

Hardwicke Parochial Primary Academy

Recruitment Pack

Deputy Headteacher

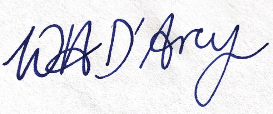
Dear Applicant,

Thank you for your interest in the deputy headship at Hardwicke Parochial Primary Academy.

The closing date for completed applications is **10th July 2020**. Interview dates are to be confirmed (TBC) for September.

To submit your application please email the completed form to [wdarcy@hardwicke.gloucs.sch.uk](mailto:wdarcy@hardwicke.gloucs.sch.uk) before the closing date.

Yours faithfully.



Wendy D’Arcy

Headteacher

The Diocese of Gloucester Academies Trust seek to appoint a **Deputy Headteacher**.

We are looking for a dynamic and ambitious Deputy Headteacher to join our leadership team and become part of our wider DGAT family. This is an exciting time to join Hardwicke Parochial Primary Academy alongside the newly appointed Headteacher as we embark on the next stage of its journey.

As a non-teaching deputy, you will work with the leadership team and team of staff, in order to drive standards and lead teaching and learning across our school.

You will need to have an understanding of and empathy with the Christian identity of our school.

Wewelcome applications from candidates who will:

* Be an outstanding classroom practitioner with an unwavering commitment to the highest standards of teaching and learning
* Be child centred and will support our school values
* Have experience of leading teams, monitoring teaching and learning and experience of successfully leading improvement and raising standards
* Have a thorough understanding of the primary curriculum
* Have great leadership skills but can also be an effective team player
* Help build, communicate and implement a shared vision
* Be receptive to change and able the ability to work under pressure
* Have a high visible and respected presence across the school

If you are a dynamic and inspirational leader with the determination to achieve the best possible outcome for our pupils and have initiative, constructive enthusiasm, a thorough knowledge of all key stages and the ambition to play a major role in the leadership and management of our school, then we would love to hear from you.

Application form and a job description are available to download from the school website <http://www.hardwicke.gloucs.sch.uk/>(found under the ‘About us’ tab) or by contacting the school office.

**The post is offered as a salary of L110-14.**

This is a fulltime permanent position

Further details and an application form can be downloaded from the vacancy area of our website <http://www.hardwicke.gloucs.sch.uk/>(found under the ‘About us’ tab) or by contacting the school office.

If you would like an informal conversation about the role please contact Wendy D’Arcy by email [wdarcy@hardwicke.gloucs.sch.uk](mailto:wdarcy@hardwicke.gloucs.sch.uk) so that a telephone conversation can be arranged.

Closing date for applications is **10th July 2020**.

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate.

**Job Description**

**Job Title:** Deputy Headteacher

**Responsible to:** Headteacher

**Contract Type:** Permanent

**Overall Purpose of this post**

# Main purpose

The Deputy Headteacher, under the direction of the Headteacher, will take a major role in:

* Formulating the aims and objectives of the school
* Working within and alongside the Senior Leadership Team
* Establishing policies for achieving these aims and objectives
* Managing staff and resources to that end
* Monitoring progress towards the achievement of the school’s aims and objectives

If the Headteacher is absent, the Deputy Headteacher will deputise, as directed by the Governing Board.

The Deputy Headteacher will also be expected to fulfil the professional responsibilities of a Headteacher, as set out in the School Teachers’ Pay and Conditions Document (STPCD).

# Duties and responsibilities

Qualities and knowledge

Under the direction of the Headteacher:

* Support with the day-to-day management of the school
* Communicate the school’s vision compellingly and support strategic leadership
* Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
* Build positive relationships with all members of the school community, including the local parish, showing positive attitudes to them
* Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
* Work with political and financial astuteness, translating policy into the school’s context
* Seek training and continuing professional development to meet own needs
* Lead a core subject and oversee the implementation of subject specific development plans

# Pupils and staff

Under the direction of the Headteacher:

* Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
* Ensure excellent teaching in the school, including through training, peer coaching, modelling excellence and development for staff
* Establish a culture of ‘open classrooms’ as a basis for sharing best practice
* Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
* Identify emerging talents, coaching current and aspiring leaders
* Hold all staff to account for their professional conduct and practice

Systems and processes

Under the direction of the Headteacher:

* Ensure that the school’s systems, organisation and processes are well considered, efficient and fit for purpose
* Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
* Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
* Work with the Governing Board as appropriate
* Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
* Support distribution of leadership throughout the school

The self-improving school system

Under the direction of the Headteacher:

* Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
* Develop effective relationships with fellow professionals and actively engage to build effective communities including DGAT and GSP
* Model entrepreneurial and innovative approaches to school improvement and leadership
* Inspire and influence others to believe in the fundamental importance of education in young people’s lives and to promote the value of education

The deputy Headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the deputy Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

**Other**

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post’s banding and whenever reasonably instructed.

It is the practice of the Diocese of Gloucester Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

**Person Specification**

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| --- | --- | --- |
| CRITERIA | ESSENTIAL | DESIRABLE |
| **Qualifications and training** | * QTS * Degree * Professional development in preparation for a leadership role * Middle leadership experience | * An aspirational approach to further professional development * Minimum of five years primary teaching experience * Experience of working within a church school * Experience of working as a DSL or DDSL * Experience of working within Ofsted and SIAMs framework |
| **Experience** | * Successful leadership and management experience in a school * Involvement in school self-evaluation and development planning * Line management experience * Experience of contributing to staff development * Experience of driving improvement in teaching and learning * Using external and internal school data to inform and guide improvement planning | * Experience of driving whole school improvement in teaching and learning * Managing individuals and teams without supervision * Working with others in addressing staff development issues * Whole school management of the curriculum including skills progression * Safer recruitment trained |
| **Skills and Competencies** (need to demonstrate proven ability in these areas) | * An outstanding classroom practitioner in KS2 * Ability to communicate a vision and inspire others * A willingness to promote the Christian ethos and values of the school * Understanding of high-quality teaching, and the ability to model this for others and support others to improve * An ability to articulate to others best practice through coaching and mentoring * A good and accurate knowledge of latest national thinking regarding best educational practice based on accurate research * An ability to monitor and evaluate key aspects of school performance * An inclusive approach to school leadership that values the contributions made by all staff * Managing teams of staff | * Knowledge of school self- evaluation * Experience of teaching YR-Y6 * Use of assessment system to analyse and present data * Experience of working to maximise pupil involvement in school development |
| Personal Qualities | * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school * Leading by example by demonstrating; ‘everything we do, is for the children in our care’ * Committed to actively promoting the Christian ethos and values of the academy * Committed to the Academy vision * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality * An ability to deal sensitively with staff and parents to resolve conflict * A sense of humour | * Care for the spiritual welfare of all in the school |
| Additional Requirements | * A DBS will be required prior to appointment * Good health and attendance record * Excellent and unequivocal references * Current driving licence and personal transport |  |

**\***This job description may be amended at any time in consultation with the postholder.

**Background Information**

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are current fourteen primary and one infant school within the Trust. Fourteen of the fifteen academies have religious designation as Church of England schools.

The Trust is currently working with a number of schools who are exploring academy conversion. It is therefore anticipated that the Trust will grow in number during 2018 / 2019.

**The vision and ethos of the Trust**

The vision of the Diocese of Gloucester Academies Trust (DGAT) is to provide children of all faiths and none with excellent educational provision which transforms lives within a caring and supportive Christian ethos.

In achieving this vision, DGAT works with academies which realise the benefits of a collaborative approach to sustaining and developing excellent educational provision. The Trust has therefore adopted a collegiate approach to developing communities of learning, designing flexible models of working which fully utilise the expertise which exists within its schools and in its centrally employed staff. It is an expectation of the Trust that all DGAT academies will play an active role in sharing best practice and learning from one-another, as well as being outward facing and engaging with the wider local and national educational agenda. The ultimate aim of theTrust is to build sufficient capacity within its academies to be self-supporting in order to be fully responsible and accountable for transforming pupil outcomes.

In order to support the Trust’s academies, DGAT provides the following support:

* School Improvement
* Christian Character
* HR and Legal
* Finance and Business
* Premises and Insurance
* Compliance and GDPR