



Application Pack and Job Description

Deputy Headteacher
Starcross Primary School



Deputy Headteacher
Incorporating 0.5 FTE teaching in KS2
Starcross Primary School
Start date: January 2025 or earlier if able to be released
Permanent

Ivy Education Trust is seeking to appoint an exceptional individual with vision, energy and inspirational leadership to the position of Deputy Headteacher at Starcross Primary School. We are looking for the successful candidate to start in January 2025 or earlier if able to be released.

Starcross is a wonderful school, full of energetic and enthusiastic children who thrive with staff who nurture, care and plan for their learning step by step. At the last inspection in May 2017, the school was judged to be a 'good' school.

Starcross Primary School is a single form entry school with one class per year group plus a thriving pre-school on site and provide education for children from age of 2 to 11 years old. Our school was built in 1837 and has been through many developments over the years. We are now a school of around 190 pupils with a community feel both inside and outside the classrooms. Our excellent facilities include:

- a brand new playground and a swimming pool on site, that all classes can use,
- a fantastic preschool setting as part of the school, which enables all children to begin their learning journey with amazing learning opportunities
- a great outdoor learning environment, including our nature area and gardens
- a superb kitchen, with delicious hot meals for everyone

We aim to develop children both academically and pastorally; to develop them as kind, resilient, independent citizens and motivated learners who love school and have an appetite for lifelong learning.

The Ivy Education Trust works closely with all schools within the Trust and beyond. The Ivy Education Trust celebrates the diversity of each of its schools and is founded upon the alignment of vision and values that we all commonly hold to secure the best outcomes for our pupils.

The Ivy Education Trust is committed to providing a broad, balanced and ambitious curriculum in all its schools so all children and young people develop the character and qualifications needed to open doors to their future success. A strong focus on developing and providing inspirational teaching and leadership in all schools, through school-to-school improvement, ensures outstanding progress and educational enjoyment for all members of the partnership's community.

The unique character of each school is celebrated and nurtured to ensure choice and variety in educational provision. The Trust is determined that all children should be able to attend a good or better school regardless of where they live.

Our mission is to improve life chances for every child and young person we serve, through broadening their opportunities and enabling them to reach their full potential. We support and all members of our learning community to dream big, aim high, and achieve more than they ever thought was possible.

If you share these visions and aspirations, then we very much welcome your application for this post.

For an informal discussion, or to arrange a school tour, please contact Mrs Tara Trail, Headteacher via email ttrail@starcross-primary.devon.sch.uk

Tours of the school are welcome by appointment on:

- Monday 3rd of June 2024 at 2:30pm
- Tuesday 4th of June 2024 at 9:30am
- Wednesday 5th of June at 9:30am
- Thursday 6th of June 2024 at 9:30am

Application forms are available via email to recruitment@ivyeducationtrust.co.uk

Completed application forms should be sent to recruitment@ivyeducationtrust.co.uk before the closing date stated below. We reserve the right to interview before the closing date, so please get your application in early.

Closing date for applications is Wednesday 12th June 2024 at 9:00am. Interviews will take place on Thursday 20th June 2024.

Job Description

Post Title:	Deputy Headteacher
School:	Starcross Primary School
Salary Grade:	L3 – L9 (£49,574 - £57,482)
Contract Type:	Permanent – Required from January 2025 or earlier if able to be released
Responsible to:	Headteacher

Job Purpose:

In addition to carrying out the professional duties of a teacher (0.50FTE KS2), under the direction of the Headteacher, to provide significant contribution to the development of a clear vision for the school, in partnership with all school stakeholders, providing the professional leadership required to enable all staff to support learners achieve their full potential. In this role you will:

- Support the Headteacher and Executive Headteacher in the day to day running of the school and be able to confidently deputise for the Headteacher in their absence as detailed in Teacher Pay and Conditions.
- To lead and develop the curriculum within the school.
- To lead on the development of English across the school to improve attainment and progress.
- To analyse internal and external data to provide clear school improvement priorities.
- To oversee the running of KS2.

Main duties and accountabilities:

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document.

- Use school tracking systems to analyse data linked to curriculum coverage.
- To oversee the progression documents and development of each subject area.
- Contribute to raising attainment and progress across the curriculum, with a focus on English.
- To ensure that there is consistency across the running of KS2.
- Understand and adhere to the Trust and school's safeguarding expectations.

Collaboration:

- Promote and facilitate effective collaboration with other educational professionals to encourage innovative approaches and support and improve every day practice of the school.
- Work with the governing body, so that it is able to meet its responsibilities for supporting effective learning and teaching and sustained school improvement.
- Welcome strong governance and work with the Headteacher to actively support the governing body to understand its role and deliver its functions effectively.
- Establish effective and open relationships with parents, carers and the wider local community to actively engage them with learners' wellbeing, experience and progress and ensure the school plays a central role in the community.
- Collaborate with other agencies and the local authority, in providing for the wellbeing of learners and their families.
- Support the Headteacher to develop a school-wide commitment to continuous improvement and sustainable development through actively promoting and facilitating collaborative opportunities for all staff, accurately identifying areas of concern and taking appropriate action to secure improved performance.

Teaching and Learning:

- To carry out teaching duties, as agreed with the Headteacher, providing a model of excellence for colleagues.
- To be responsible under the direction of the Headteacher, for the effective teaching and learning and all-round development of children within the class and across the school, along with formulating and supporting the aims, ethos, visions and policies of the school.
- To support the Headteacher in the effective management of the school by working with the Head to ensure effective liaison between the Head and staff. Undertake any professional responsibilities reasonably delegated to them by the Headteacher.
- To work with the Headteacher to raise the quality of teaching and learning and pupil's achievement, setting high expectations and monitoring and evaluating effectiveness of learning outcomes.
- To work with the Headteacher to develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- To undertake a significant role in maintaining a high-standards of pupils' behaviour and discipline, within the framework of the school policy and supporting other staff as necessary.
- To liaise effectively with parents and carers to ensure good relationships between school and home in order to improve teaching, learning and behaviour.
- To work with the Governing Body to enable it to meet its responsibilities

Curriculum Tasks:

- To work with the Headteacher to ensure the curriculum being implemented in the school is relevant to the needs, experiences and interests of the pupils in the school, including those with special educational needs.
- To be responsible for raising attainment and achievement for at least one curriculum area across the whole school.
- Plan, delegate and evaluate work carried out by teams and individuals, and ensure for a consistent approach across the school, this will include monitoring of improvement plans.

Personal Development:

- Maintain a commitment to your own professional development
- Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources
- Stay informed about relevant changes and emerging themes within the sector.

Other duties

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice
- The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles
- To support the achievement of the school's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required
- To conduct oneself in a manner befitting a member of staff at all times, ensuring behaviours that display positivity to others
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students of the school
- To follow the Trust's ICT policy for the safe use of ICT.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Trust's safeguarding policies.
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person.
- To work in compliance with the Codes of Conduct, Regulations and policies of the Trust and its commitment to equal opportunities

- To comply with the school's Health & Safety policy and statutory requirements as detailed in the Health & Safety at Work manual.
- To undertake training and personal development as and when identified by your Line Manager.
- To undertake any other duties as deemed appropriate by the Executive Headteacher/Headteacher.

This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.

This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Person Specification

Criteria	Essential	Desirable	How Assessed
Qualifications			
Teaching Qualification	√		Application Form; Interview
Good Honours Degree	√		Application Form; Interview
Class of Degree 2:2 or higher	√		Application Form; Interview
Class of Degree 2:1 or higher		√	Application Form; Interview
Evidence of recent and relevant training at or toward senior leadership level		√	Application Form; Interview
Professional experience and knowledge			
Knowledge and experience of EYFS		√	Application Form; Interview
Substantial teaching experience in primary age range	√		Application Form; Interview
Has knowledge and understanding of development of children's learning in line with National curriculum and EYFS requirements	√		Application Form; Interview
Successful strategic experience of leading and managing in a primary school or other educational organisation	√		Application Form; Interview
In depth knowledge and understanding of the wider educational agenda including current national policies and educational issues	√		Application Form; Interview
Proven track record in leading and managing staff including building a successful team, delegating effectively and implementing and managing change	√		Application Form; Interview
Personal aptitudes, qualities and skills			
High expectations of self	√		Application form; Interview; References
Belief in students' ability to succeed	√		Application form; Interview; References
Ability to act on advice and be open to coaching	√		Interview; References
Dedication and commitment	√		Application form; Interview; References
Openness to innovation and improving own practice	√		Application form; Interview; References
Ability to collaborate and work co-operatively	√		Interview; References
Ability to effectively use ICT to support students	√		Application Form; at interview
Commitment to extracurricular activities	√		Interview; References
Understanding of diverse teaching and learning styles	√		Application form; Interview
Ability to teach engaging, motivating lessons	√		Interview; References

Understanding of assessment for learning	√		Application form; Interview; References
Ability to set high levels of challenge for students	√		Application form; Interview; References
Ability to relate well with students, staff and parents	√		Interview; References
Understanding of behaviour management techniques and of the relationship between teaching and behaviour	√		Application form; Interview; References
Understanding of safeguarding issues and promoting the welfare of children and young people	√		Interview
Suitability to work with children	√		Application form; Interview; References

Ivy Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.