



**An All-through Co-operative School**

Carlton Avenue East, Wembley HA9 8NA  
Executive Headteacher: Mr Russell Denial  
[www.preston-manor.com](http://www.preston-manor.com)

# **DEPUTY HEADTEACHER (UPPER SCHOOL)**

## **INFORMATION PACK**

**Permanent, full time role**  
**Inner London Leadership Scale L23 – L27 (£80,472 - £87,062)**  
**Required from: January 2023 (or sooner)**

**Closing date: noon on Monday 27<sup>th</sup> June 2022**  
**Interviews: Thursday 30<sup>th</sup> June 2022 and Friday 1<sup>st</sup> July 2022**



***Making School Memorable by Striving for Excellence***



Dear Applicant

Thank you for your interest in a post at our school and I hope that you will find the enclosed information useful.

This post is an opportunity for you to develop your career in a highly aspirational All-through Co-operative school. Our Lower School currently has children in Reception through to Year 6 and our Upper School continues to develop the potential of our students from the time they join us in Year 7 through to the time many of them leave to take up places at Russell Group universities.

Preston Manor has a creative climate of success with results exceeding national averages among a diverse and truly comprehensive school community. We are proud of the feedback from visitors we often receive on our positive ethos and how warm and welcoming our School is.

Our children and students respond to the challenges of learning with enthusiasm and excitement and are as keen to succeed as their teachers. Teaching and support staff are committed and hardworking, friendly and sociable and there is a strong emphasis on professional development in an innovative and supportive atmosphere.

I do hope that you will consider applying to join this successful and happy school and look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R. Denial'.

Russell Denial  
Executive Headteacher



The success of Preston Manor School is built on an 80-year old reputation which continues to flourish through its committed staff, dedicated Governors and supportive parents.

We are an all-through co-operative school with students ranging from 4 – 19 years. Staff are expected to make the most of this all through provision and to liaise with relevant colleagues in all parts of the school. The school is based over two sites and there may be times when colleagues are expected to work across both sites with students.

We value working in partnership together with our young people to achieve the best outcomes for every student that joins our prestigious school. The school is oversubscribed for places, reflecting the reputation the school has for its academic rigour and excellence in teaching and learning.

We are proud of our focus on student and staff wellbeing, which is evident from the moment you step into our community. We are driven in our aims and ambitions and aspire to continue to build on our success in a supportive and friendly environment.

At Preston Manor we celebrate diversity and equality of opportunity, which is reflected in our high staff-retention rates and the successes of our student population.

We are seeking to appoint a dynamic, committed and innovative professional to join the effective and forward-looking Upper School leadership team at our secondary provision. We need a leader with strong secondary leadership experience and a vision for excellent, inclusive education.

The successful applicant will have a proven record of successful school leadership. They will be expected to work with the Executive Headteacher in leading our Upper School and will have the flexibility to complement the skills and experience of other team members.

They will be expected to build on existing excellent practice, as well as leading developments in several whole school areas such as Safeguarding, Learning & Teaching, Finance, Premises Strategy, Appraisal, Curriculum Design and Self Evaluation. Whilst it would be advantageous to have a curriculum and quality of education background, we are committed to appointing the right person and leading the school forward in the coming years and ***the specific brief will be negotiated on appointment.***

**You will:**

- have a passion for teaching and learning
- be an innovative and strategic thinker with vision and ideas
- be an excellent practitioner
- lead by example and act as a strong role model to students and staff
- have a positive, can do attitude with staff and students
- be able to demonstrate excellent leadership and management skills
- have a proven track record of achieving outstanding student progress through own practice
- be an effective team player and value every aspect of the life of the school
- have effective interpersonal skills with the ability to inspire students and staff
- be an active learner, who constantly strives to improve, with the desire to progress
- understand what outstanding practice looks like
- have good data analysis skills to support strategic decision making
- have a thorough understanding of enhancing the progress of all students including those who have SEND, as well as BAME students and those students from a disadvantaged background
- understand how a large diverse multicultural school operates

**We offer:**

- the opportunity to work across the education phases
- motivated, enthusiastic and ambitious students
- a friendly and supportive team of teachers
- well-resourced facilities

- a professionally stimulating and collaborative working environment
- a commitment to professional development, including an excellent CPD programme including ECT induction and Teach First training

The school is situated within walking distance of the world famous Wembley Stadium, which offers easy access to newly created facilities including the London Designer Outlet.

The school benefits from excellent transport links via public transport and is located a short walk from both Wembley Park and Preston Road Underground Stations. Central London locations are accessible within 20 minutes from the school.

The school is also easily accessible from main roads including the M25, M1, M40, A40 and A406.

The above post provides an excellent opportunity to work in a high quality environment and to become part of a highly motivated and visionary staff.

The successful candidate will be expected to carry out their role on the school site.

Student quotes:

***"Students at Preston Manor are always aiming high, supported by the teachers who push them further."***

***'Preston Manor is a vibrant, diverse and enriched community. The discipline and teaching is first-class, giving us a wider perspective of how the world around us works.'***

## **Safeguarding**

Preston Manor School and its staff are committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure procedure at the Enhanced level. It is an offence for any person barred from working with children to apply for this post.

The School's Application Form will only be accepted from candidates who have completed this form in full. CV's will not be accepted as a substitute.

In addition to completing an application form, all applicants will be required to complete a criminal records self-declaration form. Please note you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you have a conviction and are not sure whether it is 'protected', please visit the Gov.UK link below:

<https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution>

The safeguarding responsibilities of this post have been outlined in the job description and person specification.

Preston Manor School is committed to Equal Opportunities and welcomes applications from all sections of the community.

For further information and an application pack, email **hadmin@preston-manor.com** or download the pack from our website at **www.preston-manor.com**

The school reserves the right to close the vacancy earlier than the date advertised, so early application is advised.

## JOB DESCRIPTION

The main role of every teacher is to promote the highest possible achievement of students through consistently high quality teaching

### **Main duties and Responsibilities:**

- To safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.
- To set high expectations which inspire, motivate and challenge students.
- Teach across the age and ability range demonstrating good subject and curriculum knowledge. Adapt teaching so that it responds to the strengths and learning need of all students.
- Plan and teach well-structured lessons within a coherent curriculum that meets statutory and other relevant requirements.
- Assess, record and report on the development, progress and attainment of students in line with school policy.
- Complete school reports for parents/carers on students' attainment and progress in line with school procedures.
- Provide students with regular supportive feedback to raise progress and attainment by setting and marking work carried out by the student both in school and elsewhere.
- Manage students' behaviour to ensure a good and safe learning environment in line with the school's policies on behaviour.
- Develop and maintain professional relationships with colleagues.
- Manage and deploy support staff in classrooms as and when required.
- Take responsibility for personal development and improving own teaching practice through appropriate professional development
- Attend staff and departmental meetings, training days and parent's evenings.
- Carry out pastoral duties including the role of a Form Tutor as required.
- Produce and maintain attractive classroom displays.
- Promote equal opportunities for all within the school community.
- As an all-through school all staff are expected to make the most of this provision and to liaise with relevant colleagues in all parts of the school. The school is based on two sites and there may be times when colleagues are expected to work across both sites with students.
- To carry out the professional duties of a school teacher, under the direction of the Executive Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

### **Responsibilities of the Deputy Headteacher, in addition to the generic classroom teacher's responsibilities:**

### **JOB PURPOSE**

- Along with the Head of School (secondary), to create the capacity necessary for the Executive Headteacher to successfully lead both sites, be outward facing and to focus on the strategic development of Preston Manor School as an all-through school.
- To work in partnership with the Executive Headteacher in shaping a vision and direction for the school, setting high expectations with a clear focus on student achievement.
- To work in partnership with the Head of Upper School (secondary) and Executive Headteacher on all aspects of the strategic leadership of the school.
- To lead strategic and improvement planning in the Upper School, working closely with the Head of Lower School to ensure integration and consistency of approach.
- To support and challenge other members of the Leadership Team, acting as a 'critical friend'.
- In the Head of Upper School's absence, to take responsibility for the operational leadership and management of the Upper School.

In addition to carrying out the professional duties of a teacher other than an Executive Headteacher, as described in the Teachers' Pay and Conditions Document, he/she will be responsible to the Head of Upper School for the following specific areas:

#### **DELEGATED AUTHORITY:**

- To agree in-year admission arrangements to the Upper School and make decisions in line with the school's Admissions Policy.
- To make decisions relating to fixed term exclusions of up to 15 school days in one term.
- To conduct staff capability and disciplinary hearings at the informal stage and formal Stage 1.
- To make decisions relating to ad hoc school closures (e.g. for health and safety reasons; in adverse weather conditions; or as a result of trade union action).

#### **KEY RESPONSIBILITIES:**

##### **Whole School Roles**

- To recognise and build on existing good practice and actively seek innovative approaches to raising standards for all students.
- To offer guidance and support to colleagues and to coach other staff both on a formal and informal basis.

##### **Leadership and Management**

- To take overall responsibility for the School in the event of absence of the Head of Upper School.
- To manage operational aspects of the administration and organisation of the Upper School with the other deputies.
- To develop teaching and learning at PMS.
- To work in partnership with the Executive Headteacher and Head of Upper School to set the agenda for Leadership Team meetings and conferences.
- To act as line manager for named members of the Leadership Team.
- To contribute to the recruitment and selection process for members of the Leadership Team, advising the Head of Upper School, Executive Headteacher and Governing Body as required.
- To lead the recruitment and selection process for staff beyond the Leadership Team
- To work with the Head of Upper School, Executive Headteacher and Clerk to the Governors to coordinate the work of
  - the Governing Body
  - the Joint Governors & Staff Committee
  - at least one sub-committee; and
- To attend all meetings of the full Governing Body, Joint Governors & Staff Committee and relevant sub-committees.
- To ensure staff and governors are compliant with all relevant legislation including General Data Protection Regulations.

##### **Curriculum Development**

- To monitor the work of other members of the Leadership Team in line management of curriculum leaders and the curriculum areas for which they are responsible.
- To support other members of the Leadership Team in review of the KS3, KS4 and KS5 curriculum to maximise opportunities for all students.



## **Student Development**

- To monitor the work of other members of the Leadership Team in line management of Directors of Student Development in KS3, KS4 and KS5 including the management of
  - major discipline issues, including exclusions
  - students' pastoral concerns and welfare
- To make decisions regarding exclusions (within delegated authority) and to make recommendations to the Executive Headteacher when appropriate.
- To lead school assemblies as required.

## **Rotation of Roles**

Roles and responsibilities within the Leadership Team are rotated at appropriate intervals to ensure a range of leadership experience and appropriate professional development.

Other appropriate responsibilities may also be included in the role. Based on the skills and experience of the successful candidate, they will be responsible for leading developments in specific whole school areas, which may include one or more of the following

Learning & Teaching	Safeguarding
Finance	Premises Strategy (inc EFA bids)
Appraisal	Curriculum Design
Self-Evaluation	Admissions
Management Information Systems	Strategic Planning
Pupil Premium	Attendance
Parents and community?	

Following appointment some minor negotiation of roles and responsibilities may be possible in order to take account of particular strengths and experience. Any changes to the job description following these discussions will be at the discretion of the Executive Headteacher or Governing Body.

## **Any other duties as directed by the Head of Upper School, Executive Headteacher or Governing Body of Preston Manor School.**

The above responsibilities are subject to review and may be modified in the light of personal or professional development and changing school needs.

The post holder is required to support and contribute to the school's ethos; its objectives, policies and procedures as agreed by the governing body. The post holder shall be subject to all relevant statutory and institutional requirements and must comply with all General Data Protection Regulations (GDPR).

**Job descriptions are reviewed regularly and may be amended following discussion with the post holder.**

**This job description should be read in conjunction with the School Teachers' Pay and Conditions Document (STPCD).**

# PERSON SPECIFICATION

## QUALIFICATIONS

### Essential

- Qualified Teacher Status
- Good Degree
- Clear evidence of continuing professional development
- Safer Recruitment in Education

### Desirable

- NPQH
- MA (or enrolment in programme)

## KNOWLEDGE AND EXPERIENCE

### Essential

Clear evidence of

- Successful experience as a Deputy Headteacher in a secondary leadership team
- Developing both middle and senior leaders
- Successful teaching at examination level
- Raising student achievement
- Motivating and manage students in large numbers and individually
- Successfully resolving challenging issues with a whole school impact
- Holding others to account and challenging underperformance
- Communicating effectively with parents, governors and outside bodies

Experience of

- Working in multi-cultural environments
- Leading both curriculum and student development teams

### Desirable

- Experience in more than one school
- Evidence of work with a range of stakeholders

## SKILLS AND ABILITY

### Essential

Ability to

- Lead whole school developments by securing trust of stakeholders
- Assess and promote students' progress in a variety of ways
- Lead and motivate teams, acting as a 'critical friend'
- Monitor performance and address areas of concern
- Research and write clear concise reports

## EQUAL OPPORTUNITIES

### Essential

- Awareness and commitment to equal opportunities issues and how these can be addressed in the classroom environment
- Commitment and contribution to School policies
- Committed to the promotion of equal opportunities, fundamental British values\*\* and Co-operative values\*\*\*



## **CHILD PROTECTION**

### **Essential**

- To safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct

## **DISPOSITION**

### **Essential**

- To be interested in students as individuals and how they learn
- Commitment to the comprehensive ideal, social inclusion and to raising standards for all students
- Belief in the importance of team work and a collaborative approach
- Ability to build supportive working relationships with colleagues
- Commitment to and understanding of collective responsibility and distributed leadership
- Excellent organisational, interpersonal and communication skills
- Willingness to work outside the timetabled day and week
- Willingness to change duties in light of the needs of the school
- Willingness to attend courses outside the school day
- A flexible approach and a sense of proportion
- Ability to work hard with competing deadlines, prioritising appropriately, and maintaining good humour

\*\* Fundamental British values – democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs

\*\*\* Co-operative values – self-help, self-responsibility, democracy, equality and solidarity in addition to the ethical values of honesty, openness, social responsibility and caring for others