

Notley High School & Braintree Sixth Form Deputy Headteacher

Information for candidates





Notley High School & Braintree Sixth Form

Contents

 [Advert](#)

 [Job Description](#)

 [Person Specification](#)

 [About Notley High School & Braintree Sixth Form](#)

 [School Vision](#)

 [About Bridge Academy Trust](#)

 [Our People Strategy](#)

 [Schools in our Trust](#)

 [Contact details](#)



Notley High School & Braintree Sixth Form

Deputy Headteacher

Required: January 2023

Pay Range: Leadership Point 17-21

Notley High School and Braintree Sixth Form is a large secondary school with a clear vision of "working together, achieving together". A unique opportunity has arisen for the successful candidate to play a key strategic role in shaping the next stage of the school's journey.

Although there is much to celebrate at Notley High School & Braintree Sixth Form, the school has faced a number of challenges culminating in a 'serious weakness' judgment in February 2020. Significant developments have been made since the Ofsted Inspection and the school is ready to move to the next stage of the improvement journey.

Notley High School & Braintree Sixth Form are looking to appoint a Deputy Headteacher. The successful candidate should have considerable experience in secondary education who knows what outstanding provision and academic progress looks like. We want a collaborator, who not only will work closely with the Trust schools, but who has a genuine desire to work openly and collectively with the local primary and secondary schools.

This is a fantastic opportunity for an experienced Assistant Headteacher to progress on their leadership journey towards their first headship role, who is looking to work collaboratively in a supportive Trust. The specific responsibilities will be determined based on the experience of the successful candidate and needs of the school.

We encourage you to contact our Deputy CEO & Director of Secondary Education, Rob James for further information and/or to arrange a visit to the school week commencing TBC:
jamesr@bridgeacademytrust.org

Please enclose a letter (maximum 2 sides of A4) with your application form to support your application that highlights your suitability and preparation for this position including your personal educational philosophy and vision.

- This position is not suitable for ECTs (Early Career Teachers).
- Closing Date: Friday 30th September 2022
- Interviews: Monday 10th October 2022

For an application form please contact Ceri Bird Headteacher's PA on t: 01376 556367 or email ceri.bird@notleyhigh.com

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Bridge Academy Trust welcomes applications from those of all backgrounds, faiths and ethnic groups.



Notley High School & Braintree Sixth Form

Job Description – specific responsibilities to be confirmed

Core purpose: - To carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions Document including the conditions of employment for Deputy Headteachers and the School's own policy.

The Deputy Headteacher will be responsible for working with and supporting the Headteacher on the following key school leadership and management areas. This will involve accepting responsibility for aspects of these key areas.

Strategic Direction and Development of the School

- To assist the headteacher in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement.
- To play a significant role in setting aims and objectives for the school and in formulating the School Improvement Plan along with the Headteacher, governors and other senior staff.
- To take responsibility for developing and monitoring policy and practice as laid down in the School Improvement Plan, and in agreement with the Headteacher.
- To assist the Headteacher in school self-review and evaluation and in the effective planning and management of resources to secure improvements.
- Publicly supporting all decisions of the Headteacher and Governing Body.

Teaching and Learning

- Actively promote the N10 as the basis for good/outstanding teaching and learning.
- Provide guidance for colleagues on how to deliver the curriculum to pupils of differing abilities.
- Ensure that the Curriculum Areas keeps up to date with national and local developments and be prepared to share good practice within the college and beyond.



Notley High School & Braintree Sixth Form

- Ensure that the Curriculum Areas implements the delivery of cross-curricular issues; literacy, numeracy, SMSC, ICT.
- Be an 'outstanding' role model and act as a leading classroom practitioner and inspiring and motivating other staff.
- Working with the Senior Leadership Team and Headteacher to sustain high expectations and outstanding practice in teaching and learning throughout the school.
- Monitor and evaluate the quality of teaching and standards of pupil's achievement and use benchmarks and set targets for school improvement.

Monitoring and Evaluation

- To monitor and evaluate the curriculum to be delivered, all aspects of teaching and learning, assessment, recording and reporting, planning at all levels and the implementation of the Curriculum Area development plan through:
- Learning Reviews
- Assessment Reviews
- Learning Walks
- Moderating common assessment tasks
- Data analysis
- Response to Ofsted or Internal Self Reviews
- Work with SLT to carry out periodic Internal Self Reviews.
- Monitor the implementation of the Curriculum Area (and subject) Improvement Plan.

Leading and Managing staff

- Work with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own continual professional development.
- To be an exemplar of all school policies and practices.
- To support the Headteacher in Performance Management of staff.



Notley High School & Braintree Sixth Form

- Work with the Headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management.

Deploying staff and resources

- In consultation with, and by the direction of the Headteacher, deploy people and resources efficiently and effectively i.e. timetables, deployment of HLTA's and supply staff.
- To participate in recruitment and selection, as agreed by the Headteacher.

Accountability

- Supporting the Headteacher and Governors in accounting for the efficiency and effectiveness of the school to all relevant stakeholders.
- Promote and protect the health and safety welfare of pupils and staff.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

Parental involvement

- Ensure that all colleagues contact parents appropriately in line with the Behaviour Policy.
- Respond to parental enquiry within 2 school days.
- Ensure that colleagues attend relevant parents' evenings.

Organisation and administration

- Organise and chair meetings and briefings in line with the School meeting structure.
- Provide written information for the School prospectus, option booklet, website and any other publications.
- Liaise with outside agencies, feeder primary schools, post 16 providers, local industry, and the wider community.



Notley High School & Braintree Sixth Form

- Liaise closely with the internal exams officer and ensure that all exam papers are prepared and duplicated in good time.
- Liaise closely with the external exams officer to ensure that all deadlines are met with regards to exam entries and the completion of mark sheets.
- To organise appropriate revision sessions in order to support student success in external exams.
- Ensure that appropriate cover work is organised for classes being covered by supply teachers or cover supervisors.

Learning beyond the classroom

- Promote activities beyond the taught day which gives students the opportunity to continue their personal and academic development
- Organise trips and visits which will extend learning and promote interest in the subjects of the faculty.
- Ensure that there are opportunities and activities available during the academic year which will engage and stretch the most able and talented.

Resources, Health and Safety

- Ensure that areas are safe, well maintained and attractive both in classrooms and common areas.
- Ensure that all staff members implement best practice as laid out in the Safeguarding policy to ensure the safety and welfare of the whole school community.

Specific Responsibilities

- Deputise for the Headteacher in their absence.
- Take a major role in the day-to-day running of the school, attending daily and weekly meetings and leading them as required.
- Contribute to a positive ethos for learning.
- Provide an exciting, stimulating and creative curriculum.
- Promote the values and achievements of the school to the community.
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Notley High School & Braintree Sixth Form

- Support the Headteacher and Governors in annual budget planning and monitoring as required.
- To take whole school assemblies when required.
- Undertake such reasonable activities that the Headteacher and governors may from time to time require.

General

- Understand and apply school policies in relation to health, safety and welfare.
- Attend relevant training and take responsibility for own development.
- Attend relevant school's meetings as required.
- Respect confidentiality at all times.

All staff are expected to:

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all School and Trust policies are adhered to.
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head Teacher to carry out appropriate duties within the context of the job, skills and grade.

Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

(September 2022)



Notley High School & Braintree Sixth Form

Person Specification

<ul style="list-style-type: none"> • Essential 	<ul style="list-style-type: none"> • Desirable
<ul style="list-style-type: none"> • Educational Qualifications • Good Honours degree • QTS • Evidence of ongoing CPD with respect to leadership development 	<ul style="list-style-type: none"> • NPQH or NPQSL • Higher Degree, e.g. Masters, MBA, PhD
<ul style="list-style-type: none"> • Experience and Skills • Strategic leadership experience, e.g., Assistant Headteacher • Leadership of a department or significant team • Outstanding classroom teacher • Well-developed ICT skills • Record of raising achievement in a subject, year group or specific groups of students • Experience of safeguarding procedures and links with external agencies 	<ul style="list-style-type: none"> • Successful middle or senior leadership posts in more than one school • Experience of both curriculum and pastoral management, enabling impact at a whole-school level • Experience of Designated Safeguarding Leader role
<ul style="list-style-type: none"> • Vision & Values • It is a requirement of the post that the successful candidate will be committed to the Headteacher and the educational philosophy, culture and ethos of Notley High School & Braintree Sixth Form and Bridge Academy Trust, which is based on high quality education for all, the journey of the child, excellent pastoral care and relationships, and a belief that every child should 'enjoy, enrich and achieve' during their time at the school. 	<ul style="list-style-type: none"> • As a senior leader, it is anticipated that the Deputy Headteacher will have his/her own vision for successful education and will be able to use this to contribute to shaping the vision for the school.



Notley High School & Braintree Sixth Form

<ul style="list-style-type: none"> • Personal Qualities • Ability to create, lead and motivate effective teams • Capacity for hard work and collaboration • Ability to inspire children and colleagues • A desire to listen to children and show interest in their lives • Innovative, creative, and flexible • Positive, optimistic, and solution-focused • Excellent communication skills, with high level of grammatical accuracy and correct usage in both written and verbal language • Intuitive and empathetic understanding of others • Ability to establish excellent relationships at all levels through strong inter-personal skills • Commitment to personal development • Ability to accept criticism and respond appropriately • Presence and ability to command the respect of others by creating an air of authority and confidence • Ability to be calm in a crisis and use sound judgement to make clear decisions • Ability to multi-task, prioritise and reprioritise quickly • Ability to work quickly and accurately, meeting deadlines • Ability to assume responsibility yet also delegate appropriately • Ability to be a role model within the school community. • Influence the work of others in a positive and sustained manner and hold colleagues to account through effective line management 	<ul style="list-style-type: none"> • Be forward-looking and bring an original perspective to problems, informed by educational research • Ability to find time for colleagues even when busy • Capacity for intellectual debate on educational issues • Good understanding of data relating to student progress/outcomes
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Notley High School & Braintree Sixth Form

About Us



Notley High School & Braintree Sixth Form will prepare its students to lead a fulling life by:

- Building resilience;
- Developing aspirations;
- Nurturing talents;
- Promoting positive life choices;
- Stimulating curiosity about the world around them.



We are located in the picturesque town of Braintree in Essex



We have 200 members of staff



We have 1400 children on roll

Key Stage 3 (age 11- 14)

Year 7, 8 & 9

Key Stage 4 (age 14-16)

Years 10 & 11

Key Stage 5 (16-18)

Years 12 & 13



Notley High School & Braintree Sixth Form

Our Vision

We want our young people to be curious, challenged, display resilience and be prepared to take risks; in other words, develop a 'growth mindset' approach to learning and to not be afraid of failing, because we all learn from those experiences.

School Ethos

As a school community we want students ...

- ✕ of all abilities and backgrounds to feel valued so that they can 'be the best they can be' and reach their full potential.
- ✕ to enjoy coming to school and learning experiences available to them.
- ✕ to be enriched with a wealth of opportunities inside and outside of lessons and the curriculum, so that all talents are identified and nurtured.
- ✕ to achieve high standards:
 - ✕ Academically - in terms of examination results
 - ✕ Personally - through their respect for others and their environment
 - ✕ Socially - through their contribution to the life of the school and wider community

Bridge Academy Trust

Join us and be part of our Trust



Mark Farmer,
CEO

“We are a strategic and forward-thinking Trust and we recognise that our staff are a precious resource. We aim to appoint and develop professionals who are welcoming, compassionate, highly motivated and who can promote high expectations.

Being committed to excellence, our staff will work in collaboration to build strong partnerships, allowing us to achieve our vision.”

Bridge Academy Trust wants schools to work with each other in localities for the benefit of the local children and communities.

High quality continuity of every child's journey through education

High quality and effective transition work between key stages and school transfers, ensures that children are 'ready', academically, socially and emotionally for the next stage of their learning journey.



A community and school-led school improvement system

All children and adults are positive citizens within the areas they live and the school it serves.

- ✕ **ENJOY** coming to school and learning experiences available to them;
- ✕ Are **ENRICHED** with a wealth of opportunities inside and outside of lessons and the curriculum, so that all talents are identified and nurtured;
- ✕ **ACHIEVE** high standards:
 - ✕ academically, in terms of examination results;
 - ✕ personally, through their respect for others and their environment;
 - ✕ socially, through their contribution to the life of the school and wider community

Bridge Academy Trust

Our People Strategy

We aim to transform teaching, leading, and learning to fulfil our commitment to giving our children, young people and our communities, the high-quality education they deserve. Each facet of our improvement strategy recognises the need for schools and the wider MAT to recruit, nurture, grow and plan for the succession of a high-quality workforce.



We recognise the development (support and challenge) of leadership at all levels as the key to sustainable school improvement and this is evident in our ongoing financial and resource planning. Frequent and regular time with core improvement team members provides our school leaders and those with leadership responsibility with mentoring, coaching and additional capacity to drive school improvement day to day and over time. There is a shared understanding that school leaders will then work with us to similarly develop staff within their schools, creating a high-quality, committed workforce across our Trust.

You can view our full People Strategy via the Trust website:
<https://www.bridgeacademytrust.org/work-with-us/>

Bridge Academy Trust

Schools in our Trust



Acorn Academy



Chipping Ongar Primary School



High Ongar Primary School



Mildmay Infant and Nursery School



Mildmay Junior School



Moulsham High School



Notley High School & Braintree Sixth Form



Oaklands Infant School



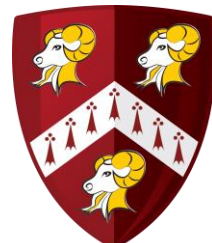
Ongar Primary School



Richard de Clare Community Academy



The Ongar Academy



The Ramsey Academy

Bridge Academy Trust

Contact Us

For an application form please contact:

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Bridge Academy Trust

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