



Hounsdown School
- A Science College

Deputy Headteacher L17-L21



Working Together, Achieving Excellence

Deputy Headteacher

- L17 – L21
- Full Time
- Permanent
- Required September 2023
- Closing date: 12:00noon 31 January 2023
- Interview date: 23 & 24 February 2023

Dear Applicant

I hope that our application pack reflects the enormous pride that we have in our school, staff and students. The school converted to an academy in August 2011 and is an over-subscribed, Outstanding (Ofsted 2017), thriving, highly successful and popular single 11 - 16 comprehensive school of 1305 students. We have a strong emphasis on the traditional values of hard work, honesty, responsibility and respect for others. We value and are proud of our Hounslow Community. We are committed to supporting all staff in their career aspirations.

“Be the best that you can be” means continually striving to be the best version of ourselves.

“Have a Mind to be Kind” means everyone making a personal, positive contribution to our culture of mutual respect and courtesy

Our Vision is to be an outstanding educational provider, offering every young person the highest possible quality teaching, support, challenge and resources which help them help themselves to be the best that they can be.

To achieve this we continually seek to;

- Operate at high levels of TRUST and CHALLENGE for all
- Be safe and prioritise our safeguarding duties as a community
- Build trusted working relationships as the bedrock for successful education
- Provide an excellent learning environment and experiences
- Remember that resilient young people learn good lessons from mistakes and personal challenges
- Constantly reflect on how we can improve as a school community

Safeguarding

Hounslow School is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced DBS check along with other relevant pre-employment checks.

The Role

Be the best that you can be. Come and join a tremendous staff team in an outstanding school. You will be a highly capable senior school leader looking for the next challenge. This is the opportunity to lead and mould the future of Hounslow School at a crucial time in education nationally and in the life cycle of the school.

You will be a skilled teacher and a member of your school's Senior Leadership Team with significant whole school pastoral leadership experience. The portfolio of responsibility within the Job Description is flexible and will change over your time at Hounslow. However, expect there to be pastoral, curriculum and school operation leadership responsibilities.

Your skills as a person, your empathic understanding of the needs of all young people as well as your ability to support, lead and motivate staff are all more important than what you know now. You will be ambitious to do the best for students in our care and have a work ethic to match. Come and be a key part of the team that is shaping the future at Hounslow.

Staff Benefits

- Private Health Cash Plan
- Free counselling support
- Fantastic CPD opportunities for all
- Cycle Loan Scheme
- Staff swimming
- Respectful email policy
- Staff fitness sessions
- Excellent pension scheme
- Free onsite parking

How to Apply

To apply for this position please visit our website to download the application form included on the website.

<https://www.hounslow.hants.sch.uk/Recruitment/Recruitment/>

If you would like to arrange a visit to the school prior to your application please contact the school directly.

Job Description

This is an example of the job description of the current Deputy Headteacher. We are recruiting an additional Deputy Headteacher and this job description is therefore an example of the level of responsibilities for the post. The roles and responsibilities of this role will be established with the successful candidate.

Purpose

Under the direction of the Headteacher to be accountable and provide professional and strategic leadership and day to day management for the core responsibilities of the day to day leadership of the school, specifically: students' uniform, behaviour standards, **whole school timetable, year 8 options process** and strategic oversight of student welfare, care, guidance, behaviour, rewards and safeguarding. This will enable the school to give every student a high quality education and promote the highest possible standards of achievement and safety.

In addition you are required to undertake the following responsibilities within the framework of School Policy and National regulations.

To exercise the authority delegated from the Headteacher to ensure that all aspects of the Job Description are effectively delivered and to be accountable for each aspect to the appropriate colleagues as detailed below.

This job description will change annually and will change next in September 2023 to reflect the school's improvement plan need and changing SLT responsibilities and structure.

Key Responsibilities / Accountabilities

LEADERSHIP

Under the direction of the Headteacher

- Create and communicate a shared vision, which expresses the core values and moral purpose of the school.
- Motivate others to create a shared learning culture and positive climate.
- Lead by example, modelling the values and visions of the school.
- Translate the vision into agreed targets, objectives and operational plans.

Leading

- Ensuring strategic oversight and leadership of the school pastoral system via ASHT's with YL line management oversight and including setting and establishing overall standards of behaviour, care and safeguarding.
- Continue to establish and develop creative, responsive and effective approaches to learning, personalising learning and teaching.
- Set high expectations and set challenging targets for school performance.
- Continue to develop systems and practices to monitor, evaluate and review classroom practice and learning and promote improvement strategies.
- Challenge under-performance at all levels and ensure corrective action.
- Develop and maintain a culture of high expectations for self and others.
- Ensure effective planning, allocation, support and evaluation of the work of teams and individuals.
- Ensure a continuous and consistent school-wide focus on raising students' achievement and attainment, using data and benchmarks to monitor progress.
- Continue to establish and develop creative, responsive and effective approaches to learning, personalising learning and teaching.
- Regularly review own practice, set personal targets in consultation with the Headteacher and take responsibility for own professional development.
- To contribute to parental newsletters, keeping parents apprised of developments for the areas for which you are responsible.
- Promote, support and attend school events and extra- curricular activities amongst the students and staff

School operations

- Deputise for the Headteacher in their absence, ensuring as a priority the Health, Safety and wellbeing of students and staff.
- In fulfilling the above role, to make decisive and correct decisions in the absence of contact with one of the Headteacher.
- Day to Day leadership of students' behaviour, uniform and standards
- Strategic oversight of daily routines & duty oversight via the Senior Teacher
- Strategic oversight of student welfare, care & guidance, behaviour, rewards and safeguarding.
- Parental communications oversight/ letter approval
- Timetable / Options
- Curriculum
- Half termly Pastoral SLT link meeting agenda
- Deputy DSL
- All Day Duty (on site until 4.15pm)
- To be the investigating officer for significant staff conduct or capability issues.
- Manage Senior Teachers in their day to day operational duties
- To support the Headteacher in undertaking the charring, monitoring and attendance at meetings or functions as requested and listed on the annual SLT responsibilities chart.
- To undertake SLT daily duties, as requested by the Headteacher

Governance

- SLT lead for curriculum govs
- FGB attendance
- Attend any other committee or item as required
- To be responsible for the strategic oversight of new governor induction visits to school and the governor subject link annual programme.
- To be responsible for the oversight and updating of key whole school policies as identified on the SLT annual responsibilities chart.

Staffing and Professional development

- To undertake and complete the performance management of identified staff.
- Implementation of staff disciplinary action as required or requested by DVE
- UPR process (with DVE)

School operations (non-teaching)

- ICT & Day to day management / New Technologies / Website
- Offsite Activities/Trips/EVC
- To assume the role of the school's overall fire safety lead
- To have strategic oversight for day to day accident investigating.

H+S

- Responsible Fire Officer / Fire Practice
- Investigation lead for accidents
- Emergency planning oversight with DVE and School Business Manager
- To keep the Headteacher apprised of any Health & Safety or welfare issues

Line Management

- English, Media and Literacy
- Assistant Headteacher x2
- EVC Co-ordinator
- ICT Network Manager
- Music
- Admin Officer

Knowledge and Skills

Classrooms teachers should demonstrate their knowledge and understanding of:

- principles and practices of effective learning and teaching
- preparation of schemes of work and lessons
- knowledge and understanding of subject area(s)
- principles and practices of monitoring/assessment/evaluation
- the application of information and communications technology (ICT) to learning and
- teaching in subject area(s)

As for class teacher:

Practice

- Teach Science or other subjects requested across the whole age and ability range, taking account of any IEPs, IBPs and PSPs.
- Prepare and teach lessons of a high standard to the students assigned to her following designated programmes of study
 - carrying out the necessary assessments
 - providing information/comments for records
 - monitoring students in accordance with agreed departmental strategies
- Maintain discipline in accordance with school policies and demonstrate good practice in the classes taught with regard to attendance, appearance, uniform, punctuality, behaviour, homework, etc.
- Contribute to the corporate tasks of development, record keeping, monitoring, evaluation of lessons and maintenance of materials
- Participate in the applications of the departmental homework policy which includes setting, marking of homework and monitoring homework diaries
- Engage in continuous professional self-development in relevant areas
- Assist with developments within Science, including reviewing and updating schemes of work and resources.
- Ensure lesson planning is maintained and recorded in the Teacher's Planner.
- Ensure compliance with the school policy on marking, assessment, recording and reporting.

Set expectations of students within the context of school policies in relation to:

Working practices and relationships to be fostered with students, including those relating to behaviour, discipline and attitudes;

Encouraging moral and spiritual growth and civic and social responsibility;

Ensure team working and mutual support by developing, fostering and promoting positive working practices and relationships.

Communications/Liaison

- To ensure effective communication and consultation as appropriate with colleagues, parent, partner schools, employers, LA support services and other relevant external bodies. To not engage in any press responses without the consent of the Headteacher.
- To ensure the effective communication with students and parents over the KS4 exams process and KS3 exams.
- To attend governors meetings to present information as requested by one of the Headteacher and to prepare reports or inclusions for the HT report to governors.
- To attend Governors meetings as requested by DVE.

Management of resources

- To manage the available resources within the limits, guidelines and procedures laid down, keeping appropriate records.
- To be responsible for key whole school policies that come under your remit, their review and updating via staff consultation and SLT.

Pastoral System

- Provide support for whole school behavior management, as well as undertaking SLT daily duties as requested.

Other specific duties and additional responsibilities

To lead by example, with high personal expectations and standards of conduct and behaviour. To play a full and active part in the life of the school community, to uphold and support its vision, ethos, culture, policies and practice and to encourage and ensure staff and students follow this example. To actively engage in the performance management process and continue personal development. To undertake any other duty as specified by STPCD and not mentioned above. To undertake any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

HOUNSDOWN SCHOOL SLT STAFFING STRUCTURE

Headteacher			
Deputy Headteacher		Deputy Headteacher (NEW)	
School Business Manager			
Assistant Headteacher Whole School Learning & Teaching & Quality Assurance/MER	Assistant Headteacher Student Welfare, Inclusion & Safeguarding	Assistant Headteacher Whole School Exams & External Pastoral Leadership DHT	Assistant Headteacher PSHCE/Citizenship/ Stakeholder feedback Pastoral Leadership via DHT

Person Specification

	Essential or Desirable
Personal Skills and Abilities	
Excellent communicator	E
High Emotional Intelligence	E
Outstanding work ethic	E
Ability to lead and inspire	E
Resilient	E
Calm under pressure	E
Confident public speaker	E
Professional Skills and Abilities	
Outstanding role model of professional standards	E
Rational decision maker	E
Will question, debate and present alternative views to support decision making	E
Takes direction and leads the 'school perspective' when required	E
Able to hold staff / students / stakeholders to account	E
Professional experiences and qualifications:	
Experienced member of your school / college Senior Leadership Team	E
Experience and impact with driving whole school initiative / change	E
Substantial prior experience of managing within the pastoral system (e.g. Year Lead) or leading pastoral systems whole school	E
DSL or Deputy DSL	D
Degree or equivalent academic qualification	E
Qualified Teacher Status	E
Experience of teaching the subject related topics	E
Proven experience of impact in the classroom	E
Evidence of achievement in teaching across the Key Stages	E
Other recognised qualifications in the subject	D
Evidence of a commitment to own professional development	D
Professional development/ mentoring of colleagues	D
Knowledge & Understanding	
Knowledge and awareness of current national issues in education and school leadership	E
Understanding of the rigorous use of assessment and interventions to improve outcomes	E
A track record of high performance in your specialist subject area as a teacher and leader	E
A clear vision of what is effective teaching and learning	E
Experience of working with the school governing body or Trust executive	D
Knowledge of adaptive teaching to support learners of all prior attainment and background	D
Clear knowledge of Health & Safety in schools relevant to your current role	E

How to Apply

How to complete your application form

In order for you to be considered for the position, it is important that you complete the application form fully. This ensures that all applicants are providing us with the same type of information.

Please use the job description and your knowledge of the role to assist you in completing the application form. Incomplete application forms will delay our recruitment process. CV's will not be accepted in substitution.

Your application is the first step in the process we use to choose employees. It plays an important part in deciding whether or not we invite you to the next stage of the process. Our decision on who to invite will be based on the information you give in your application. Please use your application and personal statement as an opportunity to reflect your personality, experience, strengths and creativity. We receive many applications; make yours stand out.

Personal Information

Enter your personal details in this section. During the recruitment process, we will contact you by email. Some spam filters may re-direct our emails to the spam folder within your email account. Please check your account regularly to minimise the risk of missing an email from us.

Employment History

Current Employer - Enter information about your current employer. If this is your first job after school or college, please give details of weekend, evening jobs, or work placements.

Previous employers - Please provide information about all of your previous employers including permanent, temporary or interim roles. To do this, simply add more sections. You must give a full history in chronological order since leaving secondary education, including periods of any post-secondary education / training, part-time and voluntary work. If you have any gaps in your employment, please indicate the reasons for this. Include full time employment, with start and end dates.

Provide explanations for periods not in employment or education / training and reason.

Formal Education

Enter all of your educational qualifications such as NVQs, GCSEs, O-Levels, A-Levels, AS Levels, Highers, and Degrees. **Include all subjects and grades/scores.**

References

Hounslow School is committed to safeguarding children and promoting the welfare of children, young people and adults. We expect all employees, workers and volunteers to share this commitment. All our recruitment and selection practices reflect this commitment.

For roles working with children and children's data, we comply with the "Safer Recruitment" national guidelines. Ideally, we will take up references before the interview for these roles; however, we do understand that with some positions this is not always possible. We will always be discrete, and if the role that you are applying for allows, you will have the option to let us know if you do not want us to contact your current employer.

Employment references for Safer Recruitment roles should not be from a colleague. They should be from your manager, supervisor or someone who is in a position of authority. It is our preference that referees are provided from different schools if you have worked in school environments previously.

If you are not currently working with children or adults but have done so in the past, it is important that you provide a reference from this employer.

We are committed to providing the best possible care and education to our students and expect all staff and volunteers to share this commitment. All staff have a role to play in safeguarding children and have a responsibility to provide a safe environment in which children can learn. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions or cautions and bind-overs, including those regarded as 'spent' must be declared. Failure to declare any convictions or cautions may result in an offer of employment being withdrawn. A criminal record will not necessarily be a bar to obtaining a position.

Help us to speed up the references process:

- Ensure the email addresses and phone numbers you have provided for your referees are correct
- Do not put two referees from the same place of work
- Let your referees know when you are offered the role
- Tell them that they will shortly be contacted for a reference
- Ask them to complete the reference as soon as possible

Interviews

If you are selected to attend an interview or an assessment day we will notify you via email or phone and let you know the date and time. It is very difficult for us to change the date of the interview once it has been agreed internally. Remember to check your spam folder when accessing your emails.

- Invitations to interview are usually made via email
- If you are invited to interview, please inform us if you require any particular arrangements, specific access or other support to be made.
- Where lunch is provided as part of the interview process (this will be made clear in the interview schedule), please inform us of any dietary requirements
- We will seek references on short-listed candidates prior to interview (where permission has been given)
- Candidates that have submitted their application form electronically will be asked to sign a hard copy (this will be provided) before being interviewed, to declare that it is true and accurate
- You will need to bring three items of identification with you to enable us to validate your identity. Details of appropriate documents will be included in your invitation to interview letter
- You will need to provide original qualification certificates specified as essential to your post in the Person Specification
- Depending on the nature of the post, you may also be required to undertake appropriate tasks/ presentation/teaching observation as part of the interview process. If this is the case, full details will be provided in the interview schedule.

"Pupils are keen to excel, ambitious for their own futures, and value the school's support to help them to achieve their goals. There are excellent programmes to raise aspirations." Ofsted 2017

Headteacher: **Mr D Veal B.Sc (Hons), M.A.Ed.**

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