



GREENSHAW
LEARNING TRUST



Deputy Headteacher Recruitment Pack

**ALWAYS
LEARNING**

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Introduction

Dear Candidate,

Thank you for your interest in the exciting and challenging role of Deputy Headteacher at Tyndale Primary School.

We are a proud member of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing their own distinctive character.

The Greenshaw Learning Trust website www.greenshawlearningtrust.co.uk provides a clear picture of our aspirations and our vision for schools within the Trust; however, please do not hesitate to contact us to seek further information. The Tyndale Primary School website www.tyndaleprimaryschool.com will also provide further information on the school.

Tyndale Primary School is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Yours faithfully

Katie Parkhouse
Headteacher

Greenshaw Learning Trust – ‘Always Learning’

The Greenshaw Learning Trust is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We believe that we are all ‘Always Learning’.

Each school in the Greenshaw Learning Trust is led by its own leadership team and a local governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure to ensure that they achieve real benefits from collaboration and receive the support that they need. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders and joint training and development, supplemented by a shared service team of specialist pedagogical and support service experts. Our shared services provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, family liaison, therapies, data management, estates and facilities, finance, HR, catering, and governance.

From its establishment in 2014, the Trust has grown significantly and currently employs around 2,150 people and educates over 14,000 students. We have approval to open a new secondary school and secondary special school in South London and we are planning to grow further over the coming months and years.

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The Greenshaw Learning Trust recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer Contributions to Local Government or Teachers Pension Scheme.
- Cycle to work scheme.
- Gym membership scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.
- Childcare Voucher Scheme
- Car Benefit Scheme
- My Health discounts

Deputy Headteacher – job description

Main purpose of the role:

To carry out the professional duties of a teacher other than a Headteacher, as described in the School Teacher's Pay and Conditions Document, including those duties particularly assigned to you by the Headteacher.

- To assist the Headteacher in the leadership and management of the school and in all aspects of school improvement, including taking full responsibility for the school in the absence of the Headteacher.
- To take full responsibility for leading and managing significant aspects of the school, particularly assessment and the quality of teaching and learning, under the overall direction of the Headteacher.
- To carry out teaching duties, as required, in accordance with the school's schemes of work and the National Curriculum.

Reporting to: Tyndale Primary School Local Governing Body and Director of Primary Education
Line Managed by: Headteacher
Salary: Leadership range, L7 to L12 (£49,019 - £55,338)
 (starting salary and five-point range will be determined on appointment, subject to experience)

1. Leadership and Management

- I. To assist the Headteacher, Senior Leadership Team and Governors in keeping the vision and direction for the school under regular review and maintaining high expectations, with a clear focus on pupil attainment and progress.
- II. To play a significant role, with the Headteacher, Governors and other senior staff, in setting aims and objectives for the school and in formulating the School Development and Improvement Plan.
- III. To take responsibility for developing and monitoring policy and practice as laid down in the school improvement plan, and in agreement with the Headteacher.
- IV. To inspire, motivate and influence staff and pupils, taking a lead role in monitoring and evaluating all aspects of school life and in promoting the highest standards of teaching, learning, pupil discipline and children's safeguarding.
- V. To provide an excellent role model for pupils and for all members of staff in all aspects of school life. To be an exemplar of all school policies and practices. To actively promote the aims of the school. To offer professional guidance and support to colleagues.
- VI. To take a leading role in further developing the involvement of parents, carers and the community in the life of the school
- VII. To provide effective leadership and management to teams of staff, as agreed with the Headteacher.
- VIII. To make a significant contribution to the school's professional development programme, including coordinating training programmes, delivering CPD and working with individuals and teams in a variety of professional development activities. To lead and manage the induction of new staff as directed and advised by the Headteacher.
- IX. To assist the Headteacher in school self-review and evaluation and in the effective planning and management of school resources to secure continuing improvement.

- X. To maintain an informed view of standards and of the quality of teaching across the school by monitoring pupils' work and teachers' planning and by observing teaching.
- XI. To provide guidance and support to other members of staff in order to continue to improve the quality of teaching and learning.
- XII. To actively promote equality of opportunity by assisting the Headteacher in ensuring the school's curriculum provides the best possible education for all pupils, working with the Deputy Head – Inclusion with regard to ethnicity, gender, Special Educational Needs, disability, pupils learning English as an additional language, emotional needs and any other aspects which may affect learning.
- XIII. To assist the Headteacher in all aspects of the day-to-day administration and organisation of the school, including taking responsibility for specific areas, as directed by the Headteacher.
- XIV. To assist the Headteacher with the implementation of the school's Performance Management Policy, to secure school improvement and individual professional development.
- XV. To participate in recruitment and selection, as agreed with the Headteacher.
- XVI. To deputise for the Headteacher in the event of absence or unavailability, by carrying out leadership and management tasks in accordance with school policy and practice.
- XVII. To take full responsibility for leading and managing one or more aspects of the school's provision, as agreed with the Headteacher.
- XVIII. To work closely with the Headteacher to ensure the effectiveness of the school's assessment and data analysis procedures.

2. Teaching and Learning

- I. To carry out teaching duties, as agreed with the Headteacher, providing a model of excellence for colleagues. This may include, as required from time to time:
 - I. Taking full responsibility for teaching a class
- II. Providing cover for absent colleagues or those released for professional development
- III. Teaching booster or 'catch up' groups
- IV. To provide leadership and support for colleagues (teachers and other staff) to ensure good or better teaching and learning across the curriculum, including:
 - Managing the planning and delivery of the curriculum across the school
 - Supporting middle managers, including subject leaders, in developing their role, in particular in relation to raising standards
 - Supporting teams and individuals with short term planning
 - Supporting staff in the use of assessment information to inform teaching and learning
 - Inducting and supporting newly qualified and less experienced teaching staff
- V. Providing in-class support to staff through demonstration lessons, team teaching, observation and feedback
- VI. To undertake a significant role in maintaining a high standard of pupil behaviour and discipline within the framework of the school policy and supporting other staff as necessary.
- VII. To liaise effectively with parents and carers to ensure effective relationships between school and home.

3. Other Duties and Responsibilities

- I. To attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required.
- II. To take school assemblies and support other staff with assemblies.
- III. To prepare and present reports, as required, to the Local Governing Body, Greenshaw Learning Trust and outside agencies.

- IV. To attend occasional meetings during evening hours, at weekends or in school holidays, as required.
- V. To undertake all other tasks commensurate with the role as required and directed by the Headteacher.

4. Key Organisational Objectives

- I. The post holder will contribute to the school's objectives by:
- II. ensuring compliance with Data Protection, Equalities, Safeguarding, Health and Safety and all other relevant legislation
- III. operating within the school's Equality Framework at all times
- IV. ensuring the maintenance of a safe, caring and stimulating environment for all pupils and staff
- V. demonstrating high standards of personal integrity, loyalty, discretion and professionalism

Tyndale Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to an Enhanced Disclosure and Barring Service Check.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

Deputy Headteacher - person specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Essential	Desirable
Training, qualifications and school experience: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
<ul style="list-style-type: none"> • Qualified Teacher status. • Evidence of continuing professional development. • Hold a recognised Degree 	<ul style="list-style-type: none"> • Further professional qualification.
Experience of educational leadership and management: In their statement of suitability and during the selection process, candidates will demonstrate that they have experience in:	
<ul style="list-style-type: none"> • Ability to provide inspiration and strong leadership to teaching staff through being an outstanding leader of learning. • Experience of leading a significant curriculum area. • Have an accurate understanding of using assessment to promote achievement. • Ability to ensure that the whole range of pupils' needs are understood and provided for. • Ability to lead by example in order to promote the school's vision and values for pupils, staff, governors and parents. • Ability to work effectively with other Senior Leaders in school and across Greenshaw Learning Trust. 	<ul style="list-style-type: none"> • Enthusiasm and competence in the use of IT (including the appropriate use of new and emerging technologies). • Experience of SEN/behaviour management • Knowledge of Early Years
Personal and professional qualities and attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to :	
<ul style="list-style-type: none"> • Ability to manage staff and to develop a strong team to enable them to work effectively to deliver whole school improvement. • An ability to contribute to the formulation, implementation and evaluation of objectives for the school development plan. • Expertise in the use of monitoring and evaluation to improve the quality of teaching and learning and to raise standards. • Experience of holding team members to account for their areas of professional responsibility. • To have a record being outstanding practice • A strong knowledge of curriculum pedagogy 	<ul style="list-style-type: none"> • Experience of carrying out staff performance reviews and acting on any issues identified.

Professional knowledge and understanding: In their statement of suitability and during the selection process, candidates will demonstrate professional knowledge and understanding of:

- A passion for educating the whole child and for life-long learning.
- Have strong organisational and time management skills.
- Commitment to and understanding of equal opportunities across all aspects of the school.
- Approachable, with good rapport with children and adults.
- A willingness and ability to listen to others.
- An effective communicator both orally and in writing to a range of audiences.
- An effective team-builder.
- To have integrity, sensitivity, resilience and a sense of perspective.
- Determination to recognise and celebrate success in staff and pupils.

A distributive leadership style.

Deputy Headteacher recruitment process

1. Application process

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website www.tyndaleprimaryschool.com or apply via Eteach.

The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than **9am on Monday 18th October 2021**. Applications received after this date and time will not be included.

2. Shortlisting

Shortlisting will be finalised on **Monday 18th October 2021** and candidates will then be invited by telephone to attend for interview.

3. Interview Process

The interviews are scheduled to take place on **Wednesday 20th October 2021** which will consist of an interview with stakeholders.

4. Feedback

Unsuccessful shortlisted candidates will have the opportunity for professional feedback during the week following the interviews.

5. Taking up post

The successful candidate will take up post on **1st January 2021**.

6. Additional information

For a confidential conversation with the Primary Director or for further information, please contact Michelle Shellard, Regional HR Manager, Email: mshellard@greenshawlearningtrust.co.uk or 07592 504531.

7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced DBS and barred list check.