



**LEARNING TODAY LEADING TOMORROW**



# DEPUTY HEADTEACHER

**WELCOME TO RUGBY FREE SECONDARY SCHOOL**

**CONTRACT TYPE**  
PERMANENT

**CONTRACT TERM**  
FULL TIME

**EXPIRY DATE**  
25.03.2023

---



# Why Work at Learning Today Leading Tomorrow

Relationships are at the heart of LT2. We underpin our core values and are always looking for dedicated staff who share our ethos and demonstrate our values.

The wellbeing of staff is a priority here across the Trust and this has been developed as part of the Trust's wellbeing commitment for all staff.



## There are many benefits for staff working at LT2

- Competitive salaries which are reviewed annually
- A first-class Pension Scheme
- Employee Assistance Programme
- Enhanced Maternity, Adoption and Paternity Leave
- Membership to the Confederations Schools Trust
- Commitment to staff professional development
- Extensive resource library
- Career opportunities for staff to progress



# Vision, Mission and Values

## Vision



The vision of Learning Today Leading Tomorrow is to build a group of outstanding schools across phases, including specialist provision. As a Trust we provide vibrant and inclusive learning environments in which every member of the Trust community is passionate about learning.

The Trust is led by a CEO who works closely with Headteachers and our schools are supported by a central team to support finance, HR, estates, procurement, IT and governance.

## Mission



LT2 Trust and schools have a relentless focus on high achievement, supported by robust organisational structures and governance. We aim to give children and young people in our care the knowledge, skills and experiences to expand their minds and world view to enable them to develop a naturally inquisitive approach to learning and life, fit for an ever-changing world.

Ultimately, we educate and support all children attending LT2 Schools to grow into capable and contributing citizens who have developed the personal attributes and characteristics that will enable them to become considerate, self-reliant and confident young people who are ready for the next stage of their lives.

## Values



The Trust Values underpin the mission and provide the basis on which LT2 Trust, School Leaders, all staff and students can articulate the key behavioural characteristics that promote a positive philosophy. Our six values are unseen drivers of our behaviour as experienced by others and are designed to create a shared organisational culture:

- **Kindness** – The quality of friendliness, generosity, and consideration
- **Collaboration** – The belief that working and learning with others will lead to greater success
- **Curiosity** – A strong desire to know and to learn
- **Resilience** – The ability to recover quickly and learn from the difficulties we face
- **Respect** – To appreciate the importance of understanding and admiration for others and self
- **Endeavour** – The belief hard work is needed to achieve something of which we can be proud of



# Rugby Free Secondary School

Learning Today Leading Tomorrow (LT2) is a not-for-profit Multi-Academy Trust (MAT) based in Rugby. Its founding schools are two start-up free schools, Rugby Free Primary School and Rugby Free Secondary School.

Learning Today Leading Tomorrow aims to provide local, inclusive education to support children and young people to gain the knowledge, skills and experiences that will enable them to move onto the next stage of their education and life, prepared for an ever-changing world.



Iain Green, Acting Headteacher



We set high expectations for our staff, who in turn encourage our students to be ambitious and have high aspirations.



It is an exciting time to be working as part of the RFSS family and as part of our Trust, Learning Today Leading Tomorrow.

RFSS opened in 2016 and we relocated to our brand-new purpose-built facility in February 2020.

Our school is committed to providing success for all of its students, and providing a workplace that supports its staff, to ensure they are able to work to the best of their ability for our students every day.

You won't find teachers and staff anywhere else who are as committed to a school's purpose and supporting its success. Relationships are at the heart of RFSS and underpin our new core values.... and we are always looking for dedicated staff who share our ethos and demonstrate our values.

The wellbeing of staff is a priority here at RFSS and we have developed a wellbeing commitment for all staff. This is monitored by our Wellbeing group and regularly reviewed with all staff.





# Staff Wellbeing Commitment at RFSS

Trust Wellbeing Survey 2022



## Kindness:

- 'Shout outs' for staff who have gone above and beyond.
- Support flexible working requests.
- Opportunity to attend personal events or celebrations.



## Collaboration:

- Staff Wellbeing committee.
- A 'buddy' to provide support and advice.
- Staff social events across the year.
- We provide staff with a free lunch on the day of their duty.
- Regular staff breakfasts, food on all CPD days and occasional treats



## Curiosity:

- Promote and support Staff CPD
- Staff to network and visit other schools to improve their practice and share great ideas.



## Respect:

- Staff Room - meet, work and even socialise
- Each faculty has its own staff work room
- Regular appraisal conversations to discuss career progression



## Resilience:

- We promote resilience through our reflective CPD pathways.
- We have an area in the staff room dedicated to wellbeing which is used to promote health and wellbeing.
- We share weekly health and wellbeing information.



## Endeavour

- Promote work life balance
- Celebrate our staff and their achievements on a regular basis, for example; a black tie celebration evening.

“96% of staff are proud to be a member of the school ”

“84% of staff feel well supported at work”

“88% of staff feel happy in their role ”

“82% of staff believe Leaders and Managers are considerate of their wellbeing ”

“99% of staff feel optimistic about the future ”

# Deputy Headteacher Job Description

<b>Salary and Grade</b>	L17-L22
<b>Reporting to:</b>	Headteacher
<b>Liaising with:</b>	Senior Leadership team, Middle Leadership team, Trustees, Teaching Staff, Associate Staff
<b>Start Date</b>	1st September 2023 (Earlier if possible)
<b>Purpose</b>	<ul style="list-style-type: none"> <li>• Ensure we offer a world class and student-centred , which develops young people to enable them to be self-regulated learners.</li> <li>• Continue to develop a research-based approach to staff development which outlines the best practice for behaviour, culture and attitudes.</li> <li>• Develop quality assurance systems which lead to accurate and continues self-evaluation at all levels.</li> </ul>

## About Rugby Free Secondary School

***'Pupils benefit from a school community that includes pupils from a wide range of different backgrounds and cultures. There is a culture in which pupils see these differences as a positive thing. Uniqueness is valued and celebrated. Pupils feel confident 'to be themselves' at Rugby Free Secondary School. (Ofsted 'Good': July 2021)'***

At Rugby Free Secondary School, we aim to foster kindness and pride, whilst maximising our academic and personal potential. We believe that all of our students should be happy and safe, whilst demonstrating the limitless endeavour and resilience required to succeed by striving for excellence. To achieve these goals, our school ethos is underpinned by the foundations of mutual respect, positive relationships and genuine curiosity.

This is encompassed in our educational philosophy of creating more articulate, organised and progressive learners, and the desire to create both independent and collaborative learners who are proud to be educated at Rugby Free Secondary School.

Alongside this, we focus on broadening our students' core subject knowledge and understanding of the wider world. As a consequence, quality-first Teaching and Learning is at the centre of our school's ethos, and is the key priority for all staff. Our aim is for teachers to deliver high-quality lessons to all year groups, whilst also being supported to develop through pertinent and purposeful internal and external CPD that is bespoke.

Learning is integral to everything we do at RFSS. We ensure that all of our students, regardless of gender, ethnicity or ability, receive the best possible learning experiences, to enable them to achieve and maximise their potential. Here at RFSS, we continually support students to develop a love of learning to help them become learners for life, in order to equip them with the knowledge and skills that they will need in the real-world. This is also the case with our teaching staff, who continuously develop and update their own pedagogical practices, through Action Research projects and other bespoke professional development sessions.

Please find below link to our website with the latest Ofsted report when we were graded as 'Good'.

<https://www.rugbyfreesecondary.co.uk/ofsted>

Our Values are:

- Kindness – The quality of friendliness, generosity, consideration, honesty
- Collaboration – The belief that working and learning with others will lead to greater success
- Curiosity – A strong desire to know and to learn
- Resilience - The ability to recover quickly and learn from the difficulties we face
- Respect - To appreciate the importance of understanding and admiration for others and self
- Endeavour - The belief that hard work is needed to achieve something we can be proud of

## Specific Areas of Responsibility and Key Tasks:

### Leadership Responsibilities:

- Develop and implement the school's strategic improvement plan, ensuring that all staff perform to the required standard and contribute to the school's achievement culture therefore fulfilling our vision.
  - Ensure the school meets the targets stated in the School Improvement Plan.
  - Create an ethos that is based on inclusivity, fairness, equality and equal opportunity.
  - To ensure that students and staff are safeguarded effectively.
  - Lead on one specific area of the Ofsted framework (QoE or B&A) for the whole school, including Ofsted preparation where relevant.
  - Deputise for the Headteacher, as and when appropriate.
  - Support the Headteacher with wider school responsibilities for example budget planning, HR, exclusions, managed moves, off-site directions, safeguarding, admissions and other day-to-day leadership decisions.
  - Lead whole school strategies.
  - Lead on staff development, supporting recruitment and retention by ensuring consistently good and outstanding teaching.
  - Lead on stakeholder voice, in order to gauge the effectiveness of implemented ideas.
  - Account to Trustees on key areas of responsibility.
  - Support the work of the leadership team including linking with department teams and year groups, and houses.
  - Ensure CPD, ITT and wider staff development meets the needs of staff in fulfilling our vision.
- Ensure high expectations of learning, achievement and behaviour are promoted across the school.

### Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a main scale teacher.

## **Safeguarding**

Rugby Free Secondary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this and the below commitments.

- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders.
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
- To identify children who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders
- To consider at all times what is in the best interests of the child
- To protect children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- To take action to enable all children to have the best outcomes
- Checking of visitor identification, especially at the point of school entry and the issuing of relevant safeguarding information.

## **Generic Responsibilities of all Rugby Free Secondary School Staff**

- To continue personal development as agreed
- To engage actively in the appraisal process
- To undertake any other duty as specified by the School Teachers' Pay and Conditions Document not mentioned in the above
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- Employees are expected to adhere to the School's agreed Code of Conduct and set an example of personal integrity and professionalism
- Ensure all tasks are carried out with due regard to Health and Safety
- To remain confidential at all times
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school

# Person Specification

Areas	Essential It is essential candidates can provide evidence of:	Desirable It is desirable candidates can provide evidence of:
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher</li> <li>• Proven track record of leading whole school improvement as SLT member and/or subject leader</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of further professional developments or interests</li> </ul>
<b>Experience/ Attitude and Values</b>	<ul style="list-style-type: none"> <li>• Experience of teaching at KS3, KS4, and KS5</li> <li>• Experience in leading on departmental initiatives</li> <li>• Evidence of achieving excellent student outcomes</li> <li>• Experience of monitoring student progress to demonstrate impact</li> <li>• Experience of self-evaluation and action planning</li> <li>• Experience of deploying teaching/support staff, financial and physical resources within a curriculum area.</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Grounding in teaching and learning strategies · Commitment to the role of assessment to monitor progress</li> <li>• A knowledge of changes to specifications and qualifications</li> <li>• Use of differentiated approaches to teaching and learning</li> <li>• Excellent understanding of safeguarding especially the safety and welfare of vulnerable and disadvantaged pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of a range of subjects</li> <li>• Knowledge of PiXL strategies to improve rates of progress</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Commitment to improving Teaching and Learning</li> <li>• An evaluative and reflective approach to own practice</li> <li>• Enthusiastic about teaching young people of all abilities</li> <li>• Dynamic and energetic</li> <li>• Ability to maintain emotional resilience · Desire for constant improvement</li> <li>• Ability to maintain appropriate and productive relationships with students</li> <li>• Communicates effectively both orally and in writing with pupils and adults</li> </ul>	
<b>Professionalism</b>	<ul style="list-style-type: none"> <li>• Team Player</li> <li>• Ability to meet deadlines</li> <li>• Stamina and determination</li> <li>• Possesses a strong set of values and beliefs and shows awareness of how these fit in with the values of the trust</li> <li>• Is committed to continued self-professional development and is always trying to find ways to improve and be the best they can be.</li> </ul>	

# Contact Information

If you feel that you could bring further impetus to our drive to improve the provision for our students and have the necessary energy, enthusiasm and sense of humour to take us forward at this exciting time, then please get in touch.

To arrange an informal discussion or visit to the school, please contact us

 01788 222060

 [sarah.abel@rugbyfreesecondary.co.uk](mailto:sarah.abel@rugbyfreesecondary.co.uk)

 Anderson Avenue, Rugby, CV22 5PE

 [www.rugbyfreesecondary.co.uk/vacancies](http://www.rugbyfreesecondary.co.uk/vacancies)

## Closing date for applications: 25.03.2023

*This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.*

*The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.*

*The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition. This job description is current at the date shown but in consultation with the post holder may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.*

*We reserve the right to withdraw this vacancy at any time.*

*Learning Today, Leading Tomorrow (LT2) is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check. LT2 is always happy to receive speculative applications from excellent teachers and support staff.*

---