

Deputy Headteacher Application Pack



Dear Applicant

Thank you for your interest in this role.

We are seeking an inspirational and dynamic leader with vision, passion and drive, who is ambitious for our children, staff and school community. We want to recruit a Deputy Headteacher with the desire to support in leading us forward and to continue to build on the good work already in place.

Are you this person?

We hope you find the information in this pack of interest, for further details about the school, you may want to visit our website www.matthewarnold.co.uk. We welcome and encourage you to visit our school prior to completing your application.

Matthew Arnold Primary School offers a wide range of services from an attractive complex of modern buildings. In addition to our thriving school, we have a 2 year old provision, a speech and language resource base unit and a children's centre. We are a popular and successful school and provide high quality, innovative education and maintain our wider commitment to serving the needs of our children, staff and families. We work together with one aim, to make the school the best it can be.

We hope you find this information useful and encourage you to visit. We look forward to receiving your application.

Louise Evans
Headteacher



Our Visions and Values

Matthew Arnold aims for its pupils to achieve their academic potential and progress confidently into the next phase of their education, it is also part of our vision that all children are filled with positive experiences, feel happy, and know they are valued and develop a sense of friendship, inclusion and understanding. Underpinning the above, is our commitment to ensure that the children of Matthew Arnold Primary School possess the values that enable them to live well in society and prepares them to deal effectively with the challenges that the modern world presents.

We recognise that to achieve the aims and values at School, our curriculum needs to be supportive and responsive. Many of our pupils will benefit from

- Additional social and emotional support
 - A focus on speech and language as well as a progressive vocabulary to assist them in explaining their thoughts and feelings
 - A meaningful focus upon basic skills (reading, writing and numeracy)
 - Access to quality resources, trips, visits, visitors
- Our curriculum has been shaped to create these opportunities and in turn, support our aims and values

At Matthew Arnold, we...

- Take responsibility for our behaviour
- Treat others with respect and equality
- Enjoy learning
- Feel safe
- Reach our full potential
- Celebrate achievement

At Matthew Arnold Primary School, it is our aim to be a centre of excellence where children, families and staff are successfully supported and encouraged to discover new horizons and develop their true potential.

Job Description

Job Title: Deputy Headteacher

Responsible to: Headteacher

Salary: Leadership Scale 8 to 12

Role of the Deputy Headteacher:

To work with the Headteacher to provide professional leadership and management which will drive improvements at the school and assisting in creating a productive, engaging and fulfilling learning environment for all children.

In addition to the professional duties expected of all classroom teachers, national teacher standards, which include deputy headteacher requirements, the post holder will be required to exercise professional skills and judgement to carry out in a collaborative manner, the professional duties below:

Key Areas:

- To support the vision, ethos and priorities of the school at all times, to enable all pupils and staff to be respected and achieve their full potential
- To lead the development of the school curriculum in order to meet statutory requirements and the needs of the Matthew Arnold community
- To support the Headteacher and other senior leaders in leading teaching and learning
- To oversee work of the subject leaders and TLR post holders to ensure all pupils receive their statutory entitlement in a way which inspires and excites them and promotes creative learning
- To have impact on the progress of pupils in all age phases
- To act as Deputy Safeguarding Lead
- To be the lead professional with regard to attendance
- To implement the behaviour policy and strategy in school
- To teach classes or groups of pupils if required
- Be accountable to the Headteacher and Governing Body for all delegated management tasks and provide written and oral feedback to the Headteacher / Governors and external agencies on all the above
- Assuming responsibility for leadership and management of the school during the absence of the Headteacher

Teaching and Learning

- Work with SLT to ensure consistency of teaching and learning, assessment, marking and feedback across the school
- Support the Headteacher in monitoring standards of teaching and learning
- Lead evaluation strategies to enhance school self evaluation and contribute to relevant sections of the SEF
- Plan and implement strategies where improvement needs are identified
- Demand and demonstrate ambitious standards of achievement and attendance 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
- Use data to analyse progress and achievement of the whole school
- Lead inset and manage staff continuous professional development opportunities
- Support the SENDCo in identification of specific needs and the process of statutory referral for additional support across a range of external agencies

- Manage resources and ensure an impact for a learning environment around the school

Curriculum

- To lead Subject Leads in the design and implementation of the curriculum
- To lead on a two yearly cycle on any policy documents relating to subject / area
- Keep abreast of current developments in the primary school and disseminate information as appropriate
- Provide the Headteacher / Governors with annual reports on curriculum development / progress

Pupil Care

- To promote among pupils of standards of conduct / discipline and a proper regard for authority and the encouragement of good behaviour
- Implement strategies to promote social, emotional and mental wellbeing of pupils
- Support the Headteacher in implementing whole school behaviour approach ensuring effective behaviour management, reward and sanctions
- Develop effective relationships with fellow professionals, colleagues in other pupil services, parents / carers to improve academic and social outcomes for all pupils
- Take whole school assemblies as per rota
- Work closely with the educational visits co-ordinator, including having an oversight of policy and procedures, including residential trips
- Monitor first day response for children and carrying out home visits
- Provide weekly analysis of attendance data
- Provide identification of PA marginal children and appropriate action
- Attend regular meetings with the Educational Welfare Officer

Management of Staff

- To participate in the development of teaching and non-teaching staff of the school
- To demonstrate effective leadership, representation and maintain good relationships with individuals, groups and other interested / involved persons / bodies
- To organise the weekly timetable and communicate with staff

Leadership & Collaboration

- Promote all aspects of the leadership within the school and model Matthew Arnold's values and expectations
- Promote and develop effective communications and links with parents / carers and provide positive responses to concerns and problems regarding children's education and development
- Engage with parents and other agencies to promote protected equality characteristics ensuring an open, diverse and inclusive school
- Have regular meetings with the Headteacher to discuss plans and analyse progress
- Attend regular SLT meetings
- Work collaboratively within the established local network of schools

This job description contains main accountabilities of the post and does not describe in detail all of the tasks required. It reflects the current position only and may be reviewed in negotiation with the employee in the future. All staff are expected to be flexible to ensure the optimum means of organising and effective learning. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document.

The post is predominately non-class based.

Our school is committed to safeguarding children and promoting the welfare of children. We expect all staff to share this commitment. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with barred list check.



Person Specification

'Developing True Potential'

The person specification below shows the key abilities and skills we are looking for in our new Deputy Headteacher. The selection panel will shortlist candidates on the basis of how well they meet the requirements of this person specification.

We are looking for candidates who demonstrate knowledge and understanding of each area, and show evidence of having applied (or awareness of how to apply) this knowledge and understanding in a school context, to provide the vision and leadership for the school; creating, maintaining and developing the conditions which enable pupils and teachers to achieve effective learning, so that the school's aims and objectives are implemented in accordance with the policies of the governing body and national and local educational strategies.

Professional Qualifications	Essential	Desirable	Application / Interview / Reference
Qualified Teacher Status	✓		A
Degree or equivalent	✓		A
Evidence of recent further professional development	✓		A
Safer recruitment / Designated safeguarding lead training		✓	A
Leadership qualification (eg NPQSL)		✓	A
Leadership and Management Experience	Essential	Desirable	Application / Interview / Reference
Successful recent experience of senior leadership at Assistant or Deputy Head level		✓	A/I/R
Demonstrate capacity to be a strong and visible presences in all areas of school	✓		A/R
Experience of planning for change and development	✓		A/I
Experience of having led a successful whole school initiative	✓		A/I
Ability to identify potential areas of concern and be proactive to address before them before they become a weakness	✓		A/I
Experience of leading aspects of whole school self-review and evaluation	✓		I/R
Distribute leadership throughout the organisation, enabling colleagues with distinct roles and responsibilities to work in teams and hold each other to account for their decision making	✓		A/I

Communicate clearly and sensitively with people with very different and demanding expectations, demonstrating the ability to advert and resolve conflict	✓		A/I
Highly organised with the ability to support the management of the school	✓		A/I/R
Ability to analyse, prioritise and met deadlines	✓		A/I
Experience of leading inset and other training		✓	A/I/R
Experience of line managing staff		✓	A/I/R
Successful experience of working with the Governing Body to enhance school improvement		✓	A
Knowledge and Experience of Teaching	Essential	Desirable	Application / Interview / Reference
Current working knowledge and understanding of all 3 key stages in the primary phase		✓	A/I/R
Outstanding classroom practitioner with the ability to inspire others and exemplify how the needs of pupils are to be met	✓		I/R
Successful experience and evidence of a whole school improvement journey of raising standards preferably in English or maths	✓		A/I
Experience of whole school moderation and monitoring to secure best outcomes for pupils	✓		A/I
In depth knowledge of the requirements of the national curriculum, recent Ofsted subject reviews and experience of whole school curriculum design and implementation	✓		A/I
Expect and achieve ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in all staff for the impact of the school's work on outcomes for pupils	✓		A/I
Ability to analyse whole school data to set targets and raise standards for all pupils	✓		A/I
Knowledge of safeguarding procedures and experience of dealing with them, understanding the particular issues in this area of the city	✓		A/I
Able to demonstrate clear rationale for behaviour management and a proven track record off effective implementation of a range of strategies	✓		A/I

Experience of holding staff to account for their professional conduct and practice, using agreed practices and procedures		✓	A/I/R
Experience of mentoring and coaching other colleagues and providing CPD for staff		✓	A/I
Commitment to working collaboratively with other schools to develop and promote high quality education	✓		A/I
Personal Qualities and Attributes	Essential	Desirable	Application / Interview / Reference
Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils	✓		A/I
Demonstrate a capacity for sustained hard work with energy and vigour	✓		A/I/R
Contribute to the future quality of the teaching profession through high quality training and sustained professional development	✓		A/I
Inspire and influence others – within and beyond school – to believe in fundamental importance of education in young people’s lives and to promote the value of education	✓		A/I
The ability to work with integrity and commitment and demonstrate resilience	✓		A/I
A caring, people person who is approachable and empathic	✓		I/R

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Further Information

Matthew Arnold Primary School is a single form entry school situated in the Dingle area of Liverpool.

The school is a popular and thriving one where visitors are struck by the calm environment in classrooms, the friendly demeanour of the pupils, the enthusiasm for learning, the respect that pupils have for each other and the manner in which they 'look out' for each other. Visitors often praise the good behaviour demonstrated by our pupils and given the context that many come from then we consider this to be an achievement we should be proud of.

IDSR data places the school in quintile 5 (most deprived) of all schools (including pupil base) and pupils eligible for free school meals at 56%. School also has 15 out of 17 possible ethnic groups with the largest group of 73% being British and 12% of children with EAL.

Currently in addition to the school itself, the large site offers a 32 (part time) resourced place Speech and Language unit in partnership with the Local Authority, a Children's Centre onsite, two year old provision and a 52 place nursery for three year olds.

We have an experienced and caring team of staff who are extremely committed and dedicated to the children and families in our care. We have 50+ staff based across site who work exceptionally hard to ensure we provide the best education and support possible in our community as relationships with parents / carers is also very important to us.

The school works highly successfully and collaboratively with neighbouring schools in the area. Matthew Arnold are part of a local school's network called DGT (Dingle, Granby and Toxteth collaborative of schools). Between those schools, regular meetings decide the training needs that can be shared between schools, based upon local need. It provides CPD training and support for teaching and support staff, as well as school leaders.

How to apply

Please complete an Application form and the Equal Opportunities Monitoring form.

Forms can be downloaded from The School Improvement Liverpool, Department of Education (Teaching Vacancies) and Matthew Arnold Primary school websites.

Informal visits to view the school are warmly encouraged. Please telephone Mrs Nuttall, the School Business Manager on 0151 539 0300 to make an appointment. We will be delighted to show you around.

Completed applications should be returned to the school in a sealed envelope, marked 'CONFIDENTIAL – For the Attention of Mrs Sam Nuttall, Matthew Arnold Primary School' or may be returned electronically to s.nuttall@matthewarnold.co.uk

Closing date for applications is **Monday 19th February 2024 at 12 noon.**

Shortlisting date is **Monday 19th February 2024 (pm).**

Observations are **Monday 26th February 2024.**

Interview date is **Tuesday 27th February 2024.**