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| **Longshaw Junior School**  **Deputy Headteacher Application Information**  **March 2023** |

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Longshaw Junior School, Park Lee Road, Blackburn, BB2 3NX,

Telephone: 01254 296450

*Dear Applicant,*

*Thank you for your interest in the important post of Deputy Headteacher at Longshaw Community Junior School. I hope you find the enclosed information beneficial in your application.*

*The school was graded ‘Good’ in our last OFSTED inspection in November 2022 and through rigorous and robust self-evaluation and improvement, we have continued to achieve excellent outcomes for our children.*

*The children are a delight, with exemplary behaviour and conduct and I continue to be impressed with their confidence, love of learning and their engagement in all the school has to offer.*

*Longshaw is a very popular community Junior School which caters for children aged between 7 and 11 years old. We pride ourselves in having a team of hardworking and committed professionals who strive to achieve the highest standards for our pupils. The Governors are seeking to appoint a Deputy Headteacher with vision and energy to continue to build on our outstanding achievements and successes.*

*The successful candidate will continue to promote a high-quality education, underpinned by our ethos and values whilst inspiring, motivating and empowering the SLT, staff and the whole school community.*

*You will be able to find more information on our school website at:* [*www.longshawjunior.org*](http://www.longshawjunior.org)

*We very much welcome prospective applicants to visit the school, where you will experience a warm welcome and a school that is full of learning. If you wish to arrange a visit, please contact our current Blackburn with Darwen HR Team on 01254 588973 or* [*schoolhrteam@blackburn.gov.uk*](mailto:schoolhrteam@blackburn.gov.uk)

Yours Faithfully

Coleen Leaver

Chair of Governors



**Longshaw Junior School**

**Appointment of Headteacher**

**September 2023**

**Agreed Timetable**

School visits Week commencing 6th March 2023

Closing dates for applications Monday 20th March 2023 at 12 noon

Shortlisting meeting Thursday 23rd March 2023

Interview dates 30th & 31st March 2023

New Deputy Headteacher takes up post September 2023

**Leadership Pay Spine: L9 - L13**



**Longshaw Junior School**

**Appointment of Deputy Headteacher**

**Advertisement**

**Number on Roll** – 352

**Deputy Headteacher**

**Required from September 2023**

We are seeking to appoint an inspirational leader following the promotion of our current Deputy Headteacher, at an exciting point in the development of the school. The governors will look to the new Deputy Headteacher to build on what has made - and continues to make – Longshaw successful and distinctive, whilst at the same time supporting our robust strategy for the future.

We are looking for a Deputy Headteacher who will demonstrate personal, visible and accessible leadership and build on strong foundations that will inspire the continued momentum and ambition for the school. The successful candidate will embrace our clear vision and values and bring inspirational drive and ambition for continual improvement that is demonstrated through improved outcomes for our children.

We can offer:

* delightful, well-behaved children who are inspired to learn in exciting and creative ways.
* An enthusiastic and talented staff team who go the extra mile to make Longshaw Junior a great place to be, who motivate pupils to promote independence and a love of learning.
* A whole school community committed to our vision, values and mission, with a climate where excellence is the standard.
* A challenging and stimulating place to work.
* A commitment to your professional development.

We would like to appoint someone who:

* Is dedicated to continuing to raise standards in our safe, supportive and inclusive school where high standards and expectations through excellent and inspirational teaching, learning and assessment is provided for every child.
* Will value and develop the strengths and skills of our staff.
* Will work closely with Longshaw Infant School and the wider community
* Has professional dedication, commitment and resilience and relishes a challenge.
* Has a clear vision and rationale for behaviour management that is compatible with our extremely effective approach and standards across the school community.
* Adopts our vision, ethos, values and motto Success for all - nothing less

The best way to learn more about us is by coming to see us, our school and our enthusiastic and creative children who would be happy to show you around. For further details or to arrange a visit contact the Schools HR Team on 01254 588973 or email to [schoolhrteam@blackburn.gov.uk](mailto:schoolhrteam@blackburn.gov.uk)

**Closing Date for Applications: Monday 20th March 2023 12 noon**

**Applications**

In addition to your application you must include a supporting statement that should be clear, concise and related to the specific post. Please ensure this does not exceed 1,200 words, font size 11. Please do not submit a CV.

Your completed application and supporting statement should be submitted, using Word format, to [schoolhrteam@blackburn.gov.uk](mailto:schoolhrteam@blackburn.gov.uk)





**Job description**

**Deputy Headteacher Longshaw Community Junior School**

Job Title: Deputy Headteacher

Scale Point: L9-L13

Directly Responsible to: The Headteacher and The Governing Body

**Primary purpose of the role:**

• Support the Headteacher in their work and deputise as directed, undertaking duties delegated.

• Assist the Headteacher in managing the school and its workforce.

• Be a member of the Senior Leadership Team.

• Substantially contribute to the continuous self-evaluation and strategic development of the school.

• To show ambition for all our learners regardless of their starting points or the challenges they face

• To put outcomes for learners at the forefront of all strategic thinking.

**Specific Responsibilities**

• To lead and manage pupil achievement.

• To drive curriculum innovation ensuring an appropriate and engaging curriculum for all pupils.

• Develop highly effective teaching and learning with all staff.

• Line manage middle leaders to secure highly effective curriculum leadership throughout school.

**Main Duties and Responsibilities/Accountabilities**

Leadership and management

• Promote and develop the educational vision, ethos and direction of the school.

• Promote the spiritual, moral, social and cultural development of pupils.

• Participate in the selection and deployment of teaching and non-teaching staff of the school.

• Contribute to good management practices by ensuring positive staff participation, effective communication and procedures.

• Work with the Headteacher to constantly review the work of the school in the light of local and national initiatives.

• Have a clear understanding of safeguarding policies and procedures in school

• Actively promote a culture of vigilance and effective reporting of concerns to ensure children thrive

• Liaise with the well-being team to ensure smooth and effective communication between teachers, senior leaders and the safeguarding team.

• Participate in arrangements made in accordance with the regulations for the appraisal of the performance of teaching and non-teaching staff in school.

• Lead and support colleagues in the process of whole school and subject self-review. To mentor middle leaders as determined by the Headteacher.

• Attend all SLT/Staff meetings and lead when required.

• To contribute to staff development policies appropriate to the school in relation to:

**o** The induction of new and newly qualified teachers and other staff.

**o** The provision of professional advice and support and the identification of training needs.

• Student training and work experience.

• Maintain good relationships with individuals, groups and staff unions and associations.

• Ensure the efficient organisation, management and supervision of school routines.

• Reporting on academic outcomes to the Governing Body

• Take the lead role of developing the school’s building and premises. This will include leading the building and premises committee at governing body meetings throughout the academic year.

**Teaching and Learning**

• Carry out the duties of a school teacher as set out in the current School Teachers’ Pay and Conditions Document.

• set high professional standards of organisation and teaching. To lead and support the improvement of the learning outcomes of all pupils.

• To work collaboratively with the Leadership Team, monitoring and evaluating the standards of learning and teaching within the school ensuring that appropriate standards of professional performance are established and maintained.

• Support colleagues to become highly effective practitioners by providing diagnostic feedback.

• To inspire and support the delivery of an exciting curriculum, which provides progression in skills and knowledge and is engaging and relevant to our pupils.

• To be a good role model to staff in terms of classroom practice and subject leadership.

• To ensure there is an effective learning environment in school, both internally and externally.

• To ensure effective use of assessment and data by all staff to improve learning outcomes for all children in school.

• Year group leadership

• Ensure effective appraisal that links to the wider objectives of the school

**Curriculum Development**

To contribute to and lead:

• The development, organisation and implementation of the school’s curriculum.

• School policies on curriculum, teaching and learning, assessment, recording and reporting.

• A curriculum that values and supports all children within the school.

• The promotion of extra-curricular activities.

**The Management of Resources**

• Contribute to the formulation of the school’s policies and procedures concerning resource management in accordance with the school’s aims

• Allocate, control and account for financial and material resources of school which are delegated by the Headteacher

• Promote an attractive environment that stimulates learning and enhances the appearance of the school and expresses a multicultural ethos

• Maintain effective working relationships with external agencies and services contracted to the school and beyond.

**Relationships**

• Advise and assist the governing body as required in the exercising of its functions including attending meetings and writing reports

• Assist liaison and cooperation with the wider leadership of the school.

• Promote partnerships with other educational establishments, in order to promote the continuity of learning, progression of achievement, staff and curriculum development.

• Assist in the liaison with other professional bodies, agencies and services.

• Develop, promote and maintain a positive image of the school.

• To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children’s education.

• Ensure that the school plays a constructive role in the life of the community and that its curriculum draws on the nature and resources of the community.

• Work closely with the governing body to ensure they are fully trained and equipped to carry out their strategic function

**The applicant will be required to safeguard and promote the welfare of children and young people. This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to current conditions of employment in the School Teachers’ Pay and Conditions Document as they relate to**



PERSON SPECIFICATION**: Deputy Headteacher**

**This person specification lists the essential requirements that are necessary to do this job and how these will be assessed. In your application you should state clearly how you meet the requirements which are being assessed by this method, as the panel will reach a decision on whether to short-list you or not based on the information you provide.**

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|  |  | **METHOD OF ASSESSMENT** | |
| **Key duties and responsibilities:** | | **Essential (E)**  **Desirable (D)** | **Application (A)**  **Interview (I)**  **Reference (R)** |
|  | Experience |  |  |
| 1. | Qualified Teacher Status. | E | A |
| 2. | Degree | E | A |
| 3. | Teaching experience across the primary phases with specific focus on Key Stage 2 | D | A/I |
| 4. | Evidence of recent, ongoing professional development relating to school leadership and management, and curriculum/teaching and learning | E | A/I |
|  | Professional Development |  |  |
| 5. | Evidence of preparation for a leadership role. | E | A/I/R |
| 6 | Up to date safeguarding training and knowledge of legislation for the protection of young people. | E | A/I |
|  | School Leadership and Management Experience |  |  |
| 7. | Experience of leading one or more curriculum area | E | A/I |
| 8. | To have led whole school initiatives | E | A/I |
| 9. | Experience of working effectively within staff teams | E | A/R |
| 10. | To have had responsibility for policy development and implementation | E | A/I |
| 11. | To have had experience of and the ability to support other staff with their professional development across the primary range (e.g. peer support, mentoring, delivering training) | E | A/I |
| 12. | Evidence of direct involvement in whole school self- evaluation and school improvement strategies | D | A/I |
| 13. | Requirements for the effective performance management and appraisal of all staff. | E | A/I |
| 14. | To work positively with parents and carers | E | A/I |
| 15. | To demonstrate an awareness of current national education policy | D | A/I |
| 16. | Experience of managing and designing the curriculum | E | A/I |
|  | Experience of Teaching and Learning |  |  |
| 17. | Proven excellence in teaching pupils across KS2 | E | A/I |
| 18. | Thorough knowledge of teaching and learning across KS2 | E | A/I/R |
| 19. | Secure understanding of assessment strategies, data analysis and the use of assessment to maximise achievement | E | A/I/R |
| 20. | Ability to promote inclusion and meet the needs of all pupils | E | A/I/R |
| 21. | A commitment to addressing diversity positively | E | A/I |
|  | **Professional Attributes** |  |  |
| 22. | The ability to work co-operatively with the Governors to create and secure commitment to a clear vision for an effective and improving school. | E | A/I |
| 23. | Ability to deal effectively and positively with a range of pupil behaviours | E | A/I |
| 24. | To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice | E | A/I |

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| 25. | Have a good commitment to sustained attendance at work | E | A/I |
| 26. | A commitment to professional development for self and others | E | A/I/R |
| 27. | Ability to plan and prioritise tasks, delegating where necessary and working to agreed deadlines | E | A/I |
| 28. | Communicate effectively orally and in writing to a range of audiences. | E | A/I |
| 29. | Ability to support and develop the vision of the school | E | A/I |
| 30. | Commitment to providing extra-curricular activities as part of a rich and stimulating curriculum. | D |  |
|  | Personal Qualities |  |  |
| 31. | Demonstrates a confident, collaborative style with a commitment to working as a team | E | A/I/R |
| 32. | Diplomatic, empathetic and tactful. | E | A/I/R |
| 33. | Adaptability to changing circumstances and new ideas. | E | A/I/R |
| 34. | Energy, vigour, perseverance and resilience. | E | A/I/R |
| 35. | Personal and professional integrity. | E | A/I/R |
| 36. | Commitment to working collaboratively with other schools to develop and promote high quality education. | E | A/I/ |
| 37. | Excellent interpersonal skills | E | A/I/R |
| 38. | Excellent organisational skills and the ability to prioritise tasks, make decisions and manage time effectively | E | A/I |
| 39. | Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others | E | A/I |

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|  | **Safeguarding** |  |  |
| 40. | Displays commitment to the protection and safeguarding of children and young people | E | A/I |
| 41. | The ability to form and maintain appropriate relationships and personal boundaries with young people | E | A/I |
| 42. | Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with and protection of children and young people | E | A/I |
| 43. | Will co-operate and work with relevant agencies to protect young people | E | A/I |

**Confidential References and Reports**

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|  | **References** | **Essential/Desirable** |
| 44. | Positive recommendation from all referees, including current employer | E |

**Application Form and Supporting Statement**

*The form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post.*

**Supporting letter of application should be no more than 2 pages.**

**Font 11**



**Longshaw Junior School**

**Attendance Policy Statement**

Longshaw Community Junior School is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum.

Whilst supporting employees during periods of sickness, the school’s leadership team monitors levels of sickness absence in school regularly and takes action in accordance with the guidelines adopted by the school to deal with unacceptable levels and frequency of sickness absence.

Good attendance enhances the service delivered by the school, minimises staffing difficulties and ensures best value to the school. All employees in this school must understand the importance of good attendance to the operation, performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance.