of life chances for our children and committed to continuing to develop the foundations we have already built here at Blaise High School. Our school will be disruption free every minute, of every lesson, of every day. We are relentless in our drive for high expectations and are adamant that no child will have their education stolen by poor behaviour in lessons. The successful applicant will have a clear understanding of this and will be able to build systems, structures, and a cultural narrative to ensure that this is secured across the school. These systems will be a lasting legacy creating the foundation of disruption free learning that is required in order to allow students and staff to truly flourish.

We want to be clear that working in senior leadership at Blaise High School takes dedication, resilience and tenacity. The successful applicant must be willing to go above and beyond, day in and day out to serve the young people and staff of our school in ensuring that all students leave Blaise High School with the qualifications and character, to study and succeed at one of the very best universities in the country.

As well as their whole school remit, all Senior Leaders contribute to the wider leadership of all aspects of daily life at school. This includes taking full part in our priorities for Teaching and Learning, Student Outcomes and Student Character. Despite the behaviour, culture and ethos remit, we expect all of our senior leaders to lead across the school, prioritising the support of colleagues and recognising collective responsibility for everything that happens in the school.

We very much look forward to receiving applications from candidates whose personal qualities, values and experiences meet the requirements of this job description and person specification.

I would welcome an informal conversation with any potential candidate; please contact my PA Jade Bristow via email: [bristowj@blaisehighschool.co.uk](mailto:bristowj@blaisehighschool.co.uk)

Yours faithfully,



**Katherine Brown**  
**Headteacher, Blaise High School**

Key areas which the successful candidate will take the strategic lead on:

- An overall picture of ensuring students are ready for learning, ensuring that barriers to this are removed, be those barriers through choice or circumstance.
- Line management of Assistant Headteacher(s)
- Strategic lead and line management of the Pastoral Team
- Development of key systems, including: Behaviour, Rewards, Attendance, Early Help.
- Safeguarding
- Alternative Provision.
- Working and developing relationships with external provision to support students and families, including building partnerships with other schools.
- Communicating expectations and clarity of procedures to all stakeholders
- Supporting the school in gaining the Character Education Mark, strategically leading all areas that are impactful upon this
- Ensuring the Academy is meeting statutory requirements within its behaviour processes
- Identifying, planning for and implementing strategies to support all aspects of the school culture in order to raise the aspirations of students, and ensure all students believe in their potential to study and succeed at one of the country's very best universities.
- Ensuring all aspects of school culture are aligned, and students, parents, and staff are clear on the 'why' behind everything we do.
- Developing a culture that is characterised by warmth and rigour, ensuring all staff understand what 'warm – strict' means and how they can implement it on a day to day basis.

## **Greenshaw Learning Trust – About us**

The Greenshaw Learning Trust (GLT) provides an effective structure for schools to achieve real benefits from school-to-school collaboration, and a culture of trust and openness that promotes honest and transparent dialogue and mutual support.

At the heart of the Trust is proven school improvement advice and guidance – with regular meetings with school leaders, input from specialist primary and secondary experts and staff training and development in all our schools.

All schools in the Trust receive expert advice and fast-response support on budget planning and monitoring, payroll, human resources, employment and legal advice, purchasing, capital projects, admissions, policy development and audit. Our catering team provides advice and guidance on meeting the statutory responsibilities for food standards, healthy eating and safety and helps our schools achieve higher take-up of meals and significant cost savings through quality improvement and the central procurement of food supplies.

Each school's local governing body receives support and advice to ensure that they can contribute

Effectively to the governance and leadership of their school, including tailored guidance to chairs and clerks and governor training.

The Greenshaw Learning Trust is committed to meeting the needs of every student – our schools offer a wide range of special needs provision and across the Trust we have extensive expertise in behaviour, attendance, family liaison and therapies to support our students and their teachers.

## **The Greenshaw Learning Trust Mission Statement**

- *We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*
- *We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*
- *We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*

## **Greenshaw Learning Trust Employee Benefits**

The Greenshaw Learning Trust recognises that our employees are our most important asset and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- Excellent CPD opportunities and career progression.
- Employer Contributions to Teachers Pension Scheme.
- Cycle to work scheme.
- Gym membership scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.

## **Job Description – Deputy Headteacher - Behaviour, Culture and Ethos**

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### **Main purpose of the role:**

This leadership position is open to dynamic, inspiring, and outstanding middle leaders who have a proven track record of excellent attainment and achievement. The role requires strategic thinking and an ability to lead from the front, whilst offering challenge and support to all stakeholders.

The successful candidate will:

- demonstrate a passion for education and the eradication of the disadvantage cycle with a clear desire to improve the life chances of all students.
- have the ability to build a culture of continuous learning and development throughout the school community.
- adapt rapidly to the challenge of building on the existing strengths of the school to achieve all round excellence in teaching and learning and behaviour.
- continually assess their approach and style and challenge themselves to think differently about how to best align their leadership to the needs of the school;
- have the ability to empower their staff to trust in their vision.
- maintain and develop the school's ethos of diversity, inclusivity and equality of opportunity.

**Reporting to:**                    **Headteacher**

**Salary:**                        **Leadership Pay Range (17 – 21) £62,570 -£69,031**

### **Key Purpose: With the Headteacher:**

- Support the school in the application of Trust and school policies, decision-making and strategic planning.
- Promote and develop excellence in standards of Behaviour and Learning
- Develop an ethos of extremely high expectations amongst others.
- Take full accountability for key areas of the school's work.
- Manage staff and resources.
- Monitor progress towards the achievement of the school's aims and objectives.
- Be a highly visible presence around the school and model expectations of staff and students.

## **Duties and responsibilities**

### **1. Strategic Leadership**

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

- i. deputise for the Headteacher in their absence.
- ii. represent and promote the school and GLT to its stakeholders and partners
- iii. maintain and develop an effective partnership with parents and carers to support students' achievements and personal development
- iv. create and review an organisational structure which reflects the values of the school and enables management systems, structures and processes to work effectively in line with legal requirements
- v. produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities
- vi. manage the schools financial and human resources effectively and efficiently to achieve the schools educational goals
- vii. recruit, retain and deploy dedicated and able staff and manage their workload to achieve the vision of the school
- viii. collaborate with other agencies to tackle the barriers to learning, to safeguard the health and happiness of every student and to promote positive strategies for challenging prejudice
- ix. manage and organise the school environment efficiently and effusively to ensure that it meets the needs of the curriculum and health and safety regulations
- x. be responsible for promoting and safeguarding the welfare of students in the school
- xi. proactively develop among all staff the effective professional relationships, the good order and high morale and the understanding of accountability that lead to the best possible student outcomes.
- xii. create an environment that encourages ideas and contributions from staff and values the achievements of individuals and teams;
- xiii. ensure that the systems for induction, performance management and professional development lead to the maintenance of high standards, to a professional learning culture for all staff and to the identification of the potential for leadership.
- xiv. lead in the recruitment and selection of all staff.
- xv. manage the effective deployment of all staff within the school, recognising issues related to work-life balance;
- xvi. manage the work of the leadership team, promoting autonomy and delegating appropriate tasks and ensuring the support needed for each member's development is in place.
- xvii. identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- xviii. support the work of the GLT through the strategic deployment of staff where appropriate.

## **2. Managing staff**

Under the direction of the Headteacher:

- i. Assist with the selection and recruitment of new teaching staff
- ii. Performance manage middle leaders and others, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance
- iii. Create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge
- iv. Commit to their own professional development, proactively identifying development opportunities

## **3. Modelling best practice for teachers**

- i. Demonstrate excellent performance against parts one and two of the teacher's standards and the Greenshaw Principles of Teaching.
- ii. Contribute to the development of the Greenshaw Learning Trust by sharing effective practice, working in partnership with other schools and promoting innovation.

## **4. Systems and processes**

Under the direction of the Headteacher:

- i. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- ii. Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding pupils and extremely high expectations of exemplary behaviour
- iii. Ensure systems for the development of culture and aligned, developed, and focussed on the achieving of the school's vision for every student.
- iv. Work with the governing board as appropriate
- v. Support distribution of leadership throughout the school

*The post holder will carry out any reasonable task as directed by the local governing body, Headteacher or the GLT Director of Secondary Education.*

## Person specification – Deputy Headteacher

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
<b>Training, Qualifications and School Experience:</b> In their application, candidates will demonstrate that they have the following training, qualifications and school experience:		
	<ul style="list-style-type: none"> <li>degree</li> <li>teaching qualification (QTS)</li> <li>commitment to own self development</li> </ul>	<ul style="list-style-type: none"> <li>higher qualification in education and/or management</li> <li>curriculum and pastoral experience at senior management level</li> <li>experience of Senior Leadership</li> </ul>
Criteria	Essential	Desirable
<b>Experience of Educational Leadership and Management:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have experience in:		
	<ul style="list-style-type: none"> <li>developing and implementing strategies for raising achievement and achieving excellence for students, staff and self</li> <li>data analysis and target setting</li> <li>using evidence-based information about effective learning and assessment, improving behaviour, and identifying barriers to learning.</li> </ul>	<ul style="list-style-type: none"> <li>successful leadership</li> <li>experience in change management</li> <li>school development planning and evaluation</li> </ul>

Criteria	Essential	Desirable
<b>Personal and Professional Qualities and Attributes:</b> In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> <li>support the Headteacher to maintain and develop a school vision with quality learning for all at its centre</li> </ul>	



	<ul style="list-style-type: none"> <li>• lead by example and aim to inspire, motivate, influence and empower staff and students</li> <li>• through personal commitment, maintain and develop the school's ethos of high aspirations and academic rigour.</li> <li>• set priorities and agree and achieve ambitious goals and targets</li> <li>• work collaboratively with others, delegating appropriately</li> <li>• demonstrate emotional resilience, stamina, empathy and flexibility when dealing with challenge</li> </ul>	
Criteria	Essential	Desirable
<b>Professional Knowledge and Understanding:</b> In their statement of suitability and during the selection process, candidates will demonstrate professional knowledge and understanding of:		
	<ul style="list-style-type: none"> <li>• whole school teaching and learning</li> <li>• leading on whole school projects relating to culture and ethos.</li> <li>• curriculum developments and design in all key stages</li> <li>• current educational issues, including national policies, priorities and legislation</li> <li>• effective strategies for maintaining and developing high standards of attainment, behaviour and attendance</li> <li>• principles and practice of educational inclusion, diversity and access</li> <li>• developing choice and flexibility to meet the learning needs of every student</li> </ul>	

## The recruitment process

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### 1. Application process

Please make application for this post by:

- providing a personal statement showing how you meet the requirements of the person specification and job description
- an accompanying covering letter of application outlining which areas of school improvement and senior leadership you believe you could best bring to Blaise High School through the role
- a completed GLT application form, a copy of which can be found on our website

The letter and your personal statement should be returned to Jade Bristow, via email [bristowj@blaisehighschool.co.uk](mailto:bristowj@blaisehighschool.co.uk)

Applications must be received no later than midday on **19<sup>th</sup> May 2022**. Applications received after this date and time will not be included.

### 2. Shortlisting

Shortlisting will be finalised on **Friday 20<sup>th</sup> May 2022**. Shortlisted candidates will then be invited by email to attend for interview.

### 3. Interviews

Interviews will be held on **Tuesday 24<sup>th</sup> May 2022**. This interview will consist of a range of competency-based tasks, and a panel interview.

### 4. Notification of outcome

Candidates will be notified of the outcome as soon as possible following the interview process. Please ensure you have given day and evening telephone numbers on which you can be reached.

### 5. Feedback

Unsuccessful shortlisted candidates will have the opportunity for professional feedback during the next working week following the interviews.

### 6. Taking up post

The successful candidate will take up post on **September 1st 2022**.

### 7. Additional information

Should you require any additional information, please contact Jade Bristow, via email [bristowj@blaisehighschool.co.uk](mailto:bristowj@blaisehighschool.co.uk)