



Wyvern St Edmund's
Academy

APPLICATION PACK



DEPUTY HEADTEACHER

Behaviour, School Culture and Personal Development

REQUIRED FOR:

1st SEPTEMBER 2024

CLOSING DATE FOR APPLICATIONS:

9AM MONDAY 18th MARCH 2024

GENEROSITY RESPECT ASPIRATION COURAGE EMPATHY



Welcome from the Headteacher



Dear Prospective Applicant,

Welcome to Wyvern St Edmund's Academy (WSE). As Headteacher, I am immensely proud to lead the academy and serve its community of students, staff and parents/carers. WSE is a founding member of the Magna Learning Partnership, situated on the eastern outskirts of Salisbury with beautiful views over the Laverstock Downs to the east and Salisbury Cathedral to the southwest. We enjoy a reputation for high-quality teaching, excellent academic outcomes for our students and strong, effective pastoral care.

In September 2022 we legally opened as Wyvern St Edmund's Academy, enabling us to take full advantage of the benefits associated with inclusive coeducational learning and social development. Wyvern College and St Edmund's School were formally two separate schools, just a few yards apart: Wyvern for boys and St Edmund's for girls.

We have a tremendous team of support staff, teachers and teaching assistants - some of the most talented professionals I have ever worked with - all of whom are proud to work at WSE and passionate about educating, supporting and nurturing our young people. Our collective vision of helping each student to develop into the best version of themselves is at the heart of everything we do and motivates us to provide impactful teaching, comprehensive pastoral care and extensive extra-curricular provision. Moreover, our vision is rooted in Christian beliefs and values whereby we expect our students to use their developing gifts, talents and character to serve others in the local community and beyond (1 Peter 4:10).

Being a vibrant, happy and forward-looking academy, WSE is without doubt a great place to teach. Our parents and carers are hugely supportive of the school and we pride ourselves on forming strong and effective partnerships with young people and their families: we work collaboratively throughout any challenges and rejoice in the many successes which come from being part of a wonderful academy.

The successful candidate will join a highly effective SLT, who are self reflective and open to new ideas. You will be able to look at things differently, influence and motivate others and will combine high expectations with a commitment to inclusion. Crucially, you will possess stand out communication skills and will understand the importance of communicating clearly, regularly and quickly. You will know that to bring about change, it is essential to deliver on what you promise.

New staff joining the academy can be assured of a warm, supportive environment along with excellent professional opportunities for all staff and a strong sense of shared vision and ethos: we help our students to become the best version of themselves in order to serve others. We want all of our students to use their gifts and talents to serve other people well. We are very proud of our caring Christian ethos that runs through every aspect of school life.

I look forward to meeting you so that you can see for yourself just how great WSE is.

Yours sincerely

Mrs L Henderson
Headteacher

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About this Role

Thank you for your interest in applying for this post. This is an exciting opportunity to join a happy and successful academy with excellent achievement and delightful students.

We require an outstanding Leader to join the Senior Leadership Team from the 1st September 2024.

As Deputy Headteacher you will provide inspirational leadership to staff and be a role model to students.

What are we looking for in our next Deputy Headteacher?

- We are looking for someone who will share our vision of inspiring every student to become the best version of themselves. As a Church Academy the successful candidate will be someone who can embrace and model our Church ethos to **lead the whole academy on excellent standards of behaviour, systems and learning culture.**
- To work alongside a very talented and highly collaborative SLT, recognising the importance of effective team work across all areas of the academy.
- To embed a culture of respect and reflection amongst students to support them in becoming independent in making the right behaviour choices, in line with our 5 GRACE Values.
- To aim for the highest achievable standards of teaching and learning, progress, achievement and conduct – for each and every student.
- To have a presence, and to have the confidence and experience to make key decisions about sanctions and interventions on a daily basis. To be the lead contact in the school for all high level pastoral matters.
- To lead, line manage and delegate appropriately to the Assistant Heads with responsibility for Behaviour and Rewards, Attendance and Inclusion to ensure that the highest expectations are maintained whilst recognising the challenging and disadvantaged nature of some of our cohort.
- To line lead the Personal Development Manager to ensure that student's holistic growth allows all students to flourish.
- To work closely with parents and carers and the wider community in maintaining excellent levels of behaviour inside and outside of the academy.
- To deputise for the Headteacher as required.
- To work in accordance with the academy's aims and policies to provide equal opportunities for all.
- Be the DSL/DDSL for the academy (separate JD for this), working closely with the Child Protection Lead to ensure the academy is highly effective in it's safeguarding.
- Someone who can provide strategic direction to all pastoral staff.
- An ability to maximise the effectiveness of the staff team working on behaviour, culture and personal development.

·Permanent role;

·1.0 FTE,

·Start date: 1st September 2024

·Salary: MLP Leadership Scale points 17 - 22. This represents a salary band of £69,968 - £79,109;

·Closing date for applications: 9am Monday 18th March 2024.

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Why work at WSE?



Wyvern St Edmund's
Academy

We are committed to a staff culture where people feel well-supported, professionally engaged, challenged and valued. In turn, this culture enables our students to become the best versions of themselves because they are nurtured and inspired by a committed, happy staff team. We are very proud of the progress that students make here at WSE. We are committed to a process of constant school improvement so that our students are afforded every opportunity.

Staff wellbeing is at the heart of our vision and all staff, as our most important resource, are to be valued, supported and encouraged to develop personally and professionally within a vibrant, empathetic and caring community.

There are some additional perks that we are able to offer such as private healthcare, reduced corporate gym membership, free car-parking and the Wiltshire Rewards cashback programme, which staff really appreciate. Staff also benefit from our commitment to professional development and, in working as part of a multi-academy trust with four secondary schools, groups of subject leaders and teachers are able to meet regularly to share ideas, schemes of work and to moderate together.

Visit our website and see what our staff say
about [working at WSE](#)



Ofsted

The February 2018 Ofsted inspection recognised our 'relentless drive to raise standards' and praised the 'clarity of vision' and 'inspiring' ideas that we have.

In January 2020, Ofsted also observed that 'the move to combine Wyvern College with St Edmund's School has widened the curriculum available to students. An effectively planned curriculum means that students are learning well and students feel well cared for and know that there is always someone to whom they can go if they have a problem.'

GENEROSITY RESPECT ASPIRATION COURAGE EMPATHY

How to Apply

Please take time to look at the information about WSE through our website. Should you have any specific queries that are not answered by the information we have provided, or wish to visit the school prior to making an application, please contact Rachel Ure, Operations Manager (rure@wyvernsteds.org 01722 328565).

Applications should be submitted via the TES Portal including a supporting statement detailing any relevant experience, skills or other information which you think makes you suitable for this particular role. Please try to include information that helps us get to know you as well as your professional skills.

[Visit our TES Portal to apply.](#)

Should you require a hard copy of the application form, please contact Rachel to request this.

Safer Recruitment Checks

We are relentlessly focussed on safeguarding and promoting the welfare of its children and young people and expects all staff and volunteers to share this commitment.

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, you will be required to apply for clearance from the Disclosure and Barring Service if you are successful in your application. This will take place before your appointment is confirmed. The clearance process will disclose details of formal cautions, reprimands and final warnings, as well as convictions. Having a criminal conviction will not automatically exclude you from employment – this will depend on the nature of the position, and the circumstances and background of the offences committed.

Online searches with regards to information that is publically available online will also be carried out for all shortlisted candidates.

Equality

WSE will not discriminate in any area of employment and confirms its commitment to equality of opportunity in all areas. Applicants will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.

WSE are committed to supporting flexible working and will welcome applications from those that wish to work flexibly.

Job Description

Responsible to: Headteacher

Job Purpose

The main purpose of the role will be to strengthen 'Behaviour, School Culture and Personal Development', all of which we judge to be at least good within our academy.

All members of the Senior Leadership Team are responsible for promoting the culture and ethos of the academy, contributing to the general day-to-day running of the academy and providing strategic direction for the school community.

- Support, and deputise for, the Senior Deputy Head and the Headteacher in providing vision, leadership and direction for the academy.
- Support the Senior Deputy Head and the Headteacher in professional leadership of high quality education which realises the potential of all students.
- To ensure the Church vision for the academy is clearly articulated, shared, understood and acted upon effectively by all.

Specific and General Duties:

- To lead on student behaviour standards through strategy, day to day operations and visibility/presence so that excellent student standards of conduct are the norm.
- To ensure that a talented team of pastoral staff are well led so that consistency is realised throughout the academy.
- To track and evaluate behaviour/pastoral data and interventions so that precise improvements and changes can be made.
- To ensure that robust systems to manage rewards, sanctions and interventions are managed by others in a transparent manner and understood and visible by all.
- To sign off all high level internal sanctions and be the direct point of contact for appraising sanctions/ interventions.
- To line manage and delegate appropriately to the Assistant Headteachers working with you, ensuring that their work is ongoing, comprehensive and embedded.
- To develop effective communication systems so that pastoral decisions are communicated in a timely and effective manner to all stakeholders.
- To work closely with the Assistant Head of Inclusion and SENDCo to ensure that creative packages of interventions are maximised for the most challenging and vulnerable students.
- To report to Governors and other stakeholders as required.
- To ensure that all relevant policies, procedures and statutory information is up to date and compliant.
- To prepare as necessary for Ofsted and other external inspections and visits.
- To teach up to six one hour periods per week.
- To lead on and contribute to CPD, staff, parent, SLT and Governor meetings and assemblies as required.

Job Description

- To line manage curriculum areas and support staff as required and contribute to monitoring the work of the academy alongside other SLT.
- To attend and contribute to parents' evenings, academy events, productions and performances.
- To promote challenging, purposeful, enjoyable and appropriately differentiated lessons.
- To further develop links with partners, schools and community representatives as appropriate.
- To manage the budget and other resources allocated to your areas.
- To undertake any other duties commensurate with the role of a Senior Leader in the academy, as directed by the Headteacher.

Safeguarding and equality:

- Take on the role of Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) according to the needs of the academy.
- Uphold equality of opportunity as being central to all academy activities, identifying and addressing any barriers to a positive experience of school life
- Foster an open, fair and equitable culture, leading by example.
- Have a thorough knowledge of all relevant safeguarding policy and procedures and have a firm commitment to ensuring best practice throughout the academy.
- Use effective strategies and procedures for safe staff recruitment and induction.
- Be level 3 trained in Safeguarding.

Staff Development:

- To take part in the academy's development programme by participating in arrangements for further training and professional development.
- To continue personal development in relevant areas.
- To engage actively in the Performance Management Review process.
- To participate in a programme of development training in accordance with current school policies.

The duties outlined in this job description are in addition to the duties and responsibilities as set out in the Annual Teachers' Pay and Conditions document. The duties are not exhaustive and may be modified by the CEO or Director of Education, after discussion, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Job Specification



	Essential	Desirable	Assessed by
Qualifications	<p>Qualified Teacher Status (secondary age range)</p> <p>Good Honours Degree</p> <p>Level 3 Safeguarding Training</p>	<ul style="list-style-type: none"> • Post graduate or NPQ qualification in Behaviour, SEND. • NPQH 	Application form
Experience	<ul style="list-style-type: none"> • At least 5 years teaching experience (Secondary) • Senior Leadership experience in a Secondary School • Head of Year / Head of House experience • An outstanding classroom practitioner • Contribution to the effective raising of standards • Strong experience in pastoral work and in leading behaviour culture across a school • Experience of devising a strategy and seeing it through to completion • Experience of coaching and motivating staff to improve performance • Leadership of or significant contribution towards to success of a whole school initiative with significant impact • Effective line management of other staff 	<ul style="list-style-type: none"> • SENDCo Experience • Experience of working in a wider context than an individual school • Experience of leading staff training • Effective collaboration with external agencies 	Application form and references
Professional Development	<ul style="list-style-type: none"> • Evidence of relevant and recent further professional development 	<ul style="list-style-type: none"> • Recognition that life-long learning is an essential part of personal development • Evidence of leading on the professional development of other staff 	Letter and interview
Personal qualities and characteristics	<ul style="list-style-type: none"> • Build and maintain effective relationships through strong interpersonal skills • Excellent interpersonal, written and oral communication skills • Inspire, challenge, motivate and empower others • Think creatively to anticipate and solve problems • Importance of timely communication to all stakeholders • Clear understanding of the strategies required for high standards • Build on current good practice whilst moving the school forward with vision and vigour 		Letter and interview

Job Specification



	Essential	Desirable	Assessed by
	<ul style="list-style-type: none"> • Ability to create systems that are easy to understand and follow • Develop effective teamwork and be able to contribute effectively to a range of teams • Think strategically and contribute to creating a coherent vision for the school • Ability to implement ideas without delay • Ability to make sound judgements of standards of teaching observed, giving quality feedback using a coaching model • Commitment to Inclusion • High expectations of self and others • Manage and resolve conflict • Work under pressure, maintaining a sense of perspective and humour • Commitment, honesty and dedication • Sharp with attention to detail and the ability to multitask effectively • Reliability and integrity • Resilience and tenacity • Open and approachable nature • Calm and considered demeanour • Warm and personable manner 		
Knowledge / special aptitudes	<ul style="list-style-type: none"> • Knowledge of current educational trends, curriculum developments and educational initiatives • Clear understanding of the ethos of a Church School • Excellent knowledge and understanding of diversity and equality requirements • Knowledge of latest Ofsted framework and its implications • A belief in the role of independent learning in education with the ability to articulate and deliver this vision • A dedication to high academic standards and progress for all students • A vision for and commitment to working for school improvement • Sound knowledge of current educational developments • Proven ability in the development of effective structures and systems • Ability to think strategically • Experience of managing a budget 	<ul style="list-style-type: none"> • A creative approach to teaching and learning • Some experience of whole school budgeting 	Letter and interview