

Applicant Pack

To be read in conjunction with our 'Join our staff' brochure



Job Advert: Deputy Headteacher



Thank you for expressing an interest in the position of Deputy Headteacher: Teaching & Learning. Eckington School is an 11-18 comprehensive secondary school in Derbyshire with 1283 students on roll.

This is an exciting and unique time to join Eckington School. On 1 April 2023, Eckington School is joining Chorus Academy Trust and on 17 April 2023, it is welcoming a new Headteacher. If successfully appointed, you will be joining a newly formed Senior Leadership Team determined to make rapid school

improvements to ensure all of Eckington's students receive the very best education that enables them to maximise their full potential both academically and holistically.

Deputy Headteacher – Teaching & Learning (Quality of Education)

Salary: L18 – 22 (£67,351 - £74,283)

To start: September 2023 (Permanent)

About this vacancy

Chorus Education Trust is seeking a Deputy Headteacher who will be strategically responsible for teaching and learning and the quality of education. This role would suit an established Deputy Headteacher seeking a new challenge or an experienced Assistant Headteacher ready for the next stage in their career.

Candidates should have a strong record of senior leadership. It is essential that you can inspire and lead staff, students and parents and have the ability to generate effective teamwork.

This role will strategically lead on teaching and learning and the curriculum. You will be joining a school at the beginning of an exciting journey of improvement. You will also be joining a Trust that is committed to providing the very best opportunities for both staff and students. Chorus Education Trust is at an exciting time of growth and seeks to work in partnership with both primary and secondary schools across South Yorkshire and Derbyshire. Members of our schools' Senior Leadership Teams have the opportunity to work with their equivalent colleagues on developing cross-Trust strategies.

To apply

The full application pack is available from www.chorustrust.org/vacancies and completed Chorus Trust application forms are to be sent to Carly Braid (Trust HR Manager) at: recruitment@chorustrust.org

Please note that CVs and Derbyshire County Council application forms will not be accepted.

Applicants are welcome to visit the school and discuss any aspect of the role with Richard Cronin, Headteacher (from 17 April 2023) of Eckington School. This can be arranged by contacting Davina Middleton or Sharon Foster, PAs to the Head of School on 01246 432849 or email:

Davina.Middleton@eck.leap-mat.org.uk

Sharon.Foster@eck.leap-mat.org.uk

Deadline for applications: 11.59pm on Sunday 23 April 2023.

Interviews to be held: Thursday 4 and Friday 5 May 2023.

At Chorus Trust we are committed to the Safeguarding of all our pupils, please visit our website to access our Safeguarding & Child Protection policy <https://www.chorustrust.org/policies>

The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

This job description covers core elements of the post. Specific responsibilities, in addition to those outlined below, will be based on the strengths and experiences of post holders and the requirements of the school.

Post title:	Deputy Headteacher: Teaching & Learning (Quality of Education)
Group:	Leadership
Salary point range:	L18 - 22
Reporting to:	Headteacher
Post holder will work with:	Eckington school staff, all teaching and support staff, plus other colleagues across the Trust
Holiday and sickness relief:	By and for the Headteacher
Purpose of job:	The post will have the strategic responsibility for teaching, learning and curriculum. The post will ensure every student has full access to an ambitious, knowledge-rich curriculum that is expertly taught, resulting in outstanding outcomes.

Job Description: duties

The post holder must at all times carry out his/her responsibilities within the spirit of the Teaching School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

These include but are not limited to:

Role as a member of the SLT at Eckington School

- Joint overall responsibility for all aspects of the school in the absence of the Headteacher.
- To work with the Headteacher and Governors in developing the vision and strategic direction of Chorus Education Trust.
- Ensure a School wide focus on achievement and standards.
- To assist the Headteacher in the day to day running of the school including taking assemblies, leading a duty team, assisting in organising parents' evenings, promoting health and safety, and by attendance at extra-curricular events.
- Ensure that the child protection policies and procedures adopted by the governing body are fully implemented and followed by all staff
- To work closely with the Board of Trustees and Governing Body as a member of the sub committees and through joint working.
- To promote the aims and values of the Trust and school, be a positive role model within the school, with parents and the wider community.
- To line manage staff according to school policy and support, challenge and develop them in their roles thus ensuring a culture of accountability at all levels.
- To be involved in appraisal (performance management), school self-evaluation, including termly self-review.
- To contribute to the school SEF, ensuring accurate reflection of standards, progress and other aspects of the school's work.
- To work with the Headteacher on the recruitment, selection and appointment of staff across the Trust.
- Prepare agendas and briefing papers for relevant meetings.
- To participate in SLT meetings including early morning briefings, weekly meetings and termly strategic sessions including weekends.

Core purpose

Working alongside the Headteacher, the Deputy Headteacher's portfolio of roles and responsibilities will include but not be exclusive to:

- Establish and sustain high-quality teaching across all subjects and phases
- To monitor and evaluate classroom practice and provide support for colleagues in improving their classroom practice
- Establish a robust career professional development (CPD) strategy to ensure the practice of staff within the school remains effective and initiative.
- Strategically lead and communicate the school's curriculum (Intent, Implementation and Impact)
- Promote a culture that enable all students, including those with SEN to access a broad and balanced curriculum
- Have ambitious expectations for all students, including those with SEN and disabilities; ensuring all staff see themselves as teachers of SEN
- Ensure the teaching of a broad, structured and coherent curriculum that is understood by all stakeholders
- Model outstanding teaching, carrying out the duties of teaching in accordance with the current Teacher Standards
- To help develop a culture of commitment and high expectations for staff, students and parents
- To promote the use of ICT to enhance and extend students' learning
- To identify and lead strategies to ensure that more able students make/exceed expected progress across all subjects
- To identify and lead strategies to ensure that disadvantaged students make/exceed expected progress across all subjects
- To establish creative, responsive and effective approaches to learning and ensure a culture and ethos of challenge and support where all students can achieve success
- To determine, organise and implement consistent approaches to support Middle Leaders in their management and development
- The Deputy Headteacher will lead a team of staff and work closely with other members of the Senior Leadership Team to improve the quality of education and ultimately academic outcomes

General duties and responsibilities

- To carry out the duties of a Deputy Headteacher as set out in the School Teachers' Pay and Conditions Document
- To continue to meet the required standards for Qualified Teachers' status

Other support for the Trust (applies to all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required
- Be aware of and support difference and ensure equal opportunities for all
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Contribute to the overall ethos/work/aims of the Trust/schools
- Participate in relevant training, other learning activities and performance management as required
- Team responsibilities: all staff are considered part of the overall Trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

Person Specification

Job title: Deputy Headteacher

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Qualifications			
Qualified Teacher status Degree and QTS. Continuing professional development INSET specific to school leadership & management.	✓		A
Further educational study or action research.		✓	A
Teaching and Learning			
An outstanding classroom practitioner. A successful record of value-added results. Extensive use of student performance data to inform classroom teaching. An understanding of how children learn, of teaching strategies and of the impact they have on children's learning. Clear set of values and knowledge of teaching and learning issues.	✓		A / I / R
Leading role in a recent whole school teaching and learning initiative. Current/recent experience of teaching post-16 and/or specialist SEND teaching.		✓	A / I / R
Experience			
Experience in more than one teaching establishment. Two or more positions of responsibility in a secondary setting. Previous Leadership Team experience. A record of success in effective and efficient team management.	✓		A / I / R

<p>Leadership of a whole school initiative that has raised student attainment levels.</p> <p>Use of ICT as an effective management and teaching tool.</p> <p>Collaborative working.</p> <p>Working in an inclusive school, with a mix of social and academic contexts including Pupil Premium and SEND.</p>			
<p>Working with staff in a planned evaluation programme, with a focus on raising the quality of teaching and learning (ITT/NQT/subject teams etc.).</p> <p>Study support strategies.</p> <p>Multi agency working.</p>		✓	A / I / R
Skills, knowledge, abilities			
<p>An understanding of current educational issues for secondary schools.</p> <p>A full understanding of 11-19 curriculum issues and the lifelong learning agenda</p> <p>An understanding of the process of establishing school improvement priorities and of the role of leaders and managers in monitoring and evaluating a school's effectiveness.</p> <p>Excellent inter-personal, organisational and communication (both oral and written) skills.</p> <p>Skills in planning and managing systems.</p> <p>The ability to analyse, interpret and intervene making best use of performance data.</p> <p>The ability to work closely with staff in pursuit of their professional development.</p> <p>The ability to work as a member of a team.</p> <p>The ability to motivate students and staff.</p> <p>An understanding of the inclusion agenda.</p> <p>A clear image of what makes good and outstanding teaching.</p> <p>Experience of driving school improvement through management link meetings.</p> <p>An understanding of how to ensure students of all abilities achieve.</p>	✓		A / I / R

<p>Knowledge of schools of the future.</p> <p>Involvement with Key Stage 3 assessment after levels.</p> <p>An understanding of Academy status.</p> <p>A knowledge of the new Ofsted framework.</p> <p>An understanding of inclusion and its role in secondary schools.</p> <p>Working to move schools from Good/Outstanding.</p> <p>Developing the most able.</p> <p>Working with teaching schools.</p>		✓	A / I / R
Personal skills			
<p>Positive & caring approach towards students.</p> <p>Dynamic team leader with the ability to lead and manage teams of people and to delegate effectively.</p> <p>Develop and sustain appropriate relationships, motivating and inspiring others.</p> <p>Sets personal high standards and helps others to do the same.</p> <p>Ability to maintain positive morale under pressure.</p>		✓	A / I / R
Child protection			
<p>A commitment to the responsibility of safeguarding and promoting the welfare of young people.</p>		✓	A / I