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**Broomfield Primary School**

**Broomfield Avenue**

**Northallerton**

**North Yorkshire**

**DL7 8RG**

**Tel No. 01609 774050**

**Email:** [**admin@broomfield.n-yorks.sch.uk**](mailto:admin@broomfield.n-yorks.sch.uk)

**DEPUTY HEADTEACHER REQUIRED FOR SEPTEMBER 2024**

**Post:** Deputy Headteacher

**Vacancy Hours:** Full Time

**Salary:** L4 - L8 £50,807 - £56,082

**Type:** Established post commencing September 2024

Broomfield Primary School is on the edge of the beautiful market town of Northallerton. We are a one form entry school, currently with 210 children on role. We are a welcoming, inclusive school, with strong parental partnerships and a supportive staff team. Together, we put our children at the heart of all we do, helping every child achieve their full potential.

Due to the retirement of our current Deputy Headteacher, we are seeking to appoint an outstanding teacher and leader for the post of Deputy Headteacher who will help us on our journey from ‘RI’ to ‘Good’.

The successful candidate will be someone who:

* is highly experienced, with the energy, drive and skills to lead our school in partnership with the Headteacher.
* is passionate about education and able to make continuous improvements to your own practice.
* has high expectations for pupil progress, attainment and behaviour.
* has a positive, caring attitude with a desire to overcome any challenges that arise.
* is a leader with experience of positively impacting on whole school pupil progress.
* is a confident user of ICT with successful experience of using data and assessment to maximise outcomes.
* is a team player with excellent communication and interpersonal skills.

In return we will offer:

* happy, hardworking and welcoming pupils who love to learn.
* supportive parents, carers and families who contribute and engage with school.
* dedicated, supportive and hard-working staff who are fully committed to further raising standards in the classroom.
* the opportunity to be part of a school where you can contribute to the leadership of our rapid school improvement journey.
* an opportunity to grow and develop as a leader, supported in your continued professional development.

Broomfield Primary School is committed to safeguarding and protecting all our children and young people and we expect all staff and volunteers to share this commitment.  All posts are subject to a safer recruitment process which includes enhanced criminal records and barring checks, online check, scrutiny of employment history, robust referencing and other vetting checks.

**Supporting Information**

Please ensure the supporting evidence section of your application addresses your experience towards the key aspects of the Person Specification. This information will be used to shortlist applicants.

**We very much welcome school visits. If you would like to arrange a visit to the school or speak to the headteacher, please contact Ms Laura Richardson in the school office on 01609 774050 or email** [**admin@broomfield.n-yorks.sch.uk**](mailto:admin@broomfield.n-yorks.sch.uk)

**The application form and other relevant information should be found attached to this information. Alternatively, please request a recruitment pack from school at admin@broomfield.n-yorks.sch.uk**

**Applications preferably to be returned by email please.**

**Key Dates:**

**Closing date for applications:** 9.00am Monday 15th April

Candidates will be contacted if they have been shortlisted.

**Interviews:** week commencing Monday 22nd April

Thank you for showing an interest in this position at our school. Over the last 5 years, school has had significant change in leadership and I was appointed as Headteacher at the school in April 2022. Within eight weeks of being at the school we were visited by Ofsted and judged as Requires Improvement, which was a true reflection of the school at that time. We are now on an exciting journey as we work together to move our school forward to being a ‘Good’ school.

Over the past 18 months we have been making rapid school improvement, working with different external people to help ensure changes we implement are appropriate and effective for our children. Some of these are listed below:

* Introduced a new phonics program – Little Wandle, working closely with the English Hub
* Introduced Mastering number, and participating on the mastery readiness course with the Maths Hub
* Review of our curriculum and some changes made to the resource schemes we use, including a new English scheme.
* Requested and completed support from the National Governors Association (NGA) for governors.
* Requested and completed support from an NLE through the DfE.
* Reviewed and rewrote the school behaviour policy based on the work of Paul Dix.
* Subject leader specific training and initiatives to ensure that all subject leaders are more confident in their role.
* Standardising of proformas and expectations throughout the school with whole school curriculum overviews, progression documents and teaching materials.
* Introduction of new more focussed SEND Individual Provision Maps (IPMs)

In September 2022, we implemented Little Wandle for phonics and this is already having a huge impact on our children. The school follows the White Rose Maths scheme of work, Kapow for Art, DT, History, Geography and French and Charanga for music. This year we also introduced a new science scheme -Plymouth Science and in September 2023 we moved to a new Literacy resource called Literacy Tree. We have a supportive and loyal staff team who work extremely well together, but also value the importance of being outward looking and reflective. We are therefore working with others as a vital part of our school improvement journey. Currently we are working with a number of people including the Northallerton town schools who are part of the Beacon Partnership, Swaledale Alliance, the Local Authority and with the Arete LearningTrust (ALT) Multi Academy Trust. We now have excellent support in place to help us move our school forward. We are currently also working towards academisation and joining the ALT multi academy trust.

There are currently 210 children on role in 7 single age classes. In August 2023, we set up a school led before and after school club providing term time wrap around care for our children. We also have a number of after school clubs such as a craft club, science club and sports clubs. We are a UNICEF Right’s respecting School and have the Gold award.

The current Deputy Headteacher is responsible for PE, Computing and PSHE but please let us know your strengths in your application and what your experience of whole school leadership in your previous and present roles. There will be a 0.6 teaching commitment with this role, which is currently in year 5, but this can change depending on the experience of the successful candidate. We require the successful candidate to be an outstanding, organised teacher who can be a good role model for teaching and learning.

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**JOB DESCRIPTION**

**Deputy Headteacher at Broomfield Primary School**

**September 2024**

The role of Deputy Headteacher includes responsibilities as set out in the appropriate national Teachers’ Standards.

**The Core Purpose**

* Provide professional leadership in the management of the school. This will promote a secure foundation from which to achieve high standards in all areas of the school’s work.
* Play a lead role in establishing a culture that promotes excellence, equality and high expectations for all pupils.
* Be a leading professional in the school, accountable to the Headteacher.
* Assist in providing vision, leadership and direction for the school and help to ensure that it is managed to meet its aims and targets.
* Support evaluation of the school’s performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all and developing policies and practices.
* Take a shared responsibility for creating a productive learning environment which is engaging and fulfilling for all pupils.
* Carry out the professional duties of a teacher.
* Be responsible for key areas of subject leadership/school improvement as directed by the Headteacher.
* Take full responsibility for the school in the absence of the Headteacher.
* Take responsibility for child protection matters and the promoting good behaviour with the school.
* Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

**Shaping the Future**

* Support the Headteacher and Governors in establishing an ambitious vision and ethos for the future of the school.
* Play a major role in the school improvement and school self-evaluation planning process, through agreed priorities.
* Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate.
* 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.
* Research and lead creative and imaginative ways of anticipating and solving problems and identifying opportunities that will enhance the quality of education across the school.
* Monitor, evaluate and review classroom practice throughout the school and promote improvement.
* Ensure the systematic teaching of basic skills and the recording of impact is consistently high across the school.
* Ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards across the school.
* Assist with the development and delivery of training and support for staff.
* Lead the development and review of agreed aspects of the curriculum including planning, recording, reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils.

**Developing Self and Others**

* Support the induction of staff new to the school and those being trained within the school as appropriate.
* Act as an induction co-ordinator for ECTs and have responsibility for students on teaching practice and those undertaking work experience, as appropriate.
* Participate in the selection and appointment of teaching and support staff as appropriate.
* Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn.
* Take a lead role in managing pupil behaviour across school and additionally by consistently modelling, implementing and monitoring the agreed policy for pupil behaviour.
* Take a lead role in the pastoral care of all staff by supporting the Headteacher to develop positive working relationships and sustain motivation, with and between all staff.
* Support the Headteacher in ensuring an appropriate programme of professional development for staff, in line with the school development plan and performance management including coaching and mentoring as appropriate.
* Challenge underperformance at all levels and provide support to improve performance.
* Manage own workload and that of others to allow an appropriate work/life balance.

**Managing the Organisation**

* Undertake full responsibility for all matters relating to the school in the absence of the Headteacher.
* Help all staff to understand and fulfil their statutory responsibilities through observation, feedback, support and modelling.
* Line manage and act as Performance Management reviewer for staff identified by the Headteacher.
* Support the Headteacher in developing and maintaining high morale and confidence amongst all staff and set an example of high professional standards and leadership.
* Support the Headteacher to ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all and provide value for money.
* Communicate relevant information to all staff in a timely and organised manner.
* Undertake other reasonable duties related to the day-to-day administration of the school as requested by the Headteacher.

**Accountability**

* Attend Senior Leadership Team and Governor meetings.
* Support the staff and Governing Body in fulfilling their responsibilities with regard to the school’s performance.
* Contribute to the reporting of the school’s performance to the school’s community and partners within the school.
* Promote and protect the health and safety welfare of pupils and staff.
* Take responsibility for promoting and safeguarding the welfare of children and young people within the school in your role as deputy designated safeguarding lead.

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**PERSON SPECIFICATION**

**Deputy Headteacher at Broomfield Primary School**

**September 2024**

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| **QUALIFICATIONS AND TRAINING** | **Essential on appointment** | **Desirable on appointment** (if not attained, development may be provided for the successful candidate) |
| Qualified Teacher status | **X** |  |
| Graduate or equivalent | **X** |  |
| Evidence of continuous professional development | **X** |  |
| **KNOWLEDGE AND EXPERIENCE** | **Essential on appointment** | **Desirable on appointment** |
| Experience across the primary age range | **X** |  |
| Up to date understanding of the Ofsted Framework  Experience of leading whole school initiatives | **X** |  |
| Thorough knowledge and understanding of the National Curriculum and experience of curriculum design at primary level, including Early Reading and Phonics | **X** |  |
| Outstanding teacher with the ability to demonstrate success in raising teaching and learning standards for all groups including SEND and pupil premium | **X** |  |
| Proven track record of leading change for improvement | **X** |  |
| Evidence of collaboration with other schools/organisations | **X** |  |
| Demonstrable success in raising standards and meeting challenging targets | **X** |  |
| Evidence of providing support and challenge to Headteacher | **X** |  |
| **SKILLS AND QUALITIES** | **Essential on appointment** | **Desirable on appointment** |
| Ability to inspire and motivate others | **X** |  |
| Lead by example, demonstrating a ‘can do’ approach | **X** |  |
| Empathy with staff | **X** |  |
| Ability to remain calm, positive and enthusiastic when working under pressure | **X** |  |
| Ability to organise work, prioritise tasks, make decisions and manage time effectively | **X** |  |
| Excellent interpersonal and communication skills to engage a range of audiences including staff, children, parents, governors, local authority and external agencies | **X** |  |
| A reflective practitioner | **X** |  |
| High expectations of self and others | **X** |  |
| Experience of performance management and supporting the continuing professional development of colleagues | **X** |  |
| Experience of developing others | **X** |  |
| Experience of collaborative working | **X** |  |
| Experience of mentoring students/ECT’s | **X** |  |

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| **SAFEGUARDING**  These criteria will be tested at interview. Please note this post is also subject to a satisfactory enhanced DBS disclosure | **Essential on appointment** |
| Demonstrate a commitment to safeguarding and the welfare of children and young people | **x** |
| Ability to form and maintain appropriate relationships and personal boundaries | **x** |
| Emotional resilience in working with challenging behaviours | **x** |
| Appropriate use of authority and discipline | **x** |