

Deputy Headteacher

Grosvenor Road Primary School

Required for September 2018



GROSVENOR ROAD PRIMARY SCHOOL

Parkgate Drive
Swinton, Salford
M27 5LN

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www.grosvenorroadprimary.org

Headteacher: Mr J L Pridden

1. Welcome

Dear Colleague

Thank you for seeking more information about the post of Deputy Headteacher at Grosvenor Road Primary School. I hope that you find the enclosed information useful in getting to know our school and that you will take the opportunity to visit us in order to gain an even clearer picture of what our school is like.

Grosvenor Road Primary School is a large school with 510 pupils on Roll, including a full time 60 place Nursery. The school is in the process of transitioning to a 3 form entry school. We are currently 3 form in Reception, KS1 and Year 3, and we are 2 form in Y4 to Y6. We work very closely in collaboration with 3 other schools as part of a Primary Improvement Network to improve outcomes for our children. We have a dedicated team of staff who work closely together to provide excellent learning opportunities for all children. Throughout our school there is an ethos of high expectation, respect and a drive for children to be the best learners they can be. Our children are well mannered and polite and this contributes to the calm and purposeful atmosphere around school.

The appointment of a new Deputy Headteacher is pivotal to the ongoing success of our school and the successful candidate will play a key role in its development and growth. As outlined in the Job Profile, the successful candidate will be central in driving forward the development of teaching, learning, assessment and curriculum across the school. In addition, crucial to the role, is maintaining and improving on the good outcomes for children at the end of KS2, maintaining the conduct and learning behaviours of our children, providing strategic leadership and working alongside Governors. This will give the successful candidate an opportunity to lead on significant areas in school and make a real difference for the children of Grosvenor Road Primary School.

As noted in the advert, the successful candidate must be an outstanding classroom practitioner with a passion for helping every child to fulfil their potential.

I am looking for a talented professional to work closely alongside me, the Senior Leadership Team and Governing Board. In return we can offer the successful candidate:

- Well behaved, caring children who are positive and enthusiastic about their learning
- A pivotal role within an established and experienced Senior Leadership Team
- Excellent CPD opportunities and support to develop you as a school leader of the future

I hope that when you have considered the information in this pack, carried out your own research and had an opportunity to visit our school, you will see that Grosvenor Road Primary is the right place for you in helping you become a future leader.

If you feel that you are the person for us, I encourage you to submit a formal application. The application also allows you to write a supporting statement and this should relate to your professional experiences to exemplify how you meet the criteria of the person specification.

Applications need to be submitted by noon on Monday 5th February 2018. Our school is committed to complying fully with safer recruitment practices.

I would like to thank you in advance for taking the time you will spend considering the information and completing your application.

I look forward to meeting you and receiving your application.

Yours faithfully

Mr Lee Pridden
Headteacher

2. The Role

Deputy Headteacher Job Description and Person Specification

JOB DESCRIPTION

Job Title: Deputy Headteacher	Pay Range: L11 - L15 (£50,476 - £55,598)
Reporting to: The Headteacher	

Purpose

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for all learners in your care.
- To monitor and support the overall progress and development of learners.
- To facilitate and encourage learning experiences which provide learners with the opportunity to achieve their potential and to contribute to raising their standards of attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- To uphold the ethos, aims and values of the school, its policies and codes of practice at all times and in all circumstances.
- To manage the school during the absence of the Headteacher and support the Headteacher in leading and managing the school to the highest professional standards.

Reporting to:

The Headteacher

Responsible for:

- Supporting the Headteacher in providing the vision, leadership and direction to ensure that the school is managed and organised to meet its aims and targets.
- Working with others, responsible for evaluating the school's performance to identify priorities for improvement and raising standards by, ensuring opportunity for all, developing policies and practices, ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives, and to be a member of the Senior Leadership Team.
- Assisting the Headteacher in the day-to-day management, organisation and administration of the school.
- With the Headteacher securing the commitment of the wider community by developing and maintaining effective partnerships in order to raise standards locally.
- Helping the Headteacher to draw on the school community to create a productive learning environment which is engaging and fulfilling for all learners.

Liaising with:

All staff (teaching/support staff), DfE/Government, LA representatives, External Agencies, parents and governors.

Line Management:

Direct line management of TLR post holders and indirectly all teaching and support staff.

TEACHING AND LEARNING

- To be responsible for teaching groups of identified pupils.
- To ensure curriculum coverage, continuity and progression for all learners through planning, setting and marking of appropriate work.
- To ensure effective development of learners' English, Mathematics and Computing skills throughout your teaching.
- To evaluate your teaching and use this analysis to identify effective practice for implementing a variety of teaching strategies and areas for your own professional improvement.
- To maintain discipline in accordance with the school procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To contribute to and implement school policies and practices for assessing, recording and reporting on learners' achievement.
- To ensure that information about learners' achievements in previous classes is used for valued further progress.
- To set expectations and clear targets for support staff and learners in relation to the standards and needs of the learners' and evaluate progress, achievement and the next steps for further progress to be made.

LEADING LEARNING AND TEACHING

- Work with the Headteacher to raise the quality of teaching and learning and pupils' achievement, setting high expectations, monitoring, and evaluating effectiveness of learning outcomes.
- Take responsibility for the analysis of key school performance data, to ensure priorities are appropriate and improvement in standards is promoted.
- Provide regular feedback for colleagues in a way that recognises good practice and supports their progress against professional and performance management objectives resulting in a tangible impact on pupils' learning.
- Develop whole staff, key stage teams and individuals to enhance performance:
 - Undertake coaching and mentoring.
 - Plan, organise and deliver staff meetings, where necessary bringing in outside speakers.
 - Keep abreast of the latest developments and disseminate effectively to other members of staff.
- Plan, delegate and evaluate work carried out by team(s) and individuals.
- Be part of the recruitment and selection process of teaching and support staff.
- Assist the Headteacher in monitoring, evaluating and reviewing classroom practice and help to promote improvement strategies.
- As directed, challenge underperformance at all levels and, with the SLT, ensure effective corrective action and follow-up is put in place to have an impact on improvement.
- Ensure effective strategies and systems within the School Behaviour Policy are in place and implemented to support the needs of individual pupils and promote high standards of behaviour and attendance.
- Promote the use of ICT to enhance and extend pupils learning.
- Take on a key role in curriculum leadership.

SHAPING THE FUTURE

With the Headteacher:

- To ensure that the vision for the school is clearly articulated, shared, understood and acted upon by all.
- To work within the school community to translate the vision into agreed objectives and plans, which will promote and sustain school improvement.
- To demonstrate the vision, values, standards and expectations in everyday work and practice.
- To motivate and work with others to create a shared culture and positive climate.

- To ensure creativity, innovation and use appropriate new technologies to achieve excellence.
- Ensure that strategic planning takes account of the diversity, values and experience of the school and community at large.

DEVELOPING SELF AND WORKING WITH OTHERS

With the Headteacher:

- Treat people fairly, equitably and with respect to create/maintain a positive school culture.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Maintain effective strategies and procedures for staff induction, professional development and performance review.
- To be a Team Leader for Performance Management.
- Support effective planning, allocation, and evaluation of work undertaken by teams/individuals, monitoring the clear delegation of tasks and the effective devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- Regularly review own practice, set personal targets and take responsibility for your own personal development.
- Manage your own workload and that of others to allow an appropriate work/life balance.

MANAGING THE ORGANISATION

With the Headteacher:

- Maintain and support the organisational structure, which reflects the school's values, and enable the management systems, structures and processes to work effectively.
- To assist the Headteacher, SLT and staff to produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Help the SLT to see that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives.
- Help to manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Assist the Headteacher to see that the range, quality and use of all available resources is monitored/evaluated/reviewed to improve quality of education and provide value for money.
- Use and integrate a range of technologies effectively and efficiently to assist in the management of the school.

SECURING ACCOUNTABILITY

With the Headteacher:

- Fulfil commitments arising from contractual accountability to the governing body.
- To help to develop and support a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Assist in the developing of individual staff accountabilities that are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Work with the governing body and individual governors (providing information, objective advice and support) to enable them to meet their responsibilities.
- As directed, to present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
- To reflect on personal contribution to school achievements and take account of feedback from others.

STRENGTHENING COMMUNITY

With the Headteacher:

- Build a school culture and curriculum which takes account of the richness and diversity of the school's communities.
- Help to create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment.
- Put into practice school policies for learning experiences for pupils that are linked into and integrated with the wider community.
- Assist with a range of community-based learning experiences.
- Collaborate with other agencies in providing for the academic, spiritual, moral, social emotional and cultural well-being of pupils and their families.
- Create and maintain an effective partnership with parents and carers to support and improve pupil's achievement and personal development.
- To seek opportunities to invite parents/carers/community figures/businesses or other organisations into school to enhance/enrich the school and its values to the wider community.
- To contribute to the development of the education system by sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- To co-operate and work with relevant agencies to protect children.

GENERAL DUTIES

- To supervise and monitor learners' behaviour and conduct both in lessons and in the playground as part of the school duty of care, pastoral and welfare support.
- To ensure that records and reports of all accidents to children, staff and visitors are professionally dealt with and shared on a need to know basis with staff and after consultation with parents when appropriate.
- To liaise and maintain good relationships with parents, relatives, guardians or carers and to offer help and support as required.
- To take part in the school routines for Performance Management and Continuing Professional Development and to be responsible for your own Professional Portfolio.
- To attend staff meetings and other professional training as appropriate.
- It is expected that staff will respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.
- Any such further reasonable direction to you, not covered by the above, will be the responsibility of the Headteacher.

SPECIFIC RESPONSIBILITIES AND TASKS

- Teaching and Learning
- Assessment
- Whole School Curriculum
- Behaviour and Welfare
- End of Key Stage 2 attainment

Agreement

Issued after consultation

If any further changes are required, there will be appropriate consultation.

PERSON SPECIFICATION DEPUTY HEAD TEACHER		SHORTLISTING Essential/Desirable
Professional Qualifications		
1	Qualified Teacher Status	E
2	First Degree or Equivalent	E
3	Evidence of further professional development	D
Skills, Knowledge and Understanding		
4	Substantial primary teaching experience, particularly in Y5 & Y6	E
5	Experience of whole school curriculum management leading to school improvement	E
6	Excellent classroom practitioner	E
7	A strong commitment to inclusion with high expectations for all learners	E
8	Highly successful experience of leading and managing whole school developments in a number of areas regarding teaching and learning and raising standards of attainment and achievement across the school	E
9	Able to talk about characteristics of effective primary teaching and learning strategies used to raise pupil attainment and achievement	E
10	Good understanding and use of assessment, including target setting and tracking. Evidence of a) Excellent analysis of data, its interpretation and presentation, and b) Knowledge and understanding of the range of performance data to inform future planning and development	E
11	Understanding of effective techniques and policies for behaviour management	E
12	Knowledge and experience of up to date developments in IT and E-Learning for teaching and management purposes.	E
13	A good understanding of the requirements of transition between key stages.	D
Leadership and Management		
14	At least 3 years Senior leadership and management experience	E
15	A good understanding of whole school issues	E
16	Experience of planning for change, development and improvement	E
17	The ability to set high and clear expectations, to hold others accountable for performance and the contributions they make to the school community	E
18	Ability to set and meet challenging targets for pupils and the school and to enable others to do this	E
19	Ability to analyse, prioritise and meet deadlines	E
20	Experience of conducting staff induction, mentoring and performance management	E
21	Experience of whole school self-review and evaluation	E
22	Knowledge of the role of Governors	D
23	Able to demonstrate leadership qualities and people management skills	E
24	Able to motivate, promote good relationships and effectively communicate with all stakeholders	E
25	Experience of having led whole school initiatives	E

26	Experience of working collaboratively as part of school to school support	D
27	Commitment to supporting community/external agencies involvement in school	E
28	Commitment to safeguarding and promoting the welfare of children	E
29	Ability to work effectively in partnership with the Headteacher	E
Personal Qualities		
30	Creative, enthusiastic, motivational and proactive, keen to embrace new ideas and challenges	E
31	Approachable, caring and empathetic	E
32	Works well as part of a team	E
33	Flexible, listens and is prepared to seek advice and support	E
34	Committed to continuing professional development for self and others	E
35	Committed to active parental involvement	E
36	Able to deal sensitively with people and resolve conflict	E
37	A sense of perspective	E
38	A sense of humour	E

3. How to Apply

Visits to our school are welcomed and encouraged. Visits may be arranged between Monday 15th January 2018 and Friday 2nd February 2018. To arrange this please contact Maria Hargreaves (SBM) in the school office to confirm your details - 0161 921 1200

Closing Date for applications: Noon on Monday 5th February 2018. Applications can only be accepted via the Your Jobs website at <https://www.greater.jobs/search-and-apply>.

Please contact school if you have any questions regarding this process.

Shortlisting: Tuesday 6th February 2018. Reference will be sought for all shortlisted candidates prior to interview.

Teaching and Learning Visits: 8th February 2018 - 15th February 2018

Interview Day: Friday 16th February 2018

Post commencing: September 2018

The successful candidate will be required to complete an Enhanced Disclosure Application Form and to provide criminal conviction information.