



GROWING TOGETHER

# DEPUTY HEADTEACHER RECRUITMENT PACK



Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and five secondary schools located in Coventry, Warwickshire and Leicestershire. We have 8,000 pupils in our schools and over 1,000 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

### **1. Learners first**

Teachers and leaders totally focused upon the educational benefit of our pupils.

### **2. It's about learning**

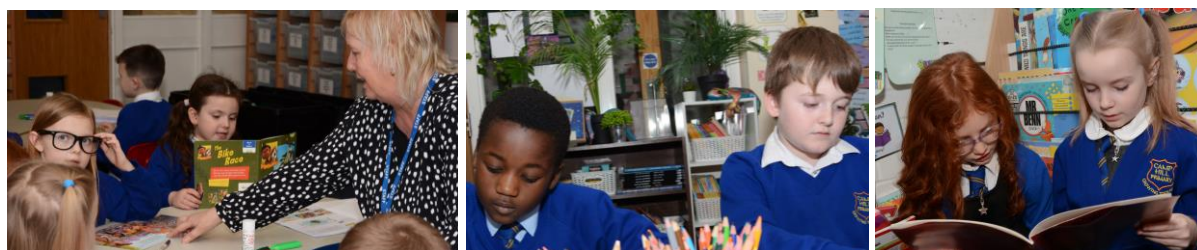
Pupils, teachers and leaders focused upon developing and improving their learning.

### **3. No barriers**

No excuses, only support to ensure pupil, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.





Camp Hill School is a thriving school that is committed to Building Brighter Futures for all of its pupils.

A crucial part of Building Brighter Futures is providing a high-quality educational experience delivered through an academic curriculum and an exceptional programme of enriching experiences. We are looking to expand our team of dedicated professionals who excel in their field.

*Rachel Whittingham, Headteacher*

<b>JOB TITLE:</b>	<b>DEPUTY HEADTEACHER</b>
<b>OPPORTUNITY:</b>	<p>We are seeking to appoint an exceptional practitioner to support Camp Hill Primary School on the next phase of its improvement journey.</p> <p>The successful candidate will support the Headteacher and governors in actively promoting our vision and ethos in every aspect of school life.</p> <p>The role offers an opportunity to work with dedicated colleagues, a supportive governing body and education and support professionals across The Futures Trust.</p>
<b>REPORTING TO:</b>	Headteacher & School Governing Body
<b>LOCATION:</b>	Based at Camp Hill Primary School with a requirement to travel to work to other schools within the Trust.
<b>SALARY:</b>	Leadership, L11 - 16
<b>BENEFITS:</b>	<ul style="list-style-type: none"> <li>• Competitive rates of pay</li> <li>• Extensive professional development opportunities across the Trust</li> <li>• Career pathways across the Trust</li> <li>• Teacher/Local Authority Pension Schemes</li> <li>• Online retail discount</li> <li>• Employee Assistance Programme</li> <li>• Family Friendly policies to support family &amp; carer commitments</li> <li>• Flexible Working Arrangements</li> </ul>

The Futures Trust is committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

# JOB DESCRIPTION



## Job Purpose

- To provide strong and motivational leadership as part of a team to ensure the best outcomes for all pupils at Camp Hill Primary School.
- To support the Headteacher in actively promoting the Camp Hill vision and ethos in every aspect of school life.
- To be accountable for the delivery of key strategic objectives making decisions in line with the visions and values of Camp Hill and the Trust.
- To work closely with the Headteacher and other members of the leadership team to lead on operational day to day leadership and management of the school in addition to other specific senior leadership responsibilities, including the development of an inclusive, aspirational curriculum, teaching and learning and assessment across the school.
- To work to a high standard in implementing school policies, priorities and expectations, so as to be an exemplary role model for the school community.
- To actively promote a culture of teamwork, in which the views of all members of the school community are valued and taken into account.
- To play a leading role in the self-evaluation of the school including communicating monitoring and evaluation to key stakeholders.
- To assist the Headteacher and deputise in their absence providing continuity in leadership, ensuring the very best provision for safeguarding, teaching and learning and pupil behaviour is maintained.

## Key responsibilities

- To work with the Headteacher and Senior Leadership Team to drive forward the improvement agenda, the ethos and vision for the school through the delivery of the school improvement plan.
- To evaluate school performance and identify priorities for improvement.
- To ensure high expectations and a quality education for all children in all areas of the school.
- To oversee, maintain and further develop a productive and nurturing learning environment with an emphasis on pupil engagement and enjoyment of school.
- To oversee and quality assure teaching and learning, curriculum development and assessment.
- To work closely with the Headteacher in the development of subject leadership across the school.
- To communicate and explain school policy and decisions to staff in the school, to parents and children and to the community.
- To take a lead and show initiative proactively seeking to further improve the school.
- To work closely with staff to ensure best practice and hold staff to account effectively.
- To lead and develop staff at all levels to ensure impact and leadership development.

## Leading, Learning and Teaching

- To lead the development of an ambitious, inclusive and rich curriculum which meets the needs of all pupils in the school and takes account of their cultural capital.
- To lead the development of an agreed pedagogy and ensure its effective implementation across all three key stages.
- To strive for continuous improvement in the quality of teaching and learning and progress of students.
- To ensure the curriculum and teaching and learning meets the needs of all pupils, including the disadvantaged and those children with SEND.
- To monitor and evaluate the standards of teaching and learning within the school ensuring the highest standards of professional performance are maintained.
- To support the development of an effective assessment framework and its implementation.

- To share responsibility for the analysis of key school performance data to ensure priorities are appropriate and improvements in standards is promoted.
- To make a significant contribution to the monitoring and evaluation schedule and school evaluation.
- To look internally and externally to find, develop, and embed best practice in the school so that curriculum, T&L and assessment continually develop.
- To support strategies to promote high standards of behaviour.
- To undertake a teaching commitment as required and be an excellent practitioner, modelling through your own teaching, having high expectations and challenge in line with school priorities and organisational need.
- To identify and support the emerging talents, coaching current and aspiring leaders and teachers.

### **Leading and Managing**

- To be able to work independently and as part of a team.
- To line manage key priorities and areas effectively and ensure pupil outcomes and the quality of provision are excellent.
- To contribute to the school's planning process and the distribution of resources to ensure they meet the school's identified priorities and achieve best value, and to evaluate the impact.
- To work with Senior leaders and Subject Leaders on their improvement plans ensuring that they link to the whole school improvement planning.
- To follow the agreed, standardised line management agenda reporting back to SLT regularly.
- To work with the Headteacher to ensure the implementation of the performance management process across the school.
- To ensure strategic plans are implemented effectively ensuring deadlines are set and met.
- To enthuse, inspire and motivate staff to create a can-do culture which promotes our values and ensures high standards.

### **Securing Accountability**

- To support the governing body in meeting its responsibility to account for the performance of the school.
- To support staff in understanding their own accountability and develop approaches to review and evaluate the impact of the staff team.
- To contribute to the reporting of the performance of the school to parents, carers, governors and other key partners as necessary.
- To gain an understanding of the diversity of the school community and support all groups within the community.
- To contribute to policies and practice which promotes equality of opportunity and tackles prejudice.
- To lead the development of a curriculum which provides pupils with opportunities to enhance their learning within the wide community.
- To drive improvements in attendance working in collaboration with parents and other stakeholders.

### **Developing Self and Working with Others**

- To actively promote and ensure the safety and welfare of pupils
- To contribute to the creation of a positive school ethos, in which every individual is known, valued, and treated with dignity and respect.
- To support the development of collaborative approaches to learning with the school and beyond
- To support the induction of staff new to the school
- To set high expectations for your own performance and that of others
- To engage in relevant professional development activity as necessary
- To provide support for colleagues both teaching and non-teaching in improving their classroom practice and their support for pupils.

- To work with the Headteacher to take into account the workload and wellbeing of the whole staff team.

### **General**

- As a Deputy Headteacher, you will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions document. In addition, you will be required to fulfil any reasonable expectations for the Headteacher.
- The post will require you to work in partnership with Senior Leadership Team, Governors, The Trust and staff to ensure the continuous improvement of the school.

# PERSON SPECIFICATION

Qualifications and experience	Desirable	Essential
Must have QTS (Qualified Teacher Status).		E
Substantial experience of working in primary schools.		E
First degree or Certificate of Education.		E
Relevant recent professional development.		E
Post graduate qualification (other than PGCE) at masters level or other evidence of sustained professional learning	D	

Leadership		
Experience of providing inspiration and strong leadership to teaching staff.		E
Lead by example in promoting the school's vision and values to pupils, staff, Governors and parents of the school		E
Ability to set and meet challenging targets for pupils and the school, and to enable others to do this		E

Leading learning and teaching		
Excellent Teacher		E
Ability to access, analyses and interpret information		E
The ability to set high and clear expectations, to hold others accountable for performance and the contributions they make to the school community.		E
Able to develop strategies for performance improvement.		E
Experience of raising standards for all in the pursuit of excellence; Continuous learning for the entire school community; Entitlement of all pupils to effective learning and teaching; and Choice and flexibility to meet the personal learning needs of every child.		E

Developing self and working with others		
Fosters an open and equitable culture and manages conflict.		E
Develops, empowers and supports individuals and teams.		E
Collaborates with others within and beyond the school.		E
Challenges, influences and motivates others to attain high goals.		E

Gives and receives effective feedback, and acts to improve personal performance		E
Accepts appropriate support from others including colleagues and Governors.		E
Is committed to: Effective Working Relationships; Effective Team Working; and Continuing Professional Development for all (including self).		E

Strengthening community		
Recognises and takes account of the diversity of the school community.		E
Builds partnerships and community consensus on values, beliefs and shared responsibilities.		E
Listens to, reflects and acts on community feedback.		E
Builds and maintains effective relationships with parents, carers, partners, and the community that enhance pupil education.		E
Is committed to: Effective teamwork within the school and with external partners; Working with other agencies for the well-being of all pupils and their families;  Involving parents and the community in supporting pupil learning and in defining and realising the school vision; Collaborating and networking with other schools to improve outcomes.		E

Personal attributes		
Excellent written and verbal communication skills.		E
Adaptable to changing circumstances and new ideas.		E
Approachable, reliable, has presence and enjoys being highly visible to children and parents.		E
Self-motivated with good organisational skills and the ability to prioritise workload effectively		E
Inquisitive and able to think creatively, solve problems and make decisions based on sound judgement.		E
Values diversity and the unique contribution that every individual makes to the learning community.		E
Demonstrates professionalism, loyalty and integrity.		E



## HOW TO APPLY



<b>CLOSING DATE:</b>	Monday 30 <sup>th</sup> September – 9.00am
<b>INTERVIEWS:</b>	TBC

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team on tel: 02477 102134.

To apply for this post, please download an application form from [HERE](#) and return to [recruitmentadmin@thefuturestrust.org.uk](mailto:recruitmentadmin@thefuturestrust.org.uk)

On application please read the following policies found [HERE](#)

- Camp Hill Primary School Child Protection & Safeguarding Policy
- The Futures Trust Safer Recruitment Policy
- The Futures Trust Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment. The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.

