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Information for Deputy Headteacher candidates
Job description — person specification — vacancy details

Seven Hills
School





Welcome to Seven Hills

Thank you for your interest in the position of Deputy Headteacher at Seven Hills School. I am delighted that you are considering joining our exceptional team and contributing to the remarkable work we do to ensure every student reaches their full potential.

Seven Hills is a vibrant and inclusive school, where we celebrate the individuality and achievements of each student. Our students, aged 11 to 19, have a wide range of complex learning needs, and we take pride in providing a nurturing, supportive, and stimulating environment tailored to their unique needs.

As Deputy Headteacher, you will play a vital role in shaping the strategic direction of the school, driving improvement, and leading our dedicated and talented staff. This is a unique opportunity to work alongside passionate professionals in a collaborative and forward-thinking community, where our shared commitment to excellence ensures that we continue to build on our strong foundation. Our school is well-supported by families, governors, and the wider community, all of whom share our vision and values. Together, we strive to create a welcoming and inclusive culture, where everyone feels valued and supported in their role. We believe that leadership is about inspiring others, leading with integrity, and ensuring that our students remain at the heart of everything we do.

If you are an ambitious, compassionate, and innovative leader who is ready to make a real difference, we would be delighted to hear from you. I warmly encourage you to visit our school to experience for yourself the enthusiasm, warmth, and energy that makes Seven Hills School a very special place to work.

Thank you again for considering this opportunity. I look forward to receiving your application and learning about how your experience, skills, and vision align with our aspirations for the future.

Yours faithfully

Kerry Tute
Headteacher

Welcome from governors

Dear candidate

We are delighted to extend a warm welcome to Seven Hills Special School; thank you for your interest in joining our team. We see this role as a key strategic position that will support the school on its journey as it grows and develops.

Governors recognise that the role of Deputy Headteacher is a challenging one, however you will be part of a committed and hardworking senior leadership team who have a clear vision of what they aim to achieve.

Seven Hills is a positive, happy place. We have a diverse school community with a wide range of ethnic and cultural backgrounds and we are very proud of how the school celebrates this. The school provides a rich learning environment where well-defined roles ensure everyone supports each other. You will be working alongside a very strong and experienced team of teachers and a hardworking support team, all of whom strive daily to do their best for our wonderful students.

We look forward to meeting you, and good luck!

Yours faithfully

Hannah Dulieu and Rhona Dodds
Co-Chair of Governors



Deputy Headteacher

Seven Hills School

Granville Road, Sheffield, S2 2RJ

Tel: 0114 308 2002

Email: enquiries@sevenhills.sheffield.sch.uk

Web: www.sevenhillslearning.co.uk

L17-L21 (£73,819 to £81,441), starting point dependent on experience

Required for September 2025 (or Easter, if available)

Nurturing talent • Sharing learning • Celebrating life

Seven Hills School is an inspirational and diverse community, which nurtures talents, shares learning and celebrates life. Our central commitment is to provide an outstanding curriculum and school experience for all our students. Teaching at the school takes place in a rich learning environment and is designed to inspire and create activity, curiosity and engagement. We pride ourselves on helping influence and shape future citizens who are able to achieve in their own individual goals and aspirations while supporting the wellbeing of others.

This is a wonderful opportunity for an ambitious and talented individual to join a forward-thinking and innovative senior leadership team.

We are looking to appoint a Deputy Headteacher who:

- Has strong student centred values
- Has a thorough understanding of how students and young people with additional needs learn and make good progress
- Is an exemplary and inspirational classroom practitioner with a proven track record of raising standards and developing a culture of excellence
- Is evidence-informed in their approach to all aspects of school leadership
- Will be unrelentingly ambitious for the school, its pupils and staff
- Is a strategic thinker with experience of effectively leading and managing change
- Is a skilled communicator with excellent management and organisational skills
- Is a positive team player who wholeheartedly promotes the values and ethos of the school
- Can demonstrate a strong understanding of ethical leadership and the ability to put it into practice
- Is dedicated to continuous professional development and is committed to growing as an exceptional leader

In return we can offer:

- Mentorship and support from an experienced and

highly supportive Headteacher, and the opportunity to work with an active and engaged governing body

- The opportunity to work alongside a professional, hardworking and motivated team of teachers and support staff that is committed to developing and raising standards
- A firm commitment to your continuing professional development
- A positive school community with a strong focus on staff and pupil wellbeing
- Motivated and engaged pupils who are keen to learn
- Access to the cycle to work scheme, promoting a healthy and eco-friendly commute

Applications are welcome from candidates in special or alternative provision schools, and also those from primary or secondary mainstream schools who can demonstrate and in-depth knowledge of special educational needs.

Visits to the school are warmly encouraged and can be arranged by contacting Tracy Mycroft, HR Manager, on 0114 308 2002. For an informal conversation about the role, please ask to speak to Kerry Tute, Headteacher.

Seven Hills School is committed to safeguarding and promoting the welfare and safety of children and 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. Please also note that an online search will also be conducted for all shortlisted candidates prior to interview.

The successful candidate will be required to complete an enhanced Disclosure and Barring Service check and a Children's Barred List check. Please note that it is a criminal offence to apply for this post if you have been placed on the Children's Barred List. Candidates are asked to read the school's safeguarding policy, which is available at:

<https://sevenhillslearning.co.uk/safeguarding>

Closing date: 1.00pm Friday 24th January 2025

Assessment centre and interviews: Monday 10th and Tuesday 11th February 2025

Specific responsibilities

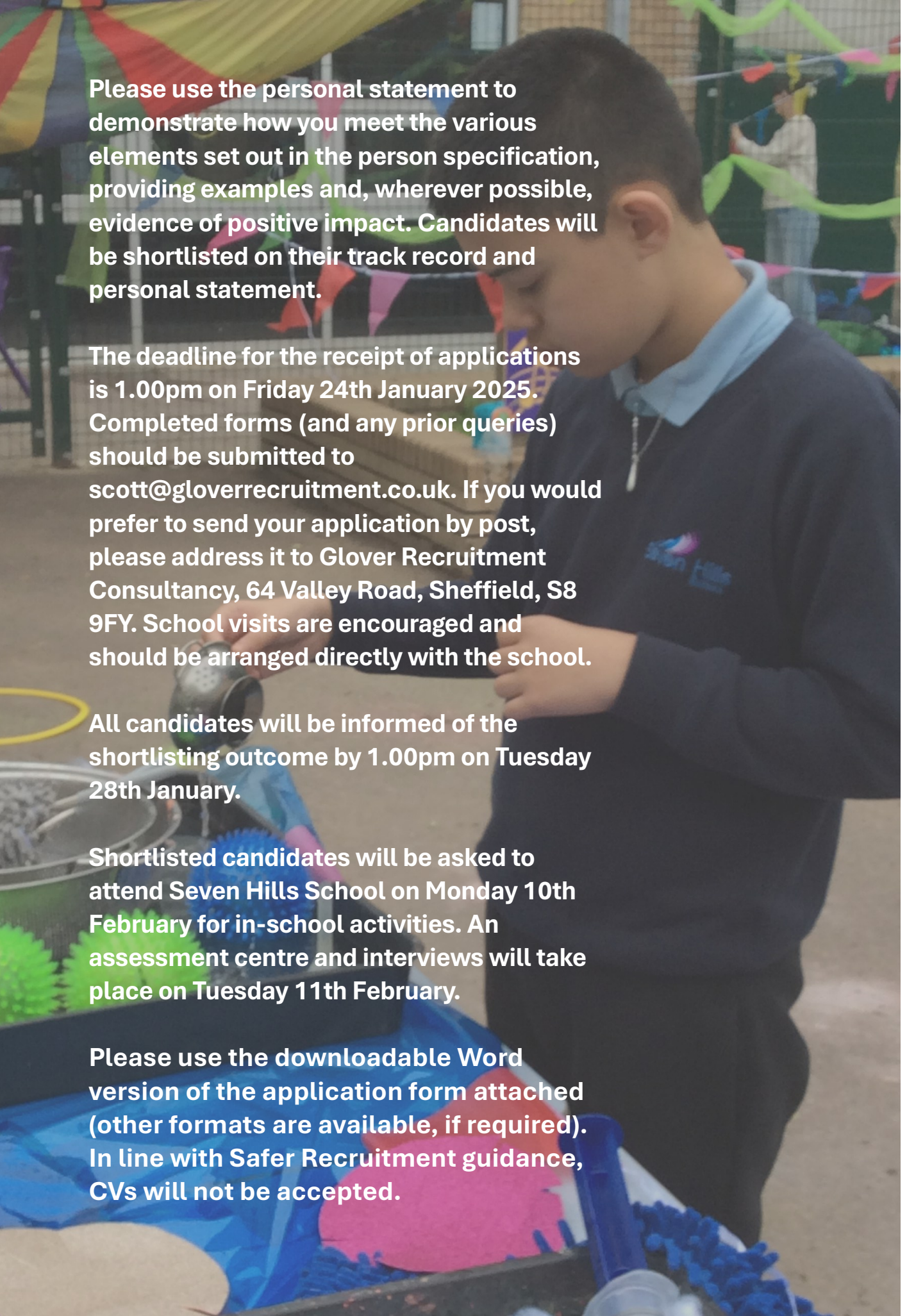
The Deputy Headteacher is accountable for the Quality of Provision

You will be accountable for (including, but not limited to):

- Monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school. Using this to identify areas for improvement and development.
- Leading curriculum development across all pathways.
- Coordinating whole school curriculum days.
- Ensuring a broad, structured and coherent curriculum entitlement that sets out the knowledge, skills and values that will be taught.
- Ensuring that staff have the necessary knowledge and skills to deliver an ambitious, broad, balanced and enriching curriculum and that this is evidenced in practice.
- Leading staff to implement interventions/CPD to raise the standard of the quality of education.
- Leading and coordinating staff with teaching and learning responsibilities - establishing effective curricular leadership including supporting access to professional networks and communities.
- Working alongside assessment lead to ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.
- Keeping up to date with current local and national teaching and learning developments.
- Working with senior leaders to review, update and implement the monitoring of teaching and learning policies and practices.
- Creating and presenting reports on the quality of teaching and learning to the governing body.

Other responsibilities include:

- Designated Safeguarding Lead
- SENDCO
- Strategic leadership of a curriculum pathway



Please use the personal statement to demonstrate how you meet the various elements set out in the person specification, providing examples and, wherever possible, evidence of positive impact. Candidates will be shortlisted on their track record and personal statement.

The deadline for the receipt of applications is 1.00pm on Friday 24th January 2025. Completed forms (and any prior queries) should be submitted to 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 1.00pm on Tuesday 28th January.

Shortlisted candidates will be asked to attend Seven Hills School on Monday 10th February for in-school activities. An assessment centre and interviews will take place on Tuesday 11th February.

Please use the downloadable Word version of the application form attached (other formats are available, if required). In line with Safer Recruitment guidance, CVs will not be accepted.

Seven Hills School



Deputy Headteacher Job Description

Salary range:	Group 7 L17-L21
Role of the Headteacher:	<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">• formulating the aims and objectives of the school;• establishing the policies through which they are to be achieved;• managing staff and resources to that end;• monitoring progress towards their achievement; <p>and undertake any professional duties of the headteacher reasonably delegated by the headteacher.</p> <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>
Responsible to:	The Headteacher and the Executive Director, Children's Services, Sheffield City Council
Responsible for:	The teaching and support staff of the school and its children and young people.
The Headteacher will be expected to:	<ul style="list-style-type: none">• Fulfil all the requirements and duties set out in the School Teachers' Pay and Conditions Document.• Achieve any performance criteria, objectives or targets agreed with or set by the Headteacher and/or School's Governing Body in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.• 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.

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

<p>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.</p>	<p>5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.</p>	<p>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.</p>	<p>5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.</p>
<p>6. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.</p>	<p>6. Hold all staff to account for their professional conduct and practice.</p>	<p>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.</p>	<p>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.</p>

The Governing Body is committed to safeguarding and promoting the welfare of children and young people. The 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

All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge and understanding and knowledge of safeguarding meet the requirements of the person specification.

Qualifications and experience

Candidates should have and be able to evidence:

1	Qualified Teacher Status (QTS)
2	Knowledge and understanding of what it means to be a learner in a special school.
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
3	Demonstrate excellent interpersonal skills
4	Be decisive, consistent and focused on solutions
5	Demonstrate the capacity to lead others, be resilient, reflective 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 organisations to improve outcomes
6	Support the development of teaching and learning in school
7	Have excellent organisational skills, prioritising and managing time well under pressure and meeting deadlines

Person specification continues on next page

Professional knowledge and understanding

Candidates should:

1	Be committed to securing equality of opportunity throughout the school
2	Have an understanding of curriculum and assessment developments and how they support pupils' learning
3	Have secure knowledge of what constitutes highly effective teaching and its impact on outcomes for all pupils
4	Maintain high standards of pupil behaviour and attitudes to learning
5	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 work with relevant agencies to protect children and young people
4	Knowledge of best practice and procedures for safeguarding children and young people

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Queries about the application and recruitment process should be addressed to scott@gloverrecruitment.co.uk or by phoning 07766773682.