



LANSDOWN PARK ACADEMY

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Applicant Information Pack

Deputy Headteacher

L 13-17 Full-Time, Permanent

Start Date: September 2021

Dear Applicant,

Thank you for your interest in the position of Deputy Headteacher for young people with SEND and pupils at risk of permanent exclusion / permanent exclusion from mainstream schools.

I hope you find the information helpful. If you feel that this is a post for which you would like to apply, please complete all sections of the Application Form including the Equal Opportunities monitoring (CVs are not accepted) and return it to Amy Isherwood, by either of the following ways:

Email: amy.isherwood@lansdown.learnmat.uk

Post: Lansdown Park Academy, 57-59 Rush Hill, Bath, BA2 2QL

The closing deadline for applications is: **5:00pm Thursday 22nd April 2021**

Please ensure you provide the name, addresses (including email addresses where possible) of two referees, one of whom should be your current direct Manager. Candidates should be aware we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

Interviews will take place on Thursday and Friday 29th and 30th April 2021. If you have not been invited to attend by Monday 26th April, you should assume that your application has not been successful.

Unfortunately, we will not be able to provide feedback on your application at this stage.

Visits are welcomed, but might be restricted. Virtual meeting can be arranged. Please contact Amy Isherwood on 01225 430009 if you would like to visit or arrange a virtual meeting.

I wish you well and thank you once again for your interest in what we think will be a challenging and rewarding post.

Yours sincerely,



Nick Lee-Wells
Head Teacher
Lansdown Park Academy

Important Dates:

Closing Date: Thursday 22nd April 2021

Interviews: Thursday 29th and Friday 30th April 2021

Start date: Sept 2021 Job Title	Deputy Headteacher – Lansdown Park Academy - BATH
Purpose of Role	<ul style="list-style-type: none"> • To inspire, motivate and challenge through the detailed planning and delivery of high-quality learning experiences leading to good progress and outcomes for all pupils. • To manage behaviour effectively to ensure a good and safe learning environment and high-quality pastoral support. Promote personal development and the welfare of pupils. • To fulfil the wider professional responsibilities of being a teacher, through supporting policies & initiatives and as detailed within the Teachers' Standards as set out by the DfE. • Coordinate, design and develop the curriculum contributing to whole Academy improvement priorities. • To take a lead role with Safeguarding across the academy. • To lead Teaching and Learning, being responsible for ensuring the teachers' standards are consistently met. • To oversee assessment, analyse and report on data within the academy. • To oversee and support the Operations Lead at our Rush Hill site.
Responsible To:	<ul style="list-style-type: none"> • Headteacher
Salary Grade	<ul style="list-style-type: none"> • L13-17
Main Duties	<ul style="list-style-type: none"> • To take full responsibility for the Academy in the absence of the Headteacher. • To cover and support the Operations Lead and Assistant Head at the Rush Hill site. • To set high standards of personal habits and professional conduct and to encourage these in other staff. • To represent the Academy in a positive way at appropriate LA partnership meetings promoting the strategic development of the Academy with the LA provision plan. <p>Lead Curriculum Responsibilities;</p> <ul style="list-style-type: none"> • Ensure that the Academy carries out its statutory responsibilities regarding all students. • Support all staff in understanding the needs of SEND pupils within an alternative provision setting. • Support departmental developments of SEND and Alternative provision. • Monitor progress towards targets for pupils. • Analyse and interpret relevant Academy, local and national data. • Liaise with staff, parents, external agencies and other Academies to co-ordinate their contribution, provide maximum support and ensure continuity of provision. • To ensure that the curriculum offered in the Academy meets statutory requirements, is broad, balanced and appropriate and personalised to the needs of individual pupils, which maximises pupil achievement and meets EHCP outcomes. • To ensure that the Academy takes account of local and national initiatives and policies relevant to learning and teaching. • To ensure that regular review, evaluation and development of the curriculum in co-operation with colleagues, academy councillors and the LA. • To ensure that all documentation pertinent to the delivery, assessment, recording and reporting of the curriculum is presented as and when required.

- To provide a timetable and organise the teachers in the efficient delivery of the curriculum outlined above, and to arrange supply cover as necessary, including cover for tutors and teachers to attend relevant pupil focus meetings.
- To monitor classroom practice and appraise the overall quality of teaching in the Academy at regular intervals.
- To contribute (where appropriate) to the teaching programme of the Academy and to encourage development of good practice through Academy-focused education and training.
- Support the identification of and disseminate the most effective teaching approaches for individual pupils.
- Work with staff to develop effective ways of bridging barriers to learning through assessment of needs monitoring of teaching quality and pupil achievement, target setting, Provision Maps, PSP, keeping accurate records.
- Collect and interpret specialist assessment data to inform practice.
- Work with head teachers, Assistant Heads, Operation Leads and pastoral staff to ensure all pupils learning is of equal importance and that there are high and realistic expectations of pupils.
- Be DSL Trained and take a lead role in safeguarding pupils and liaising with staff, and relevant agencies/multi professionals.

Lead Managerial Responsibilities;

- To assume responsibility for the day-to-day organisation of the Academy and to ensure that all Academy guidelines and procedures are followed.
- To create an ethos in which individuals, pupils and staff, feel valued and where personal endeavour and responsibility are fostered.
- To ensure that children are always engaged in safe, healthy activities in a environment that is rich and colourful and designed to promote enjoyment and excitement in learning.
- To participate in the appointment of all teachers and learning facilitators and where appropriate, non-teaching staff, to ensure levels of performance necessary to achieve the agreed aims and objectives of the Academy, within the overall aim of providing outstanding teaching and learning.
- To lead, motivate, encourage and counsel teaching and, where appropriate, non-teaching staff, to ensure that they have access to regular advice, education and training appropriate to the needs of the Academy and to their stage of development.
- To provide regular supervision and the setting of performance management targets to ensure the professional development of all teachers and, as appropriate, members of support teams.
- To share with the Headteacher and Full Leadership Team the task of implementing successive Academy Improvement Plans.
- Provide professional guidance to staff to secure good teaching for pupils in a AP setting /SEND, through both written guidance and meetings.
- Lead on the performance management process for teachers and Learning Facilitators.
- Advise on and contribute to the professional development of staff, including whole Academy INSET provision.
- Provide regular information to the head teacher and governing body on the evaluation of SEND and Alternative provision.

	<p>Monitoring Duties;</p> <ul style="list-style-type: none"> • To share with the Headteacher the task of Academy Self Evaluation. • To ensure that all procedures and statutory obligations concerning Health and Safety at Work are satisfied, specifically in regard to the education and delivery of teaching and learning across the Academy. • To ensure the maintenance of high standards of care of the Academy environment, including the grounds, buildings, furniture, equipment and learning materials. • Attend Annual Reviews, Engagement Meetings and Moving on meetings to help facilitate continuity and progression through the development of a transition programme. • Exercise a key role in assisting the Headteacher and governors with the strategic development of SEN & Alternative provision policy / provision. <p>Parents, Academy Councillors and External Contacts;</p> <ul style="list-style-type: none"> • To encourage and develop positive co-operation between the home and the Academy. • To ensure that families are properly advised of their child's progress and to keep them informed of curriculum developments. • To ensure all statutory elements of the Academy web-site and other key areas of communication to parents and other agencies are fully met and up-to-date. • To develop and maintain effective relationships with the community, and other agencies. • To liaise closely with members of the LA support team when appropriate and to receive and host, as necessary, professional and lay visitors to the Academy. <p>Professional Standards:</p> <ul style="list-style-type: none"> • Support the aims of the Academy to promote a positive and aspirational learning environment. • To treat all pupils fairly, consistently and without prejudice. • Promote equality of opportunity and an acceptance of diversity, tackling the use of derogatory or aggressive language and challenging stereotyping and prejudice-based bullying. • Set a good example to students in terms of appropriate dress, standards of punctuality, attendance and conduct. • Promote the aims of the Academy by attending and participating in appropriate events, e.g. Open Evenings, Options Evenings, Celebration Assemblies etc. • Support the ethos, policies and code of conduct for the Academy. • Take responsibility for own professional development and participate in staff training when provided. • Reflect on own practice as well as the practices of the Academy as part of Academy self-evaluation. • Participate in the management of Academy by attending various team and staff meetings. • Ensure that all deadlines are met as published in the Academy calendar. • Be proactive and take responsibility for matters relating CP, Safeguarding and health and safety. • All duties in the job description may be varied to meet the changing demands of the Academy at the reasonable direction of line manager and the Headteacher and are
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reviewed annually. This job description indicates the way the post holder is expected and required to perform and complete the duties as set out.

General Accountabilities

- a) So far as reasonably practicable, the post holder must ensure that safe working practices are adopted by employees, and in premises / work areas for which the post holder is responsible, to maintain a safe working environment for employees and service users. These are defined in Learn@MAT policies and codes of practice.
- b) Work in compliance with the Codes of Conduct, Regulations and policies of Learn@MAT and its commitment to equal opportunities.
- c) Ensure that output and quality of work is of a high standard and complies with current legislation / standards.

Please Note: The appointee will be expected to fulfil any reasonable tasks appropriate to the post title and as delegated by the Headteacher.

Lansdown Park Academy - BATH
Employee Specification - Deputy Head

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • QTS • Honours Degree • Recent and relevant CPD 	<ul style="list-style-type: none"> • Higher degree • Further professional qualification linked to education and/or leadership • NPQSL/willingness to achieve NPQSL
Experience	<ul style="list-style-type: none"> • Experienced member of SLT • Experience of Leading in a SEND / Alternative Provision • Evidence of excellent classroom practice • Proven track record of leading improvement in raising student achievement • Leadership of a key whole school area • Robust self-evaluation and quality assurance procedures • Leadership of teams • The ability to inspire, develop, empower and sustain individuals and teams • Evidence of supporting and challenging colleagues through performance management • Ability to use data effectively to assess prior attainment, track progress and set student targets 	<ul style="list-style-type: none"> • Experience of leading and delivering CPD • Experience of more than one school • Experience of working with the wider community
Leadership and Management	<ul style="list-style-type: none"> • Provide professional guidance to staff to secure good teaching for SEN / disadvantaged pupils, through both written guidance and meetings; • Lead on the performance management process for teachers; • Advise on and contribute to the professional development of staff, including whole Academy INSET provision; • Provide regular information to the Head Teacher and Academy Council on the evaluation of SEN / Alternative provision. • Advise the Head Teacher and Academy Council of priorities for deployment of staff, and utilise resources with maximum efficiency; • Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of Academy and SEN / AP policies; • Work with external agencies to maximise resources made available. • Co-ordinate all Annual Reviews and reviews of Individual Education Plans and/or PSPS and CAFS where appropriate and attend / chair when necessary. • Attend and quality assure all Annual Reviews for pupils to help facilitate continuity and progression to ensure EHCP outcomes are met. 	
Skills, Knowledge and Aptitude	<ul style="list-style-type: none"> • Ability to develop excellent relationships with young people • Outstanding teaching to students with a range of abilities and aptitudes • Analysis and interpretation of data and target setting • An emotionally intelligent approach to work with students, parents and colleagues 	<ul style="list-style-type: none"> • Curriculum innovation • Evidence of leading improvements in Teaching and Learning • Outstanding IT skills and ability to improve student achievement using new technologies • Thorough understanding of current education legislation, priorities and

	<ul style="list-style-type: none"> • Well-developed inter-personal and communication skills • Knowledge of the requirements needed to achieve outstanding student progress and personal development • Thorough understanding of leadership skills and practical examples of their application • Put provision in place to ensure that progress of pupils, including pupils with SEN improves in comparison to their peers. • Ensure that the Academy carries out its statutory responsibilities regarding all students with an Education Health Care Plan. • Support all staff in understanding the needs of SEND pupils. • Support departmental developments of SEN /AP provision. • Monitor progress towards targets for pupils. • Analyse and interpret relevant school, local and national data. • Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision. • Support the identification of and disseminate the most effective teaching approaches for individual pupils within a AP / SEN setting • Work with staff to develop effective ways of bridging barriers to learning through: <ul style="list-style-type: none"> • Assessment of needs • Monitoring of teaching quality and pupil achievement • Target setting – iep's, Provision Maps, PSP • Keeping accurate records. • Collect and interpret specialist assessment data to inform practice. 	trends, specifically to the curriculum and qualifications structure.
Personal Attributes	<ul style="list-style-type: none"> • Ability to think strategically and translate vision into reality • Commitment to their own personal and professional development • Passionate belief in the potential of all young people to aspire and achieve • Relentlessly positive attitude towards young people • Ability to provide inspirational leadership to students, staff and community • Ability to model mutual respect for and trust of students and adults • Energy and enthusiasm • Ability to delegate responsibility effectively • Ability to deal sensitively with people, negotiate effectively, influence and resolve conflicts 	

Explanatory Notes

Applications will only be accepted from candidates completing the appropriate Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Candidates should be aware that all posts in Lansdown Park Academy involve a degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK Documentary evidence of identity that will satisfy DBS requirements such as a current driving license including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.
- Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.
- We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.
- In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:
 - Motivation to work with children and young people
 - Ability to form and maintain appropriate relationships and personal boundaries with children and young people
 - Emotional resilience in working with challenging behaviours
 - Attitudes to use of supporting positive behaviours.

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- List 99 Check
- Satisfactory DBS Enhanced Disclosure
- Verification of professional status such as GTC registration, QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or ISA and/or other relevant investigating bodies.