



Sir William Ramsay School

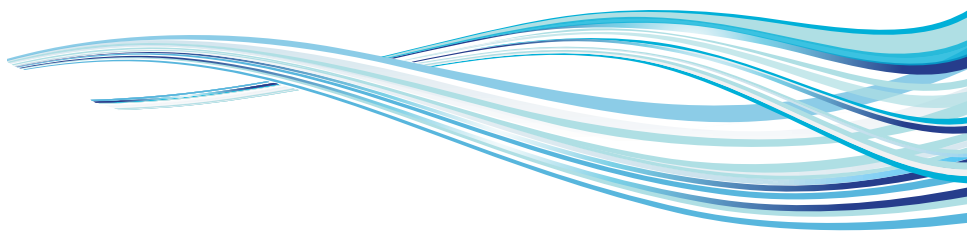
EMPOWERING EVERYONE TO ACHIEVE

Deputy Headteacher

Required for April 2022



Candidate Information Pack



Deputy Headteacher Candidate Information Pack

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Candidate Information

Message from Christine McLintock, Headteacher

Thank you for your interest in the position of Deputy Headteacher at Sir William Ramsay School. This is an extremely exciting time to be joining our school and to play a part in shaping the strategy which will take us on the next stage of our development.

Our vision is quite simply to empower everyone to achieve.

I joined Sir William Ramsay School as Headteacher in September 2018 and since then we have made significant improvements in our journey back to 'Good' and this is a testament to the hard work and commitment of our students and staff.

We are looking for a leader with a proven ability in strategic thinking and outstanding academic leadership. A leader who shares our ethos and values and who will have the opportunity to work with like-minded individuals to make a real lasting and positive impact on our community.

We are looking for someone who can lead on teaching and learning with passion and dynamism, but also with total clarity, relentless consistency and a refusal to accept anything other than the very highest possible standards. The successful candidate will enhance the senior leadership team and play a major role in our development journey.

The role of Deputy Head at Sir William Ramsay School is highly visible and much respected, which may suit someone who already has senior leadership experience and is looking for the next step before headship. I anticipate that the successful candidate will be someone with a forte in identifying problems, supplying solutions and managing change. My relationship with them will be key: we will work closely and together set the tone for a team that laughs a lot, is always mutually supportive and shares a clear vision for the future of the school. You will bring your varied experience, creativity and energy to whole-school planning and decision-making and, in particular, ensuring that the needs of the students and staff are kept at the centre of developments.

I hope that this introduction serves to whet your appetite for the school and the role. Please do speak to Michelle French, my PA, if you would like to find out more or to arrange a tour of the school. I will hope to meet you in the near future.

Yours faithfully,

Christine McLintock

Headteacher





OUR VISION

Sir William Ramsay School is a dynamic learning community which promotes individual and collaborative success for all

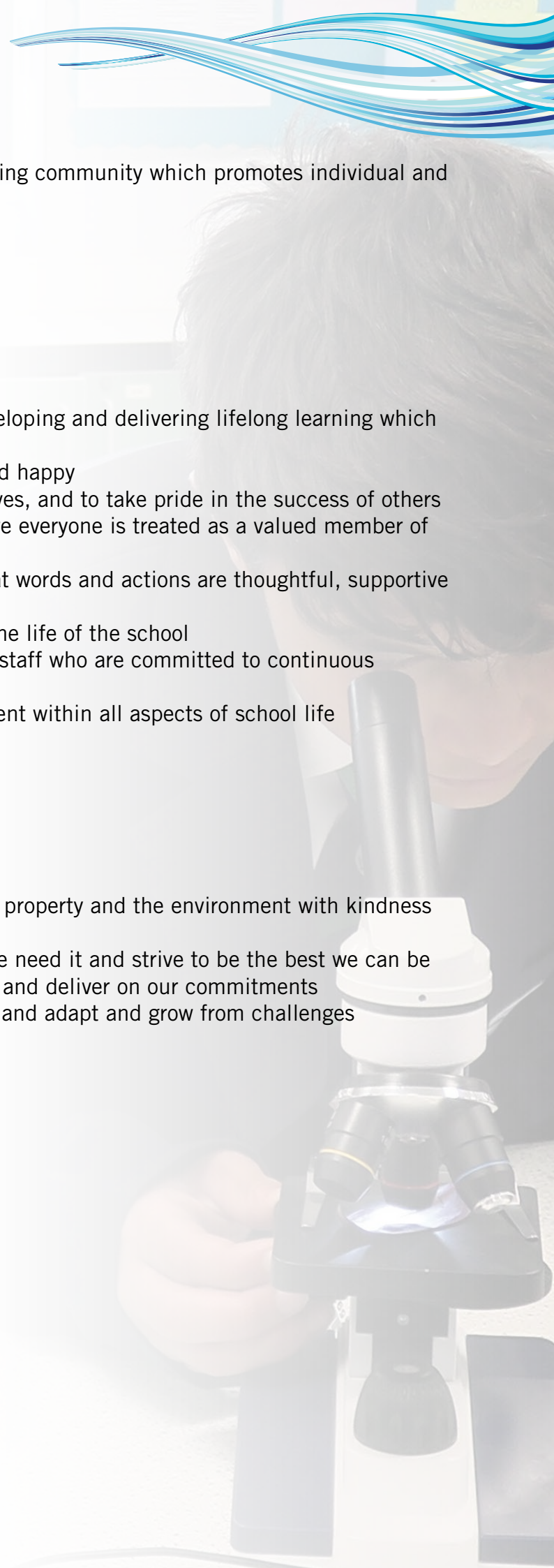
OUR MISSION

We aim to achieve our vision by:

- Raising students above the ordinary by developing and delivering lifelong learning which transforms lives
- Ensuring every person feels valued, safe and happy
- Enabling students to feel proud of themselves, and to take pride in the success of others
- Promoting a culture of mutual respect where everyone is treated as a valued member of the school community
- Encouraging positive communication so that words and actions are thoughtful, supportive and motivational
- Placing parents and carers at the heart of the life of the school
- Having highly dedicated and well-qualified staff who are committed to continuous professional development
- Adopting an ethos of continuous improvement within all aspects of school life

OUR VALUES

We underpin our approach throughour values:

- We are **respectful** – we always treat people, property and the environment with kindness and consideration
 - We are **ambitious** – we ask for help when we need it and strive to be the best we can be
 - We are **reliable** – we do what is asked of us and deliver on our commitments
 - We are **resilient** – we prepare for the future and adapt and grow from challenges
- 



JOB DESCRIPTION

Job Title:	Deputy Headteacher – Teaching and Learning
Grade:	L20-24
Reports to:	Headteacher
Responsible for:	Leading the Teaching and Learning Team

Purpose of the job

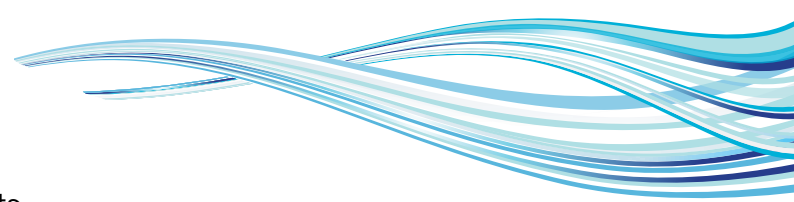
- To lead on overall Curriculum, Teaching, Learning, CPL, Assessment and Data throughout the school
- To lead on key aspects of Curriculum, Teaching, Learning, CPL, Assessment and Data (these will be agreed with the successful candidate)
- To lead the Teaching and Learning Team (TLT)
- To promote the school's vision and its values of "Respect, Ambition, Reliability, Resilience".

Main Responsibilities (these will be agreed with the successful candidate, but the basics are below)

- To deputise for the Headteacher as required
- To lead and develop the Teaching and Learning Team (TLT)
- To be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- To lead on the appraisal process for teaching staff, including quality assurance appraisal meetings
- To lead on learning walks, work scrutiny and student shadowing with TLT and SLT
- To oversee the Induction of NQTs/new staff
- To lead on learning walks and student shadowing with identified SLT
- To lead on a consistent approach to line management meetings with Heads of Departments and other teaching staff
- To ensure the development of other members of the TLT
- Line management of the Assistant Headteachers in the TLT
- Line management of Faculties as per the school organisation chart
- To attend meetings and report to the Governing Body as required

Senior Leadership Team

- To serve as a member of the Senior Leadership Team and assist with whole school strategic planning as required
- To ensure that the vision for the school is shared, understood and acted upon by all
- To encourage creativity, innovation and the use of new technologies as appropriate to the role, to achieve excellence
- To produce and implement clear, evidence-based improvement plans and policies for the further development of the school, as required
- To be responsible for sections of the School Action Plan, as directed by the Headteacher
- To attend and contribute to the agenda of the weekly Senior Leadership Team meetings
- To ensure staff and Governors are kept informed of latest teaching and learning developments
- To fulfil responsibilities commensurate with the responsibilities of their role as directed by the Headteacher



Promotion of School

- To contribute to the safeguarding of students
- To contribute to whole school special events as and when required
- To be aware of the School's duty of care in relation to staff and their well-being, students and visitors and to comply with all health and safety policies at all times
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities

This job description is current at the date indicated below but, in consultation with the postholder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.



PERSON SPECIFICATION

A: Application Form

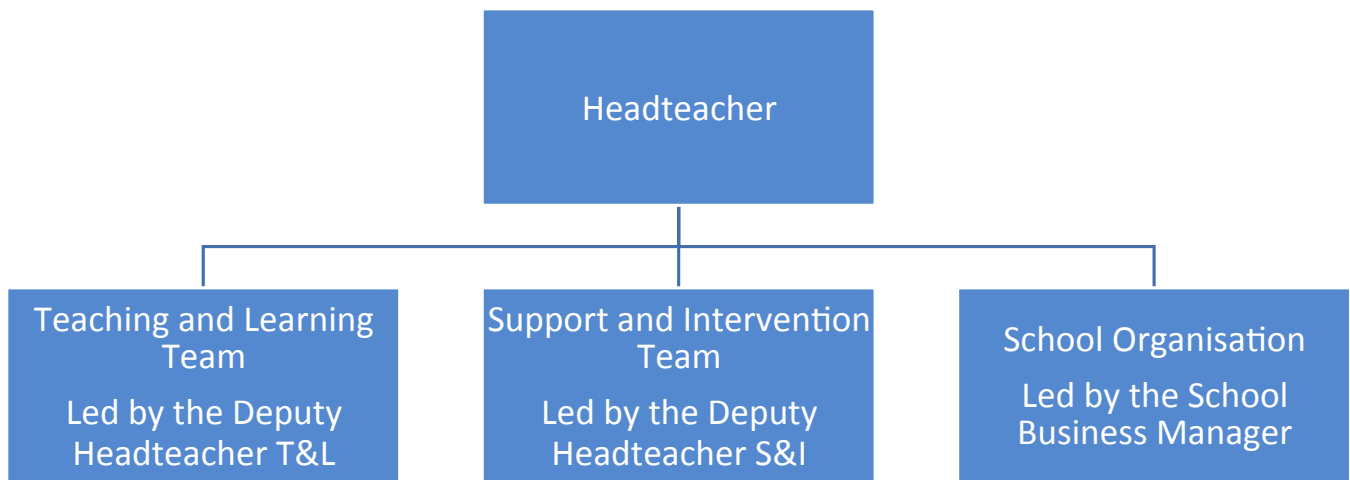
C: Certificate

I: Interview/activities

R: Reference and other employment checks

	Essential / Highly Desirable
Qualifications	
Qualified Teacher Status (C)	E
Evidence of regular and appropriate professional development (A)	E
Middle or Senior Leadership training (NPQML, NPQSL) (C)	HD
Safer Recruitment in Education (C)	HD
Experience	
Currently working in a secondary setting (A)	E
4 years or more of working at SLT level as at least an Assistant Headteacher (A)	E
Middle and Senior leadership in at least 2 different secondary schools (A)	HD
Currently working in a 'good' or 'outstanding school' (A)	HD
Clear aspirations to Headship in the next 5 years (A,I)	HD
Teaching & Learning	
Outstanding classroom practitioner (A,R)	E
Teaching experience of an EBacc subject to GCSE level (A)	HD
Leadership	
Impact on raising student achievement (A,R)	E
Impactful use of data to inform next actions and evaluate progress (A,R,I)	E
Leadership and quality assurance of systems and processes to ensure best outcomes for students and staff (A,R,I)	E
Experience of performance management and supporting others to improve (A,R)	E
Coaching and mentoring experience of staff (A)	E
Forming and leading effective teams that have impact (A,R,I)	E
Leading change and managing challenge effectively (A,R,I)	E
Working knowledge of national guidance documents (A,I)	E
Promotion of inclusivity and diversity (A,I)	E
Recent experience of an Ofsted inspection (A,R,I)	HD
Management	
Effective planning and delegation of tasks within major school projects (A,I)	E
Effective management of school resources (A,I)	E
Leadership Attributes	
Personal integrity and effective role model (A,I)	E
Excellent communication and presentation skills (A,I)	E
Team player (A,R,I)	E
Ability to prioritise and work to deadlines (A,I)	E

OUR SENIOR LEADERSHIP TEAM





OUR OFSTED KEY POINTS FOR ACTION

We were inspected in December 2018 with a remote monitoring visit in March 2021 and an onsite monitoring visit in June 2021.

In the June 2021, we were particularly proud that in the Ofsted parental survey, **88% of parents/carers said that they would recommend the school.**

Our strengths

In June 2021, the Inspector commented:

- **Leaders and those responsible for governance are taking effective action in order for the school to become a good school.**
- You and your leadership team are raising expectations of all at the school and have an accurate understanding of what still needs to be done.
- Subject leaders have refined their curriculum plans to take account of gaps in pupils' knowledge.
- You have identified reading as a whole-school priority, especially for the weakest readers. The session I visited had a real buzz of purpose.
- Teachers have considered how they can best adapt lessons so that pupils with special educational needs and/or disabilities (SEND) can access the learning.

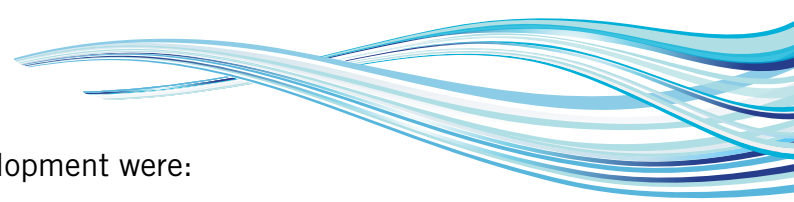
In December 2018, Inspectors commented that the school's strengths were:

- Staff, including leaders, are deeply committed to improving the school, The Headteacher unites them with a common sense of purpose that is rightly focused on improving the quality of teaching. The impact of leaders' actions is clearly evident in some of the school's work.
- Pupils feel safe and well cared for. They are accepting of each other's differences. They show thoughtful consideration towards peers who might otherwise be vulnerable such as those with physical disabilities.
- The curriculum is suitably broad and balanced across key stages 3 and 4. Pupils particularly enjoy their studies in design and technology showing pride in what they make.
- In most lessons, pupils conduct themselves appropriately. Where routines are clearly established, they behave well and demonstrate respect. This supports their learning successfully.
- Sixth form students following vocational courses made very good progress last year.

Our areas for development

In June 2021, our areas for further development were:

- Ensure that the planned curriculum is implemented to the standard that leaders intend so that pupils know more and remember more across all subjects.
- Accelerate governors' training and build their skills so that they hold leaders to account effectively for their work to improve the quality of education and pupils' personal development.



In December 2018, our areas for further development were:

- Ensure that leaders' current focus on raising teachers' expectations and developing the precision of their work leads to pupils making consistently good progress across the range of subjects.
- Strengthen the capacity of leadership across the school, so that improvement priorities including around the administration of safeguarding are tackled successfully and in a timely way.
- Ensure that pupils consistently conduct themselves as well around the school as they do typically in classrooms, so that instances of poor behaviour decline.
- An external review of governance is recommended, in order to consider how the impact of governors' work could be refined and improved.

Our school action plan

We have a detailed school action plan for 2021-22, a parent/carers summary version you can find on the school website.

[www.swr.school/ site/data/files/ofsted/8B5670C8170EE8BF88FD16DD8F352C68.pdf](http://www.swr.school/site/data/files/ofsted/8B5670C8170EE8BF88FD16DD8F352C68.pdf)





CANDIDATE INFORMATION

Individual visits

Interviews are being held on an inset day and we therefore would welcome and encourage candidates to visit the school individually. Please contact the Headteacher's PA, Michelle French (mfrench@swr.school) who will make the necessary arrangements with you.

Making your application

If you have any further questions about the role or would like to discuss making an application please contact the Headteacher's PA, Michelle French (mfrench@swr.school).

Closing date for applications – 9am 12th November 2021

Interviews – 29th November 2021

Start date – April 2022

Sir William Ramsay School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to DBS checks along with other relevant pre-employment checks.

