



# Lydgate Junior School

## Deputy Headship Information Pack

**glover recruitment  
consultancy**



Dear colleague

This is an exciting time for Lydgate Junior School, with a change of Headteacher in September 2022 and now an opportunity for a new Deputy to join the school.

As the new Deputy Headteacher you will play a significant role in leading the staff, pupils, parents and governors in establishing our aims, values and ways of working; embedding current good practice; and implementing innovative strategies to help us to close the gap for our children and raise achievement across the school. The role is non-class based as we are a large junior school of 480 children. You will be working with a team of friendly, dedicated and hard-working staff along with supportive governors.

We are all driven by a real desire to change children's lives for the better and to help them to reach their full potential.

Our school aim is that all children **RESPECT, LEARN** and **THRIVE**.

Our school is a happy and inclusive place where everyone is valued and encouraged to excel. If you are an outstanding practitioner with an established reputation for raising standards, coupled with relentless drive and resilience then we want to hear from you.

Visits to the school are encouraged and welcomed and can be arranged by contacting Miss Furness in the school office. If you wish to discuss the post or find out more about the school, then please contact me via the office.

I look forward to meeting you.

Mrs Rachel Hurding  
Headteacher, Lydgate Junior School



Dear colleague

Thank you for your interest in the role of Deputy Headteacher at Lydgate Junior School. I hope the information included in this pack has helped to give you a good idea of the type of school we are and a sense of what we are looking for in our new Deputy Head.

The new Deputy Headteacher will be joining an experienced and dedicated staffing group, alongside a committed governing body and PTA. Together we aspire to give our children the best possible junior school experience, with a focus on enabling all our children to achieve strong academic performance whilst also recognising the importance of the development of social skills, awareness of social and cultural diversity and enjoyment of extra-curricular activities.

We are proud to be a silver-awarded Rights Respecting school, equipping our pupils with a knowledge of the rights of the child which we hope they can take forward to become active global citizens. We aim to ensure our pupils understand the importance of tolerance and respect for one another, to understand and recognise diversity and hold an awareness of privilege and of those who are less fortunate. We aspire to be trauma informed, and above all want our pupils to leave the school with a sense of pride in themselves and an understanding of the importance of kindness to others. We have recently become a Thrive school which is enabling us to ensure we meet the emotional wellbeing needs of all our children.

We are a relatively large junior school with a strong reputation and so we are looking for a committed and experienced individual, who has vision and passion, as well as excellent communication skills and an ability to lead by example. The new Deputy Head will face short- and long-term challenges. In the short term, there is the continued goal of raising standards within an increasingly tight financial envelope, helping to keep staff motivated and engaged in their roles through supportive and inspirational leadership. In the longer term, the school has been chosen as part of the government "school rebuilding programme". This is likely to cause disruption and logistical challenges to the school, but is an amazing opportunity to really improve the learning environment available to the children of Lydgate Juniors.

If you want to join the school at this exciting time and believe you have the skills and commitment to help move Lydgate Junior School forward, then we look forward to hearing from you.

Dr Simon Hamilton  
Chair of Governors, Lydgate Junior School



## A message from the Rights Respecting School Council

Dear Deputy Headteacher Candidate

Lydgate Junior School is a Rights Respecting, Thrive school that encourages free speech for all children of any age, culture, background, race or ethnicity. Children are encouraged to speak up and use their voice, knowing that it matters. We educate all students as well as members of staff on the Rights of a Child and how important this is to all children and adults. LJS encourages every child to try their best, work hard and make their voice heard.

We are looking for a deputy head who is respectful to everyone at all times, and who is determined to do the best for all children. We need someone who puts children's rights and needs first and values them for individuals, but who is not afraid to set boundaries or put a stop to anything that goes against our schools' beliefs and values.

We are aiming to become a more eco co-operative school that respects the environment and sees it as a valuable thing to have in our school. We also value the outdoors as a place to learn, work and play for all, so we are developing a growing woodland (Forest School) where we enjoy getting involved in physical activities.

We are becoming more committed to being a Thrive school and improving mental health for all so that every child's full potential can be met and so every child enjoys Lydgate for the school it is.

We hope that you will consider applying for the position of Lydgate Junior School deputy head.

Yours faithfully

The Y6 RRS Council on behalf of the pupils of Lydgate Junior School



# Deputy Headteacher Lydgate Junior School

Manchester Road, Crosspool, Sheffield, S10 5DP

Tel: 0114 2669500

Email: [enquiries@lydgate-jun.sheffield.sch.uk](mailto:enquiries@lydgate-jun.sheffield.sch.uk)

Website: [www.lydgatejunior.co.uk](http://www.lydgatejunior.co.uk)

**L11-L15 (£56,796-£62,561) (starting point dependent on experience)**

Group 3 NOR 480

**Required from September 2023**

Lydgate Junior is a relatively large, inclusive and culturally diverse school at the heart of a supportive and welcoming community. We are looking for an enthusiastic and innovative school leader to work alongside our Headteacher as part of a creative and forward-thinking leadership team.

Committed to the school's focus on developing the *whole* child, the appointed deputy will also:

- be a visible and accessible leader, positively engaging with parents, carers, local schools and the wider community
- have prior senior or middle leadership experience and the ability to demonstrate a contribution to whole school improvement
- be committed to the highest possible outcomes for all our children
- support the school's ambitious extra-curricular offer

In return, we can offer:

- the opportunity to work in a vibrant, partially open-plan school environment with engaged, inspiring and well-behaved children
- a supportive headteacher who is committed to your ongoing professional development
- a friendly workplace in which employees' wellbeing is paramount

Lydgate Junior School is committed to safeguarding and promoting the welfare and safety of children. We expect all our staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. All shortlisted candidates will

be asked to disclose any cautions or convictions prior to interview. The amendments to the ROA Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected' and are therefore not subject to disclosure to employers. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.


The successful candidate will be required to complete an enhanced Disclosure and Barring Service check and a Children's Barred List check. Candidates are asked to read the school's safeguarding policy, which is available at: [www.lydgatejunior.co.uk/policies](http://www.lydgatejunior.co.uk/policies).

Visits to our school are strongly encouraged and can be arranged by contacting Claire Furness, School Business Manager, on 0114 2669500. For an informal discussion about the role, please contact the Headteacher, Rachel Hurding, on the above number.

Completed applications forms, and any queries about the recruitment process, should be addressed to Scott Glover at [scott@gloverrecruitment.co.uk](mailto:scott@gloverrecruitment.co.uk).

Please use the attached Sheffield City Council application form. In line with Safer Recruitment guidance, we are unable to consider CVs or applications not submitted on this form.

**Closing date for applications: Friday 14<sup>th</sup>  
April 2023 1.00pm**  
**Assessment centre and Interviews:  
Wednesday 26<sup>th</sup> and Thursday 27<sup>th</sup> April  
2023**

A young person with dark skin and short dark hair, wearing a blue school uniform with a white star on the sleeve, is shown in profile, playing a clarinet. The background is blurred, showing other students and a colorful banner.

Please use the personal statement of the application form to demonstrate how you meet the various elements of the person specification, with examples provided and, wherever possible, evidence of positive impact.

The deadline for receipt of applications is 1.00pm on Friday 14th April 2023. Completed forms (and any enquiries) should be submitted to [scott@gloverrecruitment.co.uk](mailto:scott@gloverrecruitment.co.uk). If you would prefer to send your application by post, please address it to Glover Recruitment Consultancy, 64 Valley Road, Sheffield, S8 9FY. School visits are encouraged and should be arranged directly with the school.

All candidates will be informed of the shortlisting outcome by 12 noon on Tuesday 18th April.

An assessment centre and interviews will take place on Wednesday 26th and Thursday 27th April.

The assessment centre will consist of a series of job-related exercises designed to give candidates the opportunity to demonstrate the key qualities, skills and knowledge required for the post. Shortlisted candidates will be fully briefed at the beginning of the process.







# Lydgate Junior School

## Deputy Headteacher Job Description

<b>Salary range:</b>	<b>Group 3</b> <b>ISR: L11-215</b>
<b>Role of the Deputy Headteacher:</b>	<p>A deputy headteacher, in addition to carrying out the professional duties of a teacher other than a headteacher including those duties particularly assigned by the headteacher, must play a major role under the overall direction of the headteacher in:</p> <ul style="list-style-type: none"><li>• formulating the aims and objectives of the school;</li><li>• establishing the policies through which they are to be achieved;</li><li>• managing staff and resources to that end;</li><li>• monitoring progress towards their achievement;</li><li>• and undertake any professional duties of the headteacher reasonably delegated by the headteacher</li></ul> <p>If the headteacher is absent from the school, a deputy headteacher must undertake their professional duties to the extent required by the headteacher or the relevant body or, in the case of a foundation, voluntary aided or foundation special school, the governing body.</p> <p><i>(Paragraph 49, School Teachers' Pay and Conditions Document)</i></p>
<b>Responsible to:</b>	The Headteacher, the Governing Body and the Executive Director, Children Young People & Families, Sheffield City Council
<b>Responsible for:</b>	The teaching and support staff of the school and its children and young people.
<b>The Deputy Headteacher will be expected to work with the Headteacher to:</b>	<ul style="list-style-type: none"><li>• Fulfil all the requirements and duties set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteacher.</li><li>• Meet the standards set out in the guidance document National Standards of Excellence for Headteachers 2015.</li><li>• Achieve any performance criteria, objectives or targets agreed with or set by the School's Governing Body in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.</li><li>• Understand fully the current legal requirements, national and local policies and guidance on safeguarding and the promotion of the wellbeing of children and young people and ensure that all requirements are met.</li></ul>



# Job Description

Detailed below are the 24 characteristics expected of an excellent school leader, divided into the four 'Excellence As Standard' domains. The Governing Body has identified these as the specific characteristics that are vital for the post to ensure the school is led effectively. This job description will be subject to annual review as part of the performance management cycle.

Domain One Qualities & Knowledge	Domain Two Pupils & Staff	Domain Three Systems & Processes	Domain Four The Self-Improving School System
<p><i>Deputy Headteachers:</i></p> <p>1. Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve.</p>	<p><i>Deputy Headteachers:</i></p> <p>1. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.</p>	<p><i>Deputy Headteachers:</i></p> <p>1. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.</p>	<p><i>Deputy Headteachers:</i></p> <p>1. Create outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.</p>
<p>2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.</p>	<p>2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.</p>	<p>2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.</p>	<p>2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.</p>
<p>3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.</p>	<p>3. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.</p>	<p>3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.</p>	<p>3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.</p>
<p>4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.</p>	<p>4. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.</p>	<p>4. Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance.</p>	<p>4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.</p>

## Job Description continued

5. Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.	5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.	5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.	5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.	6. Hold all staff to account for their professional conduct and practice.	6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.	6. Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

**The Governing Body is committed to safeguarding and promoting the welfare of children and young people. The Deputy Headteacher must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people.**

**The successful candidate will be required to undergo an enhanced check from the Disclosure and Barring Service (DBS).**

## Person Specification

The 'National Standards of Excellence for Headteachers' can be used to underpin and shape role descriptions and person specifications for leadership posts. A Deputy Headteacher will require specific professional knowledge, skills, attributes, experience, training and qualifications in order to carry out effectively the main functions of the role as set out in the job description. In your personal statement, you should demonstrate how well your knowledge, skills and experience meet the requirements of the person specification. The shortlisting decision will be based on how well your application demonstrates that you meet the person specification.

### Qualifications and experience

#### Candidates should have:

1	Qualified Teacher Status (QTS)
2	Experience across the appropriate age range(s)
3	Evidence of recent leadership experience that has contributed to school self-evaluation and the development of whole school priorities
4	Supported whole school strategic improvement to improve pupil outcomes
5	Evidence of recent, appropriate leadership development

### Personal qualities

#### Candidates should:

1	Demonstrate a passion for teaching and learning
2	Communicate effectively and develop positive relationships with all stakeholders in the
3	Demonstrate excellent interpersonal skills
4	Be decisive, consistent and focused on solutions
5	Demonstrate the capacity to lead others, be reflective, resilient and adaptable
6	Be able to motivate and inspire others
7	Listen carefully and consider the views of others

### Skills

#### Candidates should be able to:

1	Support a vision for the school and secure commitment to it from others
2	Demonstrate their involvement in the interpretation and analysis of data to accurately inform school improvement and to monitor pupil progress
3	Support systematic and rigorous whole school monitoring and evaluation
4	Demonstrate their ability to plan to support whole school priorities and improve pupil outcomes
5	Evidence their work in collaboration with other schools, fellow professionals and external
6	Support the development of teaching and learning in school
7	Have excellent organisational skills, prioritising and managing time well under pressure, to meet deadlines



## Professional knowledge and understanding

### Candidates should:

1	Be committed to securing equality of opportunity for pupils in school
2	Have an understanding of curriculum and assessment developments and how they support pupil's learning
3	Have a secure knowledge of what constitutes highly effective and its impact on the outcomes for all pupils
4	Maintain high standards of pupil behaviour and attitudes to learning
5	Have experience of supporting vulnerable pupils in school
6	Take a lead in the supporting staff in their professional development

## Safeguarding

### Candidates should have:

1	Knowledge of national and local safeguarding guidance
2	Experience of safeguarding and promoting the welfare of children and young people
3	A commitment to co-operate and work with relevant agencies to protect children and young
4	Knowledge of best practice and procedures for safeguarding children and young people

## **glover recruitment consultancy**

Queries about the application and recruitment process  
should be addressed to [scott@gloverrecruitment.co.uk](mailto:scott@gloverrecruitment.co.uk) or  
by phoning 07766773682.