

Application Pack— Deputy Headteacher



Layton Primary School

“Growing Great Minds Together”



Welcome!

Thank you for taking an interest in our advertisement for the position of Deputy Headteacher at Layton Primary School. I hope you find this pack, our website, our Blog site and our Ofsted report informative. At Layton, we pride ourselves on our growth mind-set and a continual desire to improve our practice. We support and challenge each other in equal measure to be the best we can be.

Layton is a three form entry primary school on the edge of Blackpool; each year group is supported with a team leader who work and plan together. They meet regularly to assess learning and advise next steps in the process.

In 2017, Layton was judged to be outstanding in all areas by Ofsted. We are an Apple Distinguished school and each child and staff member are provided with technology which is an integrated part of our learning and a seamless part of our teaching and learning.

Layton's values are resilience, risk taking, resourcefulness, reflectiveness and relationships permeate all our work so that we can 'grow great minds together'.

We can offer:

- an environment where you can be challenged to improve every day in a collaborative working environment
- bespoke CPD
- inspirational and outstanding colleagues
- A sincere desire to develop each and every individual

We are looking for an individual who;

- Welcomes the opportunity to be challenged
- Has high expectations of themselves and children
- Has a strong understanding of pedagogy
- Enjoys and thrives within an environment where self improvement is a strong motivating factor

Yours faithfully,



Jonathan Clucas



A letter from our Headteacher

Dear Applicant,

Thank you for applying for the post of Deputy Head Teacher at Layton Primary School. If you are reading this, you must feel ready to move into the Deputy headship of a large, three form entry Primary School in Blackpool and we will look forward to receiving your application. This post represents a fantastic career opportunity for the right candidate.

Our school has a relentless focus on securing excellent teaching and learning through a growth mindset. We continually strive and seek out ways to improve what we do and how we do it. The development of a more integrated and focused Foundation Subject curriculum has begun already and we continue to refine this, alongside schemata, schemes of work and school organisation to deliver the curriculum our children require. This will form a key aspect of the work for our new Deputy Head teacher.

The core of our work is learning; both for ourselves and the children.

Blackpool is a busy seaside town, well known for its coastal economy. Layton Primary School serves an area of significant deprivation; however, due to the expectations we have of our pupils, and quality of teaching and learning across the school, our children consistently achieve within the highest 10 – 20% of schools nationally. We're proud of ours and the children's work.

It is recognised by the Governors, parents, pupils and the staff that this is a key appointment for our school. The successfully appointed Deputy Head Teacher will be playing a key role in leading the school to further success, continuing to build on our achievements so far. We are consistently looking to develop staff who continually seek improvement of both themselves and the school, and therefore if you have the right skills to lead them, and are willing to improve and challenge your own and others' practice through a deep commitment to self-improvement and growth-mindset, we will look forward to meeting you.

You will join a team dedicated to securing the best possible outcomes for children.

The successful candidate will need to be able to demonstrate that they possess a proven track record of high quality leadership and management in order to secure school improvement. Clear thinking and planning will be crucial in ensuring the school builds on its success so far, as will utilising staff towards a shared vision.



A letter from our Headteacher

As a school we dedicate time to developing staff and invest in their professional and personal development. If successful, you will have the opportunity to develop your own skills in leadership and management coupled with the ability to build and develop sustained and lasting relationships with the whole school community. Therefore, it's important that you can demonstrate that you are organised, innovative, confident and a skilled communicator with the ability, and sensitivity, to implement change successfully and impact on whole school practice.

Our parents are an essential aspect of the school. They are an integral part of their children's education and we have good levels of communication with them, working in partnership at all times. We are seeking to strengthen their involvement through a commitment to best working practice in the coming years, through curriculum planning.

I hope you decide to visit our school and apply; you are most welcome to meet our staff and children and we shall be organising socially distanced visits for candidates who are interested.

In the meantime, you can gain more information about the school on our website, from the OFSTED report and on our Twitter feed. If you would like an informal conversation regarding the post, please ring me on the school number.

Yours faithfully,



Jonathan Clucas
Headteacher



#TeamLayton



Beginning your teaching career, or moving to a new school, can be daunting. Starting my NQT year at Layton Primary, I quickly felt incredibly welcomed, included and valued as part of our school community, our 'Layton Family'.

Our school motto, 'Growing Great Minds Together', runs through our school like a stick of Blackpool rock. Just like the children, you are encouraged to take risks, develop your resilience and are often taken out of your comfort zone! Before joining #TeamLayton, I was terrified of public speaking, and would never volunteer to lead presentations. After encouragement and support from SLT and other members of staff, I have presented at several CPD events, including a few at our own school as an Apple Regional Training Centre, and have also encouraged other members of staff to drop into my classroom to learn new skills and share good practice. We were all encouraged to start a 'teaching Twitter', which has truly developed my own CPD and has enabled me to share ideas with other like-minded educators all over the world!

Being a large, three-form entry school, working collaboratively with others, both within my own year group and across the school, has been vital in ensuring the best possible experiences for our pupils. We are encouraged to trial new ideas and reflect on their effectiveness, which can then be implemented across the rest of the school. Learning to utilise technology effectively within my practice, to be able to respond to the needs of all children, has been invaluable and I honestly couldn't imagine teaching anywhere else!

Jemma Bunce—Year 2 Class Teacher

Layton Primary School creates the perfect environment for NQTs to develop and excel. I began my teaching career as an NQT at Layton where I developed my teaching practice in ways I did not anticipate. Growing Great Minds Together is not merely a school motto, it is an ethos that resonates throughout the entire school environment. As an NQT I was encouraged to collaborate with more experienced members of staff in order to aid my development. This was always met with a smile, support and purposeful advice. For example, when joining Layton I had very little experience using technology in the classroom however, with advice and expertise of all the staff I soon became an Apple Teacher who is extremely confident integrating technology into my daily teaching practice.

Layton is an innovative and forward thinking school and all members of staff are actively encouraged to learn from each other. Even as an NQT I was hosting workshops at TeachMeets, leading training regarding Speaking and Listening as well as playing an active role in staff meetings. Despite being in the infancy of my career, the Senior Leadership Team and other members of staff always value my opinions and ideas and encourage me to try new things, whilst still being on hand to advise and support.

The support that I received, not only in my NQT year, but throughout my time at Layton has been second to none. We are a family at Layton. We have a Senior Leadership Team whose main priority is to develop staff, in a supportive manner, in order for us to provide the best learning environment for our children and in order for us to become the best teachers we can be.

Lucy Fidler —Year 5 Class Teacher



#TeamLayton

There are many reason I love Layton Primary School. One of the reasons is the way the 5Rs help my learning. They make me more resilient, want to take risks, have good relationships with my friends, help me reflect on my work and have taught me how to be resourceful.

We have lots of opportunities to go on exciting trips, my favourite was when we visited Jodrell Bank. I really love my literacy and history lessons.

Sometimes I struggle with maths and science but I use my 5Rs to help me. We are really lucky to be an Apple Distinguished School because this means we have access to technology to enhance our learning. I really enjoy working with wider community, for example in Year 5 we are working with Blackpool Zoo and the Silent Forest Campaign to spread the news about beautiful songbird becoming extinct.

Layton is a place where I feel safe because I know all the grown ups care about me and listen to me. Layton is the best school in the neighbourhood and I would never want to go anywhere else.

Holly—Year 6 pupil



I love being at Layton Primary school! Maths and literacy are my favourite lessons because they are challenging and make me think. We use the 5Rs in everything that we do. They help me to be more independent and challenge my own learning. We all have an iPad which helps us to work at a speed that suits us. I enjoy using my iPad because it's fun and I can be creative on it.

We've made animations, books, videos and observations of science experiments. I like working in groups to solve problems, especially using Lego WeDo, where we build lego and then code it.

I like the playground because it's fun and I have good friends to play with. I like being on packed lunches because on sunny days, I can eat outside in the sun with my friends.

The teachers are lovely. I know I can talk to them if I have any worries so I feel safe in school.

Vinnie—Year 4 pupil



Job Description: Deputy Headteacher

Deputy Headteacher:	Salary Group 4, ISR 12 —16
Responsible to:	Headteacher and the governing body
Key links:	Assistant Headteachers, Parallel Class Teachers, Designated Safeguarding Lead & SENDCo, LSA's, Team Leaders
Specific responsibilities:	Leadership and management of the Foundation Subject Curriculum, and subsequently implement, action and assess across KS1 and KS2.



Main purpose of the job

Working with the Head teacher to provide leadership for the school, which secures its success and continuous improvement, ensuring high quality education for all its pupils and the highest standards of learning and achievement in accordance with statutory requirements and the 5 outcomes of Every Child Matters.

Accountabilities

To be met in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document and the professional standards for teachers.

Duties and responsibilities

Shaping the future

Working with the Headteacher to:

- Create and communicate a shared vision, ethos and strategic plan that inspires and motivates all stakeholders and reflects the needs of the school and its community as part of Blackpool and the wider context.
- Translate the vision into clear objectives that promote, sustain and move forward the school and children's centre creating improvement and benefits for all pupils and the wider community.
- Motivate and inspire stakeholders to create a strong, shared culture of learning within an inclusive environment.



Job Description: Deputy Headteacher

Learning and teaching

Working with the Head teacher to:

- Set high expectations and challenging targets, monitoring effectiveness and evaluating learning outcomes.
- Facilitate outstanding learning and teaching opportunities within the school.
- Ensure a school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- Establish creative, collaborative and effective approaches to learning and teaching, responsive to the needs of the pupils through assessment for learning
- Ensure a culture that supports and facilitates pupil engagement in, and ownership of their own learning.
- Monitor, evaluate and review classroom and assessment practice and promote improvement strategies, challenging underperformance and ensuring corrective action.

Developing self and others

Working with the Head teacher to:

- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities and partnerships.
- Develop and maintain effective strategies and procedures for the induction, professional development and performance review of all staff.
- Set high expectations for all, implementing performance management systems that ensure high quality education provision and challenge appropriately and address underperformance.
- Act as a role model for the highest professional standards within the framework of the schools expectations.
- Regularly self evaluate, set personal targets and take responsibility for own personal professional development.

Managing the organisation

Working with the Head teacher to:

- Ensure that the school and its resources are organised and managed to provide an efficient, effective and safe learning environment.
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruit, retain and deploy staff appropriately across the school.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- To deputise for the Headteacher as necessary
- Undertake any professional duties of the Headteacher, as delegated, or in the event of their absence from school.

Job Description: Deputy Headteacher

Securing accountability

- Effective fulfilment of all roles and responsibilities outlined in this document
 - To assist the Head teacher in creating and developing an organisation in which all staff recognise that they are accountable for the success of the school.
 - Provide information, advice and support to the Head teacher and Governing Body to enable them to meet their responsibilities for securing:
 - ◇ Effective teaching and learning
 - ◇ High standards of achievement
 - ◇ Efficiency and good value for money
- and enabling them to present full, clear and accurate accounts of school performance to a range of audiences including the Children's Service Authority, OFSTED, the local community and others.
- To assist the Head teacher in ensuring all parents are well informed about:
 - ◇ Curriculum attainment and progress
 - ◇ Realistic and challenging targets for improvement and to make a fully informed contribution to achieving them.

Strengthening community

Working with the Head teacher to:

- Co-operate and work with relevant agencies and partners to ensure the well being of children in line with the 5 Every Child Matters outcomes.
- Ensure learning experiences for pupils are linked and integrated within the wider community, locally, nationally and globally.
- Build a school culture and curriculum that takes account of the richness and diversity of the school's communities.
- Create and promote positive strategies for challenging all forms of prejudice and harassment.
- Promote the concept of lifelong learning and family engagement with learning through partnership.
- Manage effective relationships with all stakeholders and partners.



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Specific responsibilities

Curriculum Responsibilities

- Become responsible for management, implementation, assessment and development of the Foundation subject curriculum development
- Take responsibility alongside the SLT and middle leaders for planning, development, monitoring and assessment of outstanding whole school foundation subject curriculum provision.
- Take strategic responsibility for development of Learning Support Assistants.
- Support with the management of senior and middle leaders.
- Lead a team of staff through the component parts of planning, development and planning for assessment of our Foundation subject curriculum, ensuring outstanding learning opportunities for all pupils.
- Develop distinctive features of the curriculum including extra curricular activities.
- Develop and monitor assessment practice in Foundation subjects.
- Maintain a central pupil performance database and report to class teachers on pupil performance, contributing to pupil progress reviews where necessary.
- Challenge under performance robustly, following policy and procedure.
- Assist in formulating a system of performance management for all staff to include both staff and curriculum development.
- Ensure that all pupils receive their entitlement to the full curriculum within a framework of equal opportunities and ensuring regular monitoring and reporting of their progress.
- To ensure that all parents are well informed about curriculum attainment and progress and are able to understand realistic and challenging targets for improvement and to make a fully informed contribution to achieving them.



Job Description: Deputy Headteacher

Pastoral Responsibilities (Deputy Head teacher)

- Challenge and develop subject leadership across the school, strategically and operationally
- Ensure subject leaders meet their responsibilities in line with national standards issued by the Training and Development Agency
- Responsibility for staff subject development, oversight of pastoral provision, promotion of an inclusive strategic provision for pupils
- To plan, implement and monitor a staff development programme related to Foundation subject curriculum including induction, mentoring, training and performance management
- To co-ordinate and evaluate pastoral provision alongside the safeguarding team and SENDCO
- To liaise with other providers to secure best opportunities for pupils
- To develop and implement strategies to ensure pupil progress; to monitor, evaluate and review those strategies and pupil progress, and develop extension and out of school hours activities working with partners in education
- Contribute to the provision of a safe, secure learning environment
- To liaise with appropriate staff regarding child protection issues
- Assist the Head teacher in raising academic standards and raising attainment particularly in the areas of English, Literacy, Numeracy, ICT and other basic skills

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.



Person Specification: Deputy Headteacher

	Essential	Desirable
Qualification and Experience Requirements	<ul style="list-style-type: none"> • QTS (Qualified Teacher Status) • Evidence of regular and appropriate professional development • A minimum of five years teaching experience • Teaching across more than one Key Stage • Evidence of recent management development • Evidence of raising standards of learning and teaching • Evidence of outstanding teaching • Evidence of implementation of curriculum initiatives which have had significant impact • Experience of implementing school improvement initiatives • Evidence of recent senior management experience demonstrating a substantial contribution to: <ul style="list-style-type: none"> ◇ Developing and implementing a school ethos ◇ Planning, developing, monitoring and assessing the whole school curriculum ◇ Raising standards through systematic target setting and monitoring, including within the processes of OFSTED 	<ul style="list-style-type: none"> • Evidence of recent senior management experience demonstrating a substantial contribution to developing community involvement • Experience of leading CPD

Person Specification: Deputy Headteacher

	Essential
Deputy Headteachers should be able to demonstrate their ability in:	<ul style="list-style-type: none">• Collaborative and flexible leadership in close partnership covering :<ul style="list-style-type: none">◇ Planning, development and monitoring whole school curriculum provision◇ Planning strategically and operationally• Effective management, decision making and organisational skills, including:<ul style="list-style-type: none">◇ Communication skills (oral and written)◇ Consultation and negotiation skills◇ Ability to delegate◇ Ability to motivate staff and pupils• Interpersonal skills which demonstrate an ability to develop and maintain good relationships with all members of the school community and partners• Active and effective internal school liaison work, including the promotion and development of team working and coaching• To plan and make decisions that take full account of equal opportunities• Performance review: a sharp focus on school self evaluation, with particular regard to assessment and pupil progress

Person Specification: Deputy Headteacher

Deputy Headteachers should be able to demonstrate their knowledge, experience and understanding of:

	Essential
Shaping the future	<ul style="list-style-type: none"> • Local, national and global trends in education • Communication strategies both within and beyond the school • New technologies, their use and impact
Leading teaching and learning	<ul style="list-style-type: none"> • Provision of outstanding opportunities for learning and teaching in their own practice • Development of an outstanding curriculum based on assessment for learning resulting in significant impact on pupil outcomes • Strategies to raise achievement and achieve excellence • Strategies to ensure inclusion, diversity and access • Strategies to develop effective teachers • Effective models of learning and teaching • Principles of effective teaching and assessment for learning • Models of behaviour and attendance management • Coaching of skilled staff to further develop teaching and learning across the school
Developing self and others	<ul style="list-style-type: none"> • Strategies to promote self and team development • Strategies of peer coaching and mentoring • Ability to lead and inspire talented staff • Ability to challenge skilled practitioners • Ability to tackle under performance

Person Specification: Deputy Headteacher

Deputy Headteachers should be able to demonstrate their knowledge, experience and understanding of:

	Essential
Managing the organisation	<ul style="list-style-type: none"> • Equal opportunities policy in service delivery and employment • Legal issues relating to managing a school including Equalities Act 2010, Human Rights and Employment Legislation
Securing accountability	<ul style="list-style-type: none"> • Relevant education legislation • Principles and practice of quality assurance systems, including school review, self evaluation and performance management • Data collection and analysis tools • Performance monitoring and evaluation techniques • Statutory educational frameworks, including governance • Public service policy and accountability frameworks, including self evaluation and multi-agency working • Use of a range of tools (including performance data) to support, monitor, evaluate and improve aspects of school life
Strengthening community	<ul style="list-style-type: none"> • Current issues and future trends that impact on the school community • Strategies to encourage parents and carers to support their children's learning
Safeguarding and promoting the welfare of children	<ul style="list-style-type: none"> • Awareness, understanding and successful experience of: • Addressing Every Child Matters (ECM) agenda and possessing up to date knowledge and understanding of national and local safeguarding guidance • Developing and ensuring a safe and supportive school culture • Developing and introducing policies and practices that minimise opportunities for abuse or ensure its prompt reporting

How to Apply

Do you feel you could be the next member of our Outstanding team? If you have the required skills, experience, competence, commitment and passion to make a difference to the children at Layton Primary School, please download an application form from:-

- ◇ <https://www.greater.jobs/>
- ◇ <https://layton.blackpool.sch.uk/current-vacancies/>

Your accompanying letter of application must demonstrate an excellent standard of written English; this will be considered in the short-listing of applications. Your application must also address all the essential criteria specified in the Person Specification.

Informal conversations with the Headteacher are welcomed, in addition to a visit to school, by prior arrangement. We have scheduled two opportunities to visit school for a socially distanced tour, on the following dates:

Thursday 15th April at 2pm & Thursday 22nd April at 2pm

Please contact Kirsty Wilkinson on 01253 392179 or by email recruitment@layton.blackpool.sch.uk to arrange your visit or a telephone conversation with Mr Clucas, Headteacher.

Closing date for applications to be received by school is **12.00 noon on Monday 26th April 2021**. Candidates should submit their application form and letter by email to recruitment@layton.blackpool.sch.uk. You should expect a return email confirmation once the application has been received, please resend if you haven't received an acknowledgment within 48 hours. Shortlisting will take place week beginning **Monday 3rd May 2021** and successful candidates will be contacted by telephone or email to arrange a lesson observation. Those candidates who are taken through to the next stage will be invited to the formal interview process, taking place on 19th and 20th May 2021.

Layton Primary School is committed to safeguarding and promoting the welfare of children/vulnerable adults. This post is subject to satisfactory two year reference history, Disclosure & Barring Service (DBS) check (previously CRB check), medical clearance, evidence of any essential qualifications and proof of legal working in accordance with the Asylum and Immigration Act 1996.

Good luck with your application; we look forward to reading it and potentially welcoming you to the team one day!

