



Deputy Headteacher Recruitment Pack



Closing Date and Shortlisting: **Tuesday 22nd October 2024 at 9 am**

Interview Date: **Thursday 24th October 2024**

Start date: **1st January 2025**



Contents

About us at Oakhill.....	pg 3
Welcome letter from the CEO.....	pg 4
Job Description.....	pg 5-7
Person Specification	pg 8-9
Selection process.....	pg 9-10

About Oakhill Primary School

Oakhill Primary School is a larger than average, growing, urban primary school with 454 pupils (July 2024) with above average disadvantaged levels (43% July 2024). The pupils are predominantly White British, however there are a growing number of pupils with English as an additional language (EAL) joining the school (EAL 27% - July 2024). We have an almost equal number of boys and girls (BOYS – 49.8% / GIRLS 50.2%). The number of pupils on roll is at a record high with 55 pupils joining the school in years 1-6 in the academic year 2022-2023 and 22 joining in the academic year 2023-2024.

Our experienced, and skilled staff truly love working at Oakhill. In our most recent survey (July 2024) 100% of staff stated that they felt proud to work at Oakhill. Comments like these were common:

'Oakhill is a very special school that is going places, all the children and staff are lucky to be there and we truly make a positive impact on the lives of so many.'

We had our most recent section 5 Ofsted inspection in October 2023. We received an overall grade of 'Good' with Behaviour and Attitudes and Personal Development graded as 'Outstanding'. We were extremely pleased with this judgement and felt that the report summed up our school really well with comments including the following:

'Pupils thrive on their curriculum experiences...Behaviour in school is exemplary and Pupils are motivated learners and they show respect for one another. The curriculum is ambitious for pupils with SEND, which supports them to do their very best.'

Please visit our website: <https://www.oakhillprimaryschool.co.uk/> and watch our new video <https://www.youtube.com/watch?v=sacul8ZXhmc>

Although our website and the video above will give you a flavour of our school, we strongly encourage any interested applicants to contact school to arrange a visit. Please email Steve Smith at ssmith@oakhillprimaryschool.org.uk to arrange this.

WELCOME LETTER FROM THE CHIEF EXECUTIVE OFFICER



Dear Applicant,

Thank you for taking the time to download our recruitment pack and expressing your interest in the post of Deputy Headteacher at Oakhill Primary School.

At Orchard Community Trust, we work closely together to ensure that our schools feel supported to help them develop and improve. Through discussion and shared planning, together with bespoke visits, we strive for the very best outcomes across all our schools.

We are very aspirational and ambitious for our schools and are fully committed to ensuring the best education for all our pupils. Our Headteachers work closely together as a group to support and challenge each other and they are passionate about their own schools and individual contexts, as well as supporting the Trust community as a whole.

As a Trust, we believe in working collaboratively to share ideas and effective practice, whilst ensuring each of our schools retains its commitment to its own community and surroundings. In this way, our schools can ensure that the curriculum, wider opportunities and experiences engage and motivate all our pupils and are relevant to their individual needs.

Our Trust consists of five primary schools, two special schools and two associate schools. The successful applicant will join a close-knit and collaborative team and is expected to contribute to the wider group of schools. This is an excellent and very exciting opportunity to join a growing Trust and be able to help to shape the future of both Oakhill Primary School and Orchard Community Trust overall.

If you would like to discuss aspects of the role further, then please do not hesitate to contact me for an informal conversation.

This pack has been developed to provide you with a summary of the information you need to consider when applying for this job at Oakhill Primary School and with Orchard Community Trust.

Within this pack, you will find a job description, a person specification, an overview of the Trust and details of how to apply for this post, should you choose to make an application.

You can find further information about us:

- on our website at www.orchardct.org.uk
- or by contacting us direct at info@orchardct.org.uk
- or calling 01782 883788

I wish you every success with your application and look forward to meeting you in the near future.

Mr S Thomson

Chief Executive Officer

Deputy Headteacher Job description

Job details

Salary: LSR L10-L16. £62,202-£72,162 (pay award pending)

Hours: 32.5

Contract type: Full-Time/Permanent

Reporting to: Headteacher

This job description reflects the vision for Oakhill Primary School. There is an expectation from the Governing Body that the deputy headteacher both achieves and exceeds the Professional Standards required of Upper Pay Scale teachers and aspires towards the National Standards for Headteachers.

Main purpose:

The core purpose of the deputy headteacher is to support the headteacher in providing the vision and leadership for the school and to ensure that the school is effectively managed to meet its aims and objectives. The deputy headteacher must play a lead role in establishing a culture that promotes excellence, equality and high expectations for all pupils. Working with the headteacher, governors, staff and The Orchard Community Trust, the deputy headteacher will have a key role in the evaluation of the school's performance to identify the priorities for raising standards, ensuring equality of opportunity for all.

The deputy headteacher, under the direction of the headteacher, will take a major role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives

If the headteacher is absent, the deputy headteacher will deputise, as directed by the governing board.

The deputy headteacher will also be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

Qualities:

The deputy headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.
- Build positive and respectful relationships across the school and local community.
- Serve in the best interests of the school's pupils.
- Effectively communicate the school's vision and inspire others.

Duties and responsibilities:

School culture and behaviour

Under the direction of the headteacher, the deputy headteacher will:

- Create a culture where pupils experience a positive, inclusive and enriching school life.

- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life.
- Ensure a culture of staff professionalism.
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and are clearly demonstrated by all adults in school.
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.

Teaching, curriculum and assessment

Under the direction of the headteacher, the deputy headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence.
- Ensure teaching is underpinned by subject expertise.
- Effectively use formative and summative assessment to inform strategy and decisions.
- Ensure the teaching of a broad, structured and coherent curriculum in line with National Curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.
- Having ambitious expectation for all pupils, regardless of vulnerability, effectively holding staff to account for pupil outcomes.

Additional and special educational needs (SEN) and disabilities

Under the direction of the headteacher, the deputy headteacher will:

- Promote a culture and practices that enable all pupils to access the curriculum.
- Have ambitious expectations for all pupils with SEN and disabilities.
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate.

Organisational management and school improvement

Under the direction of the headteacher, the deputy headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community.
- Establish and oversee systems, processes and policies so the school can operate effectively.
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care.
- Manage staff well, including performance management and appraisal, with due attention to workload.
- Ensure rigorous approaches to identifying, managing and mitigating risk.
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context.

Professional development

Under the direction of the headteacher, the deputy headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities.
- Keep up to date with developments in education.
- Seek training and continuing professional development to meet needs of all staff.
- Support the headteacher in identifying emerging talent.

Governance, accountability and working in partnership.

Under the direction of the headteacher, the deputy headteacher will:

- Support the Headteacher's overall leadership, development and management of the quality of education for all pupils.
- Understand and welcome the role of effective governance, including accepting responsibility.
- Ensure that staff understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

Specific Responsibilities includes:

- Strategic Lead for the Quality of Education including:
- Monitoring and evaluation of the curriculum and teaching and learning including remote learning and subject leadership
- Ensuring CPD is well planned and targeted to the School Development Plan and the needs of individual members of staff.
- Leading on pupil progress, liaising with senior leaders
- Safeguarding lead
- Pupil Premium lead
- Line management of identified staff
- Performance and appraisal management for identified staff

Deputy Headteacher – Person Specification

The following outlines the key skills and experience required for this position. The selection panel will assess each candidate against these criteria. Candidates are expected to demonstrate experience/knowledge/understanding in each area and how that is applied in a school context.

Criteria	Where evidence will be found	Essential	Desirable
Professional Qualifications, Experience and Skills			
Qualified Teacher Status / GTC Registered	A	✓	
Degree	A and I	✓	
Experience: <ul style="list-style-type: none"> • Successful leadership and management experience in a school • Successful track record on leading whole school improvement/initiative • Involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development • Experience of teaching across different age groups • Experience of effective collaborations with other organisations and partners. 	 A/R A/I/R A/I A/I/R A/I A/I	 ✓ ✓ ✓ ✓ ✓ ✓	 ✓
Skills and Knowledge: <ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve. • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships • A thorough knowledge and understanding of the primary curriculum from EYFS to Year 6 	 A/I I/R I/R A/I A/I A/I	 ✓ ✓ ✓ ✓ ✓	
Personal Qualities: <ul style="list-style-type: none"> • Commitment to uphold the 7 principles of public life (the Nolan Principles) at all times • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school. • Ability to work under pressure and prioritise effectively • Commitment to safeguarding, equality and inclusion ensuring that personal beliefs are not expressed in ways that exploit the position. 	 A/I/R A/I A/I/R A/I/R	 ✓ ✓ ✓ ✓	 ✓ ✓



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<ul style="list-style-type: none">• Commitment to maintaining confidentiality at all times• Sense of humour	A/I I	✓	
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Key: A = Application R= Reference I = Interview

THE SELECTION PROCESS

Applications

The application form should be accompanied by a covering letter which needs to include the following:

- An outline of why you feel you are suitable for the post and what has attracted you to it.
CVs will not be accepted.

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff and governors.

Candidates who best meet the person specification will be invited to an interview. We will notify you by e-mail confirmation.

References

We request references for all candidates who are invited to interview. Requests will be made at the time candidates are invited to interview. Your first referee should be your current or last employer.

Interview Process

The interviews will be held on Thursday 24th October 2024 at Oakhill Primary School and will take most of the day. Lunch will be provided for all candidates with dietary requirement catered for.

Short-listed candidates will be asked to observe a lesson and give feedback, meet with our pupil leaders, deliver a presentation to a staff panel and attend a panel interview. In addition to this, we will provide lunch and give candidates the opportunity to meet other leaders and Governors in a less formal setting.

You will be asked to bring proof of qualifications and identity on the day.

Final Selection

Following the formal interview process, we will use the selection activities as a guide to select the most suitable candidate for our Trust. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

Offer of Employment

We will make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. Any offer is made subject to:

- Satisfactory references
- Suitable DBS check
- Proof of identity and qualifications

Timeline

Closing Date: 9am Tuesday 22nd October 2024

Interview Date: Thursday 24th October 2024

Please return your completed application form via email to Steve Smith at ssmith@oakhillprimaryschool.org.uk

The post is considered to be a regulated activity and as such is subject to an Enhanced Disclosure and Barring check. Additionally, applicants are to be aware that an overseas criminal record check, or certificate of good behaviour, will be required before appointment, from candidates who have lived overseas for a period of 3 months (including aggregated time) over the age of 16 in the previous 10 years.

In line with the Keeping Children Safe in Education (KCSIE) guidance which outlines that schools should carry out online searches on shortlisted candidates. I can confirm that the online check will be carried out on all shortlisted candidates only as part of the process of assessing your suitability to work with children.



Orchard Community Trust is committed to safeguarding and promoting the welfare of young people and requires all staff and volunteers to share this commitment.