



WHITMORE HIGH SCHOOL

Headteacher: Susan Hammond MA
Headteacher's PA: Janina Zachopoulos-Butler

Porlock Avenue, Harrow HA2 0AD
Telephone: 020 8864 7688
www.whitmore.harrow.sch.uk
Email: office@whitmore.harrow.sch.uk

May 2022

Dear Colleague

DEPUTY HEADTEACHER

Thank you for your interest in applying for the above role at Whitmore High School.

Whitmore is a happy, successful school and we are seeking to appoint someone to join our Senior Leadership Team and make a positive impact on students' lives.

Staff here are supportive, caring and committed to a collaborative approach to teaching and learning. As a new member of staff, you can expect a warm welcome and a wide range of CPD opportunities to develop your practice and career. Our state-of-the-art building provides excellent resources for both staff and students.

I do hope the attached Job Description, alongside the information on our website, inspires you to make an application and we look forward to welcoming successful applicants for interview.

The closing date is **9.00am on Monday 16th May 2022 (with interviews on Monday 23rd May)**

If you would like to visit the school, please contact Janina Zachopoulos-Butler, Headteacher's PA via office@whitmore.harrow.sch.uk

I look forward to hearing from you.

Yours sincerely

Susan Hammond
Headteacher

When applying, please complete all sections of the application form and ensure that you do not leave any gaps in your qualification/work history and that you give details of any periods not accounted for by full time employment, education or training. Forms with missing sections and/or gaps may not be considered.

Whitmore High School is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment.

Our CP Policy is available on the school's website www.whitmore.harrow.sch.uk

All appointments are subject to an Enhanced Disclosure and Barring Service check and pre-employment checks. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Under the Rehabilitation of Offenders Act 1974, this post is listed as an exempted employment. You therefore need to reveal all spent convictions during the recruitment and vetting process.



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DEPUTY HEADTEACHER - From September 2022 L20 - L24 (£70,713 to £77,644 pending pay award)

The details outlined represent a supplement to the general duties of staff on the Leadership Spine, including Deputy Headteachers, as outlined in the Teachers' Pay and Conditions Document and the Teachers' Standards.

Purpose

To lead the development and running of the school, in liaison with the Headteacher, Governors and Leadership Team, so the highest possible standards are maintained across all areas of the school.

Reporting to

Headteacher

Main Duties

- Work to ensure excellent outcomes and provision across all areas and key stages of the school
- Teach to a high standard across the 11-18 age range
- Support the Headteacher in developing and communicating a clear vision and ethos for the school
- Promote Equality, Diversity and Inclusion and ensure anti-discriminatory practice in all aspects of your work
- Provide strategic and operational leadership of key aspects of the school's activities, taken from:
 - Teaching & learning including homework
 - Departmental development, organisation, monitoring and evaluation
 - Timetabling
 - Curriculum development
 - Assessment, tracking & reporting
 - Attendance and punctuality
 - Pastoral development, organisation, monitoring and evaluation including safeguarding

The areas allocated will be discussed and agreed with the successful candidate

- Lead the effective and rigorous self-review of areas of the school's work, contribute to the development of the School Improvement Plan and monitor its effective implementation
- Line manage linked Assistant Headteachers
- Oversee the quality of provision in linked departments and year groups, ensuring regular and systematic reviews provide early identification of strengths/weaknesses and effective interventions as required
- Establish a culture of sharing good practice throughout the school and with other schools/organisations to secure excellent outcomes for all
- Ensure that the school's policies, systems, organisation and processes are well considered, efficient and effective
- Develop a broad, balanced and coherent curriculum that meets the needs of all students
- Maintain high standards of behaviour and engagement and provide a safe, calm and well-ordered environment for all students and staff
- Champion and support the progress and personal development of vulnerable, disadvantaged and underachieving groups of students
- Support the development of high performing teams across the school by training, developing and coaching staff
- Contribute to the identification of training needs and the delivery of training activities



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- Work with the Headteacher, Governors and colleagues to recruit and retain staff of the highest quality
- Ensure that the school meets all statutory safeguarding requirements and safeguarding provision reflects best practice
- Build and maintain positive working relationships among all members of the school community
- Chair and attend meetings, working groups and committees as required
- Deal with urgent issues and emergencies calmly and promptly as they arise
- Contribute to an effective and rigorous Performance Management process
- Work with the Headteacher on matters of staff discipline, grievance, capability and sickness absence procedures and take responsibility for investigations as may be necessary
- Contribute to the effective and efficient day to day running of the school and to deputise for the Headteacher in her absence
- Carry out other tasks as reasonably required to meet the changing needs of the school

PERSON SPECIFICATION

The person appointed will need:

- To hold qualified teacher status, with a degree and evidence of further professional development in preparation for the role of Deputy Headteacher
- Successful experience of teaching to a high standard
- Evidence of successful leadership and management of key areas of a school's provision including managing change and leading innovations
- A commitment to continuous improvement and evidence of raising standards and setting and achieving ambitious goals
- To demonstrate strategic thinking and have experience in school self-evaluation and development planning, including the effective use of data
- Successful experience of leading the development of teams and staff
- To seek training and continuing professional development to meet own needs
- To keep up to date with developments in education, both locally and nationally, and have a good knowledge of education theory and the statutory and legal framework within which a school operates
- To believe in the importance of team work and show evidence of successful collaborative work
- To lead by example with integrity, energy, empathy, resilience and clarity
- Excellent communication and interpersonal skills with a wide range of audiences
- To inspire commitment, enthusiasm and confidence from staff, students, governors and parents/carers
- The ability to build and sustain positive working relationships with staff, students, governors, parents/carers and other stakeholders
- To stay calm under pressure and plan/prioritise effectively
- To be a reflective, innovative practitioner
- To be committed to the comprehensive ideal
- A commitment to Equality, Diversity and Inclusion and the principles and practice of equal opportunities
- A commitment to the principles and practice of safeguarding all young people

May 2022

Candidates should demonstrate how they meet the person specification in their application form, their supporting statement and the selection interview, including supporting tasks.