

# Glenleigh Park Primary Academy

Growth, Perseverance, Positivity, Achievement



## Deputy Headteacher Recruitment information September 2022

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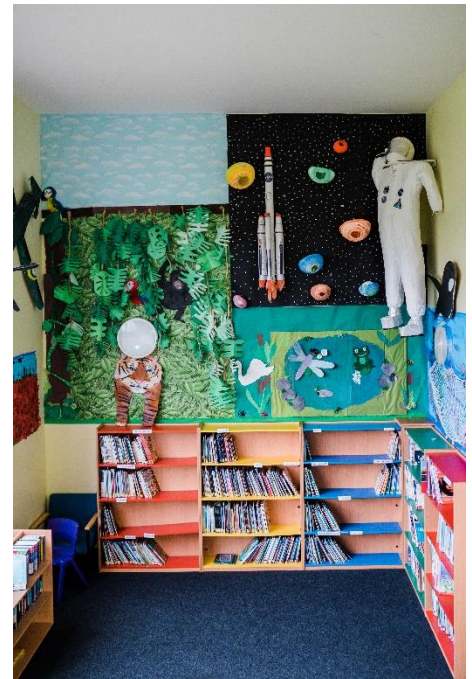
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## **Welcome**

Thank you for showing an interest in our pupils, our schools, and our successful and growing Trust. We are determined to provide the best possible standard of education to pupils in our academies across Sussex, all of whom are unique and reflect their own distinct communities. We pride ourselves on being Seven Schools, One Family.

Glenleigh Park Primary Academy is a vibrant primary academy in the Sidley area in the heart of Bexhill. The school is two-form entry with a nursery and educates up to 400 pupils. The vision of the academy is to lead a generation to be aspirational learners, through our relentless focus on quality, excellence, and passion. We are determined that every child in our academies benefits from an expertly taught, knowledge rich curriculum so that all pupils are well equipped for the next stage of their education.

For the right leader, this is a great opportunity – Glenleigh Park is continuously improving, Ofsted rated 'Good' school within a small, supportive, and growing Trust. The new deputy needs to be tenacious and inspirational, to galvanise the staff team to accelerate progress and collaborate with families and the wider community to provide the best opportunities for our children.

Glenleigh Park Primary Academy is on an upward trajectory and it's an exciting time to join and write the next chapter of the school. The successful applicant will have the opportunity to further impact the lives of our pupils, supporting the headteacher in leading a dedicated team to encourage success and inspire enjoyment in learning for life.

Thank you again for your interest in our Trust and Glenleigh Park Primary Academy. I wish you all the very best with your application to become the next deputy head of our school.



James Freeston Director of Education and Standards Aurora Academies Trust



# Glenleigh Park Primary Academy

Mrs L Pocock – Headteacher  
Ms L Barnard – Assistant Head  
Mrs Meggison – Assistant head

Gunters Lane  
Bexhill-on-Sea  
East Sussex  
TN39 4ED

Tel: 01424 213611

[glpaoffice@auroraacademies.org](mailto:glpaoffice@auroraacademies.org)

Dear Applicant,

Thank you for your interest in the Deputy Headteacher position at Glenleigh Park Primary Academy. I hope that you find the following information useful. The decision to apply for any senior leadership position is a big one and we know that recruitment is a two-way process. The school and organisation must be a good fit for the candidate. With this in mind, if there is any further information you require about the school, the trust or the role please don't hesitate to get in touch. We would strongly recommend a visit to the school so that you can see first-hand what a great opportunity there is on offer.

As the new Deputy Headteacher you will play a significant role in leading the staff, pupils, parents and governors in establishing our aims, values and ways of working; embedding current good practice and implementing innovative new strategies to help us to raise attainment and achievement across the school and offer all children a knowledge rich and concept driven curriculum.

## The Role

The role of Deputy Headteacher is to play a key role in the senior leadership team of the school. The post holder will deputise for the Headteacher when necessary. Proactively contribute to the excellent leadership team at Glenleigh Park Primary Academy and contribute to the high educational standards at Glenleigh Park Primary Academy.

You will be a role model in leading the teaching team at Glenleigh Park Primary Academy to ensure all our pupils achieve their full potential by having responsibility for creating a learning culture, which enables pupils to become effective, enthusiastic and independent, life-long learners. The role involves setting high expectations for teaching and learning, creating a culture that ensures effective teaching and learning and to evaluate the effectiveness of the teaching and learning on pupil outcomes.

If you are an outstanding practitioner with an established reputation for raising standards, together with relentless drive and resilience then we want to hear from you.

We look forward to receiving your application

Yours faithfully

Laylee Pocock  
Headteacher



# Glenleigh Park Primary Academy

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## The school

Glenleigh Park Primary Academy opened in September 2012 when it joined Aurora Academies Trust and relocated from its old site in the center of Sidley. There are currently just under four hundred pupils on roll and another thirty in the nursery class. The school serves a diverse catchment area although pupils are predominantly white British. Levels of deprivation are above national averages.

The staff team are committed, enthusiastic and hard working. They are keen for the Deputy Headteacher to share these values and provide them with strong and clear leadership. You will be working with a team of friendly, dedicated and hard-working staff. We are all driven by a real desire to change children's lives for the better and to help them to reach their full potential. We hope this is what drives you too. Our school is a happy and inclusive place where everyone is valued and encouraged to excel.



**Growth, Positivity, Perseverance, Achievement**

## **The Trust**

About our Trust Aurora Academy Trust aims to provide excellent education for the pupils and communities that our 7 academies across East Sussex serve, where every pupil thrives and makes great progress. Our vision is clear: we are determined to provide the best possible standard of education to our pupils, regardless of background or ability, every single day. We are determined to instil in our pupils a love of learning, raise their aspirations, and teach respect and tolerance.

All the Aurora Academies Trust schools are unique and serve their own distinct communities, keeping their own name and choosing their own uniform and logo. The Aurora Curriculum for reading and foundation subjects is, however, embedded across all our schools, a direct result of productive collaboration between the schools and a commitment to sharing best practice. Aurora's vision and values are best summed up in the Aurora Pillars that govern how our schools operate, helping us to provide a world class education for the young people in our care, for each child, and every single day:

### THE AURORA PILLARS

- |                            |                           |
|----------------------------|---------------------------|
| • Student Achievement      | Extended Opportunities    |
| • Curriculum               | Safe & Secure Environment |
| • Teaching & Learning      | Parental Involvement      |
| • Professional Development | Community Support         |

Aurora Academies Trust also benefits greatly from the partnership with our sponsor, Pansophic Learning, who provides strategic expertise and access to over 50 schools internationally within the group. This ensures fantastic opportunities for pupils and staff in the Aurora Academies Trust family- including pupil-to-pupil communications and teacher exchanges that provide professional and cultural development for our staff.

There are currently seven schools within the Trust, including:

- City Academy Whitehawk
- Glenleigh Park Primary Academy
- Heron Park Primary Academy
- King Offa Primary Academy
- Oakwood Primary Academy
- The Gatwick School
- Westvale Park Primary Academy



## Our Core Values

At Glenleigh Park we ensure all children achieve personal *growth*, academic *growth* and character *growth*!

We encourage all children and adults to **persevere** in their learning, **persevere** in their relationships and **persevere** when things get hard.

Everyone at Glenleigh Park demonstrates a **positive** attitude, **positive** approach to learning and a **positive** approach to relationships.

As we believe, these core values will enable every child to **ACHIEVE** their full potential.



## **Deputy Headteacher – Job Description**

### **Leadership Scale 8 - 12**

### **Full Time**

The post-holder reports to the Headteacher in all matters. The post-holder is expected to interact, on a professional level, with colleagues, in order to ensure excellent provision for all pupils and work collaboratively with all other colleagues.

#### **MAIN PURPOSE OF THE JOB**

The role of Deputy Headteacher – to play a key role in the senior leadership team of the school. The post holder will deputise for the Headteacher when necessary. Proactively contribute to the excellent leadership team at GPPA and contribute to the high educational standards at GPPA.

Be a role model in leading the teaching team at GPPA to ensure all our pupils achieve their full potential by having responsibility for creating a learning culture, which enables pupils to become effective, enthusiastic and independent, life-long learners. The role involves setting high expectations for teaching and learning, creating a culture that ensures effective teaching and learning and to evaluate the effectiveness of the teaching and learning on pupil outcomes.

#### **Duties and Responsibilities**

- Carry out the duties of this post in line with the remit outlined in the current *School Teachers' Pay and Conditions Document* including the conditions of employment for deputy headteachers and the school's own policy
- Under the overall direction of the headteacher play a major role:
  - in formulating the aims, objectives of the school and establishing the policies through which they are to be achieved
  - monitoring the quality of teaching and learning
  - supporting curriculum leaders in the development and implementation of the curriculum
  - proactively manage staff and resources
  - coaching, mentoring and developing all staff within the curriculum
- Provide strategic leadership that constructively evaluates and then drives forwards our high standards for teaching and learning
- Take on the responsibilities of the headteacher as agreed and appropriate in the absence of the headteacher
- Carry out the professional duties of a teacher as required
- Take responsibility for child protection issues as appropriate
- 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
- Collaborate with other Aurora Academies to pursue and attain shared goals.
- 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
- Keep abreast of recent developments (be research driven) regarding teaching and learning and adopt and disseminate these according to the needs of the school
- Assist with the development and delivery of training and support for staff in the areas of teaching and learning
- Lead 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
- Assist the senior leadership team in managing the school through strategic planning and the formulation of policy and delivery of the strategy, ensuring management decisions are implemented
- Support the senior leadership team with the processes involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school, including lesson observations, to ensure a consistently high quality
- 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
- Ensure through leading by example the active involvement of pupils and staff in their own learning

### **Developing Self and Others**

- Support the development of collaborative approaches to learning within the school and beyond
- Support the induction of staff new to the school and those being trained within the school 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 responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting

- Work with the senior leadership team 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

### **Managing the Organisation**

- Contribute to regular reviews of the school's systems to ensure statutory requirements are being met
- Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication
- As appropriate and under the leadership of the headteacher, undertake activities related to professional, personnel/HR issues
- Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the senior leadership team
- Contribute to the day-to-day effective organisation and running of the school
- In the absence of the Headteacher:
  - be responsible for the oversight of the school's budget and finances.
  - manage finances and commission resources in order that systems and processes enable the best-possible provision for pupils.
- Work closely with the Headteacher and Business Manager, to monitor and evaluate the use of finance and resources to secure value for money.
- Seek opportunities to maximise resources for the school and its community.
- To undertake any professional duties, reasonably delegated by the headteacher

### **Securing Accountability**

- 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
- 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

### **Strengthening Community**

- Assist the senior leadership team in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Attend meetings with parents and carers as appropriate to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools and external agencies

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

In addition, the post is subject to compliance with;

- School policies, guidelines and procedures.
- AAT policies.
- All staff have a responsibility for providing and safeguarding the welfare of children and young persons h/she is responsible for or comes into contact with.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers' contained at Appendix A. This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers' contained within Parts XI and XII of the School Teachers' Pay & Conditions Document. This job description may be amended at any time following discussion between the head teacher and member of staff

Signed by member of staff:

Date:

## **Deputy Headteacher – Person Specification**

AAT is committed to safeguarding and promoting the welfare of its pupils and expects all employees and volunteers to share this commitment. This post is subject to an enhanced DBS check and background identity checks.

Person Specification for DHT at Glenleigh Park Primary Academy				
<i>In addition to the below, it is expected that all aspects of the Teachers' Standards are fully met.</i>				
Aspect	Requirement	Essential	Desirable	Assessment
Qualification	Qualified teacher status	X		Application Form
	NPQML, NPQSL or NPQH		X	
	Further relevant professional studies		X	
Experience	Senior Leadership experience	X		
	Evidence of a track record of individual teaching success	X		
	Leadership in staff professional development	X		
	Leadership in pastoral/pupil personal development	X		
	Successful experience of performance management of other staff	X		
	Track record in working with, and impacting on, parental engagement	X		
	Successful partnership working with other schools and/or academies, external agencies and stakeholders		X	
	Experience of teaching and leading effectively in more than one school		X	
	Experience of Ofsted processes		X	
	Experience in the management of nursery provision		X	
Knowledge & understanding	Understanding and application of school improvement principles	X		Application Form Supporting Statement Interview
	Thorough knowledge and understanding of national priorities and current developments	X		
	Thorough knowledge and understanding of the Ofsted Framework and its implications for school standards	X		



	Knowledge and understanding of the principles and practices of performance management of all staff	X		
	In depth knowledge of best practice with regards to 'Quality of Education'.	X		
	In depth knowledge of the national curriculum and early years curriculum	X		
	Understanding of issues related to schools in challenging or vulnerable contexts		X	
Abilities & skills	Ability to plan strategically and to monitor, evaluate and review nominated aspects of GPPA's systems and processes	X		Application Form Supporting Statement Interview
	Ability to lead, motivate, develop and inspire staff and encourage pupil and parental engagement	X		
	Ability to analyse and evaluate performance data in order to set aspirational and challenging targets	X		
	The ability to use technology to ensure all written communication reflects our best practice and the skill to ensure that it is of the highest quality aesthetic standard	X		
	Ability to work effectively as part of the school team and with governors, trustees, pupils, guardians/carers, stakeholders and partners within, and beyond, the education sector	X		
	Ability to sustain the ethos and refine the structures for managing behaviour, enabling pupils to become independent and self-regulating		X	
Accountability	Willingness to learn from others and to both seek and take advice	X		
	Excellent self-awareness and ability to manage self	X		
	Excellent interpersonal skills	X		
	Ability to secure the commitment of all stakeholders to the vision and ideas of King Offa	X		
	Ability to think strategically, creatively and to prioritise	X		

	Excellent communication (written, oral and presentation skills)	X		
	Ability to proactively engage with a range of external partners and networks	X		
Equality	Demonstrate knowledge and understanding of equality issues and legislation (both provision and outcomes)	X		Application Form Supporting Statement Interview
	Demonstrable commitment to equality of opportunity and inclusive education	X		
	Experience of organising collaborative partnerships with other service providers to meet the needs of individuals and groups of pupils		X	
	Ability to integrate equality policies into action		X	
Safeguarding	Knowledge of local and national safeguarding requirements	X		
	Evidence of having complied with statutory obligations in order to achieve highly effective safeguarding	X		
	Experience of performing effectively as DDSL or DSL		X	
Other requirements	Commitment to forming and sustaining a close working relationship with the Headteacher, rooted in mutual respect and trust	X		
	To maintain a sense of perspective and good humour	X		
	To enjoy working in a challenging environment	X		
	Resilience, the ability to work under pressure and to meet deadlines	X		

### **Safer Recruitment:**

Glenleigh Park Primary Academy 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 employment checks.



Please contact Miss Gooch (Office Manager) to arrange a visit

Tel: 01424 213611

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