

# Deputy Headteacher Applicant Pack



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“ACHIEVEMENT, RESPECT AND CARE IN A HAPPY, CHRISTIAN COMMUNITY”



# Welcome from the Governors



Dear Prospective Applicant,

On behalf of the Full Governing Body at St Mark's C of E Primary, I would like to thank you for your interest in the position of Deputy Headteacher. I hope you will find this information pack a useful introduction and that you will proceed in applying for the post.

St Mark's has been on an exciting journey over the years building our learning community, alongside the Bournemouth Septenary Trust, working collaboratively to re-shape the way that we learn together and to challenge pedagogical approaches and practice. Our school is judged 'Good' by Ofsted (2018) and 'Outstanding' in our SIAMS Church school inspection (2018) and since the last inspection, leaders have been relentless and uncompromising in their pursuit of excellence.

## Who are we and what makes us unique?

Governors support the leadership team to be the best that they can be. The school has its own Christian distinctiveness and clear vision on where it wants to go. We build upon the experiences that children have when they come into school and ensure they are enriched, enhanced and supplemented with the broad

and balanced curriculum which meets the needs of all our pupils, promoting and sustaining their thirst for knowledge and the love of learning.

The school's curriculum, ethos and expectations promote pupils' outstanding spiritual, moral, social and cultural development and also fundamental British values. Children explore the relationship between their values and ethos and their curriculum. St Mark's has a strong local reputation for its inclusive practice and SEND provision. We are passionate about equalities, identity and diversity and think systemically about our vision in practice.

Following our recent appointment of Andrew Bright, as our Headteacher from September 2021, we are looking to appoint another inspirational leader to build on the strengths of the school and to make sure that we continue to achieve the best outcomes for every child going forward, drawing on the expertise of all community members.

We are looking for a leader who will continue to promote innovation and a progressive approach to learning and teaching. We foster a constructive and open working relationship between the governing body

and Senior Leaders, and, if successful, you will find yourself with a team of dedicated and experienced professionals ready to do what is best for our community.

We are welcoming visits to the school (observing necessary protocols) as we understand how crucial a visit can be in deciding if this is the post for you. Please do not hesitate to email us if you'd like to know more about our school.

Yours faithfully,

Michelle Homer, Chair of Governors

Lisa McGaw, Vice Chair of Governors



# Deputy Headteacher Recruitment

<b>Start date</b>	<b>September 2021</b>	<b>School type</b>	<b>Mainstream</b>
<b>Contract type</b>	Full time (STPCD conditions)	<b>Phase</b>	Primary
<b>Contract term</b>	Permanent	<b>Funding Status</b>	State - Academy
<b>Grade</b>	Leadership	<b>Gender</b>	Mixed
<b>Salary range</b>	L10-L14	<b>Age Range</b>	4-11 years
<b>FTE annual salary</b>	£52,723 to £58,135	<b>Suitable for NQTs</b>	No

Following the promotion of our current post-holder to the role of Headteacher at St Mark's CE Primary School, we are looking to appoint a Deputy Headteacher from September 2021 who:

- Will fully support, promote and help develop the distinctive Christian ethos of our school
- Has a passion for education with a sound understanding of current initiatives
- Will be committed to driving the development of teaching and learning to secure the best outcomes for our children
- Has successful experiences and a proven track record of leading school improvement
- Is an aspiring Headteacher with a desire to develop their leadership and management skills
- Will promote positive relationships with parents, carers and the extended school community

St Mark's Primary School is a thriving, happy, nurturing, inclusive Christian community of learners in the Diocese of Salisbury. Ofsted say we are a 'good' school (2018) and our SIAMS Church School Inspection again rated us as 'outstanding' (2018).

The school is a two-form entry academy, part of the Bournemouth Septenary Trust and sits at the heart of Bournemouth, an active, diverse and vibrant town on the south coast of England.

## So what is distinctive about our vision?

- An uncompromising pursuit of an 'every child' policy that seeks to ensure the flourishing of all children
- The relentless pursuit of improving performance and standards in every area of school life
- A supportive environment for staff and pupils that contributes to the success of improved learning and wellbeing
- Christian values and ethos that permeate all aspects of education and behaviour
- "The partnership with the local church (St Mark's) is exceptionally strong" (SIAMS 2018)
- St Mark's has a strong local reputation for its inclusive practice and SEND provision

If you are an enthusiastic, child-centred, aspirational leader, committed to inspiring and supporting pupils, staff and the wider school community to flourish together, then we would love to hear from you.

To discuss your application or arrange a tour of St Mark's School with the new Headteacher, please contact Mr Triplow, School Business Manager, on 01202 512241 or email us at [office@st-marks.bournemouth.sch.uk](mailto:office@st-marks.bournemouth.sch.uk).

To apply for this vacancy, please submit an application form on <https://jobs.dorsetforyou.gov.uk/>. Only applications completed via the Dorset Council website will be accepted.

The closing date is **Friday 16 April 2021 at midday**. We will hold selection activities and interviews on Thursday 29 and Friday 30 April.

St Mark's Primary School is an equal opportunities employer. We value diversity and inclusiveness. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status or disability status.

**We are committed to robust Safer Recruitment processes as part of our strong commitment to safeguard children and young people.**



# Our children would like someone who is ...

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# Job Description for Deputy Headteacher (1 of 2)

Start Date – September 2021



## Core Purpose

This is a senior post within the school's staffing structure, which carries with it membership of the Leadership Group. This post holder is accountable to the Headteacher and is required to deputise for the Headteacher in their absence.

As Deputy Headteacher, you will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document(STPCD). In addition, you will be required to fulfil any reasonable expectations from the Headteacher.

Under the direction of the Headteacher, the Deputy Headteacher will take a major role in:

- Formulating and promoting the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to achieve the established aims and objectives
- Monitoring progress towards the achievement of the school's aims and objectives
- Raising the attainment of pupils in conjunction with all appropriate stakeholders
- Playing a leading role in developing the distinctive Christian ethos and standards of the school, including leading acts of collective worship
- Upholding and promoting high standards of behaviour, achievement and personal development
- Supporting the Headteacher in ensuring that the school maintains and further develops the equal opportunities and inclusion policies and practices for all of its pupils
- Sharing strategic management duties, modelling achievement of high expectations in standards, discipline and ethos
- Supporting the Headteacher in the general day-to-day running of the school
- Fulfil the roles and responsibilities of a Deputy Designated Safeguarding Leader
- Attending/leading meetings as determined by the school's structure
- Attending meetings of the Governing Body in an observer's capacity when required

## Teaching, curriculum and assessment

Under the direction of the Headteacher, the Deputy Headteacher will:

- 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 pupil well-being
- Model excellent classroom and school practice
- 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
- Effectively use formative assessment to inform strategy and decisions
- Ensure progression in the teaching of a broad, creative and coherent curriculum
- Support and develop curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read effectively
- As Assessment Leader, establish systems and monitor assessment practices across the school
- Report to the Headteacher and Governors on the achievements of pupils across the school

## Wellbeing, additional and special educational needs (SEN) and disabilities

Under the direction of the Headteacher, the Deputy Headteacher will:

- Provide guidance and support for all pupils
- Support children in educational, social and emotional matters
- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Ensure the school fulfils statutory duties regarding the SEND Code of Practice.

## Job Description for Deputy Headteacher (2 of 2)

### Organisational management and school improvement

Under the direction of the Headteacher, the Deputy Headteacher will:

- Establish and sustain the school's distinctive Christian ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

### Professional development

Under the direction of the Headteacher, the Deputy Headteacher will:

- Take shared role in the leadership of staff appraisal
- Co-ordinate appropriate, high standard professional development opportunities for staff linked to whole school and individual priorities and needs
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning
- Keep up to date with developments in education

### Governance, accountability and working in partnership

Under the direction of the Headteacher, the Deputy Headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held fairly to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

### Other areas of responsibility

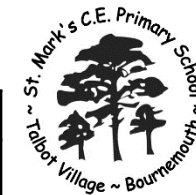
Under the direction of the Headteacher, the Deputy Headteacher will:

- Contribute to induction processes for new staff and support NQTs and Supply Teachers
- Allocate/organise work experience placements
- Organise cover for absent staff/notify office and deploy supply staff





## Person Specification - Deputy Headteacher (1 of 2)



Category	Essential	Desirable
<b>Qualifications/ Professional Development</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Evidence of continuing professional development relating to school leadership and management, and curriculum/teaching and learning</li> <li>• Ability to identify own learning needs and to support others in identifying their learning needs</li> </ul>	<ul style="list-style-type: none"> <li>• Postgraduate level qualification</li> <li>• NPQH award or Leadership Pathways certification</li> <li>• Experience of working with other schools/organisations/agencies</li> <li>• Experience of leading/coordinating professional development opportunities</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful experience of leading one or more subject areas</li> <li>• Substantial, successful teaching experience</li> <li>• Successful experience in a leadership and management role</li> <li>• At least 5 years successful teaching experience in the primary age range.</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching experience in at least 2 of the 3 key stages</li> <li>• Curriculum leadership in one or more core subjects</li> <li>• Experience of teaching in more than one school</li> <li>• Experience as Deputy Headteacher</li> </ul>
<b>Strategic Leadership</b>	<ul style="list-style-type: none"> <li>• Ability to articulate and share a vision of primary education within the context of the school's mission statement</li> <li>• Ability to inspire and motivate staff, pupils, parents and governors to achieve the aims of the school</li> <li>• Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement</li> <li>• Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these</li> <li>• Knowledge of what constitutes quality in educational provision, the characteristics of effective schools and strategies for raising standards and the achievement of all pupils</li> <li>• Understanding of and commitment to promoting and safeguarding the welfare of pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the role of the governing body</li> <li>• Evidence of having successfully translated vision into reality at whole school level</li> <li>• Experience in the role of a Designated Safeguarding Lead / Level 3 training</li> </ul>
<b>Teaching and Learning</b>	<ul style="list-style-type: none"> <li>• A secure understanding of the requirements of the National Curriculum and Early Years development</li> <li>• Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils</li> <li>• A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning</li> <li>• Experience of effective monitoring and evaluation of teaching and learning</li> <li>• Secure knowledge of statutory requirements relating to the curriculum and assessment</li> <li>• Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of successful teaching and learning across the entire curriculum and all primary key stages</li> <li>• Successful experience in creating an effective learning environment and in developing and implementing policy and practice relating to behaviour management</li> <li>• Whole school curriculum leadership</li> <li>• Promoting SMSC of pupils across the curriculum</li> </ul>

## Person Specification - Deputy Headteacher (2 of 2)



<b>Leading and Managing Staff</b>	<ul style="list-style-type: none"> <li>• Experience of working and leading staff teams</li> <li>• Ability to delegate work and support colleagues in undertaking responsibilities</li> <li>• Experience of performance management and supporting the professional development of colleagues</li> <li>• Understanding of effective budget planning and resource deployment</li> <li>• Leadership of middle management / phase leaders</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with Governors to enable them to fulfil whole school responsibilities</li> <li>• Successful involvement in staff recruitment, appointment/induction</li> <li>• Understanding of how financial and resource management enable a school to achieve its educational priorities</li> </ul>
<b>Accountability</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, pupils, parents, governors,</li> <li>• Experience of effective whole school self-evaluation and improvement strategies</li> <li>• Ability to provide clear information and advice to staff and governors</li> <li>• Secure understanding of current practice in performance management, including capability</li> <li>• Awareness and understanding of the current Ofsted and SIAMS requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of presenting reports to governors</li> <li>• Understanding the criteria for the evaluation of finance and budgets</li> <li>• Leading sessions to inform parents</li> <li>• Experience of offering challenge and support to improve performance</li> </ul>
<b>Skills, Qualities &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Commitment to uphold and develop the distinctive Christian ethos of the school</li> <li>• The confidence and ability to lead inspirational Collective Worship appropriate to our school status (1944 Education Act)</li> <li>• High quality teaching skills</li> <li>• Strong commitment to the vision statement</li> <li>• High expectations of pupils' learning and attainment</li> <li>• Strong commitment to school improvement and raising achievement for all</li> <li>• Ability to build and maintain good relationships</li> <li>• Ability to remain positive and enthusiastic when working under pressure</li> <li>• Ability to organise work, prioritise tasks, make decisions and manage time effectively</li> <li>• Empathy with children</li> <li>• Good communication skills</li> <li>• Good interpersonal skills</li> <li>• Stamina and resilience</li> <li>• Excellent ICT skills</li> </ul>	<ul style="list-style-type: none"> <li>• A practising Christian</li> </ul>
<b>References</b>	<ul style="list-style-type: none"> <li>• Positive recommendation in professional references</li> </ul>	<ul style="list-style-type: none"> <li>• Professional reference without reservations</li> <li>• Strong positive examples of leadership impact</li> </ul>





# Key Information About Our School

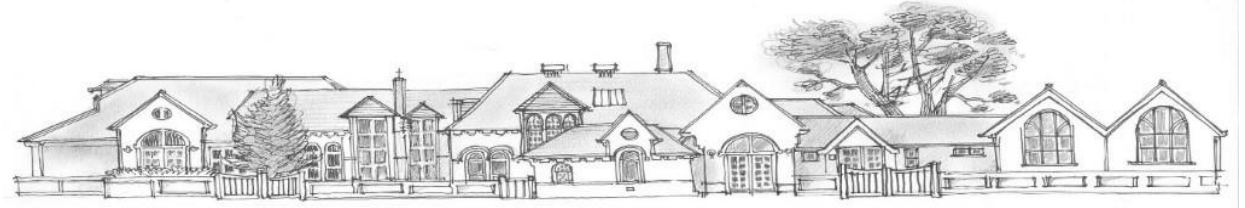
Our school website <https://www.st-marks.bournemouth.sch.uk/> contains a wealth of information that you will find useful including:

- A video tour for prospective parents
- Key information relating to our results and our curriculum
- Links to our Ofsted and SIAMS inspection reports
- A range of key policies
- Whole school and curriculum newsletters
- Information about our clubs and activities
- A link to the Bournemouth Septenary Trust  
<https://www.bournemouthseptenarytrust.org.uk/vision/>



# Application Process

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If you are an enthusiastic, child-centred, aspirational leader, committed to inspiring and supporting pupils, staff and the wider school community to flourish together, then we would love to hear from you.

We are welcoming school tours for prospective candidates during the weeks of 22 March and 29 March by appointment only. There is also a video tour available on our website.

To discuss your application or arrange a tour of St Mark's School, please contact Mr Triplow, School Business Manager, on 01202 512241 or email us at [office@st-marks.bournemouth.sch.uk](mailto:office@st-marks.bournemouth.sch.uk).

To apply for this vacancy, please submit an application form on <https://jobs.dorsetforyou.gov.uk/>. Only applications completed via the Dorset Council website will be accepted.

The closing date is **Friday 16 April 2021 at midday**. We will hold selection activities during the morning of Thursday 29 April 2021 and will be inviting successful candidates to interview during the morning of Friday 30 April 2021.