**St Joseph’s Infant and CE Junior Schools**

Executive Deputy Head Teacher

**Job Application Pack**



**Executive Deputy Headteacher**

**Salary:** L5 – L10 (not class based)

**Contract type**: Permanent, Full time

**Closing date**: Tuesday 7th May 2024 at 12pm

**Interview date:** Friday 10th May 2024

Candidates shortlisted for interview will be notified on Tuesday 7th May 2024

Visits are welcome and we do urge anyone interested to come and meet us. Visits can be arranged by contacting **Mrs O’Donovan, Office Manager on** [office@stjosephscejunior.school](mailto:office@stjosephscejunior.school)

The Governors and Leadership Team of St Joseph's Infant and Junior Schools are looking for an experienced and expert Executive Deputy Headteacher to join our schools, working as a key leader across both St Joseph’s Infant and St Joseph’s CE Junior Schools.

Our core purpose is to improve outcomes and opportunities for the children in our community and we are looking for an Executive Deputy Headteacher with a determination to make a difference to help our children flourish during their time with us.

**What we are looking for in our new Executive Deputy Headteacher:**

* Commitment to the vision and values of the schools
* Commitment to nurturing and inspiring every child to their potential
* Commitment to supporting the headteacher to lead the schools on their path to outstanding
* Commitment to growing in their practice; willing to try new things and learn with us as we explore how we better enable every child to flourish
* Commitment to working with the staff team to realise this vision in our community
* Commitment to the safeguarding and welfare of all pupils

**We can offer you**:

* A happy school team who will share your enthusiasm
* Experienced and approachable leaders who will support you and your professional development
* Commitment to supporting you to find a work, life balance
* Opportunity to join the schools at an exciting point on our journey with a new Executive Headteacher starting in September
* A kind, caring ethos that puts children at the heart of everything we do

**Personal Specification:**

* An experienced Deputy Headteacher
* Proven successful whole school teaching and learning development
* Have extensive Early Year’s experience and expertise
* Experience of performance managing staff
* Successful leadership experience in more than one school
* Experience in improving the outcomes of disadvantaged children
* A commitment to personal professional development
* Experience of leading safeguarding
* The ability to manage competing pressures calmly and decisively
* A leader who is strategic and future focused

**Job Description**

**Whole School responsibilities:**

* Share in the corporate responsibility for the safeguarding and wellbeing of all pupils in the school
* Uphold a commitment to and embodiment of our school vision and values which serves as a standard for all staff to look up to
* Be a reflective practitioner, quickly identifying areas for development in both own and the school’s practice, and taking appropriate action to see growth in this area
* Work to forward your continued professional development, including keeping up with current and innovative educational developments and reflect this in your practice, in line with whole school policy
* Be a committed member of the school community taking part in open days and special event

**Executive Deputy Headteacher role:**

* Attend SLT meetings
* Provide leadership and motivation to colleagues by being a present, positive public presence in and around the school each day
* Work proactively with the Headteacher and SLT on the internal organisation, leadership and management of the school
* Work with SLT to devise the whole school development plan, taking part in regular reviews of the success of its implementation
* Work with SLT to monitor the planning and delivery of all areas of the school’s work;
* Lead staff training as required
* Complete the performance management cycle for colleagues as requested by the headteacher, helping them set measurable personal, class and whole school targets
* Carry out aspects of the induction of colleagues who join our school in line with school policy

**Specific areas of responsibility:**

Curriculum development

* Oversee the school’s curriculum development, including through attending training, working with external specialists, and keeping up to date with latest developments in curriculum design
* Lead the school’s curriculum monitoring cycle to ensure SLT have an accurate knowledge of practice across the curriculum subjects, including bringing in external specialists and governors as appropriate
* Lead the subject leaders to monitor their own subjects effectively and to report to SLT and governors as required

Professional development

* Take the lead in planning the teaching staff meeting cycle in order that teachers’ practice is in line with school policy and best practice
* Identify and support teachers who need to grow in areas of their classroom practice Assessment
* Analyse pupil progress and attainment data at least termly including key identified pupil groups, identifying trends and patterns that require attention
* Propose appropriate action in light of trends and patterns in pupil progress and attainment data
* Report to governors as required including by attending the Teaching and Learning Committee meetings
* Manage the budget for assessment so that the school can accurately assess and track pupil progress
* Oversee the Key Stage 2 SATs programme, supporting the Year 6 team to build up to the tests in line with our school vision and values, and for us to carry out our statutory duties

Pupil premium grant

* Review the school’s Pupil Premium strategy at least annually in line with changing guidance on our responsibilities in this area including managing the PPG funding
* Report to governors and SLT as required on the progress of children in receipt of PPG funding and on the latest developments and updates relating to PPG provision in our school
* Attend PPG network meetings and other wider networks as appropriate to ensure our school’s practice remains of the highest standard
* Through the line management of the family support worker, ensure parents of children in receipt of PPG funding are involved as appropriate in the learning and development of their children including through attending parent teacher meetings and regularly supporting higher needs families as appropriate

Behaviour

Support the headteacher to lead the implementation of the school’s behaviour policy, to ensure that children are treated fairly, consistently and effectively so that all children behave increasingly well, by;

* Working with external behaviour specialists to review and improve our approach to managing and teaching appropriate behaviour
* Supporting colleagues to implement the policy consistently and fairly
* Monitoring the effectiveness of our policy
* Preparing accurate and clear reports to governors

Absence and cover (shared with the headteacher)

* Be the first point of contact for teaching staff when they are due to be absent from school for either sickness or pre-planned reasons such as training or other circumstances
* Arrange appropriate cover in line with school practices to balance safe and effective teaching with financial limitations
* Ensure those teaching in place of the usual class teacher have appropriate notes and planning to cover successfully
* Oversee the budget for supply, identifying where budgets may be over or under spent, and reporting to governors where required

**Safeguarding**

This post is covered by the Childcare Disqualification Regulations 2018. The Trust will need to ensure that they are not knowingly employing a person who is disqualified under the 2018 Regulations in connection with relevant childcare provision. Accordingly, shortlisted candidates will be required to demonstrate to the Trust, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2018 Regulations. If the preferred candidate is found to be disqualified under the 2018 Regulations, the offer of employment will be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.

All staff will be expected to hold or be willing to obtain Enhanced DBS check or Enhanced check for Regulated Activity with the Disclosure & Barring Services (previously the Criminal Records Bureau). For further information about what is required in this process please go to [www.gov.uk/disclosure-barring-service](http://www.gov.uk/disclosure-barring-service) check (<http://www.gov.uk/disclosure-barring> service-check).

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  All school-based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

**Additional Information**

Work Permits: we may be able to obtain a Work Permit for this post but this is subject to meeting the requirements of the UK Border Agency's Points-based Immigration System. Due to the restrictions we cannot guarantee that individuals that meet the requirements of the Points-based Immigration System will be issued with clearance to obtain work permits.

Successful candidates will also be subject to two full references from previous employers (or equivalent if this is your first job).

If you wish to apply for this position, please complete the attached application form. Please note we do not accept CV’s. Please write a personal statement as part of the application stating your suitability for the rule and any previous experiences you have that would support your application.

Please forward applications to [office@stjosephscejunior.school](mailto:office@stjosephscejunior.school)