



April 2019

Dear Applicant

Thank you for your interest in the post of Deputy Headteacher with the Dove-Shell Federation.

East Crompton St. James' and St Thomas' Moorside entered into a hard federation on 1st July 2015 after successfully working in partnership for 2 years.

The schools now have one Governing body who have the legal responsibility for both schools and is very ambitious in its vision for the Federation.

St Thomas' Moorside received the grade of Outstanding in its last inspection of June 2015 which was confirmed in an HMI visit in December 2017.

EC St James' received the grade of Good in April 2016. Even though the schools are in a Federation they still keep their own distinctiveness in their communities.

Governors are seeking to appoint a Deputy Headteacher as soon as possible. Contracts are federative, enabling staff to be deployed at either school. The initial base for this role will be St Thomas Moorside School, Coleridge Road, Sholver, Oldham OL1 4RL.

The Federation allows for much cross-school working including planning with opposite year groups to lesson studies and joint class trips.

Staff meetings are held weekly with staff from both schools. Middle leaders work across both schools; this has been successful and effective as the schools are in two very contrasting areas of Oldham providing opportunities to see how children from different backgrounds learn.

Successful applicants will need to demonstrate excellent leadership and management skills; be highly motivated and put the children at the centre of their work along with the strategic ability to assist the Executive Headteacher with the future growth of the Federation.

Visits to the school are encouraged, please contact the school offices for an appointment.

Applications should be completed electronically and returned to the school: info@st-thomas-moorside.oldham.sch.uk. Please note CVs will not be accepted.

We look forward to meeting you.

Yours faithfully,

Mrs K.Jackson
Chair of Governors

Observations of teaching practice will take place on 7th or 8th May by arrangement with shortlisted candidates in their current schools.
Interviews: Thursday 9th May 2019

THE DOVE-SHELL FEDERATION

Job Description

Job title	Deputy Headteacher & Federation English Leader
Grade	Leadership 8-12
Accountable to	Executive Head teacher
Line manager	Executive Head teacher

Introductory statement

The responsibilities and professional duties of the post are to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and the Teachers' Standards 2012.

Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents, colleagues and external agencies in the best interests of their pupils.

Purpose of the role

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

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to the end
- Monitoring progress towards the achievement of the school's aims and objectives.
- If the Executive Headteacher is absent, the Deputy Headteacher will deputise, as directed by the Governing Body. 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 Executive Headteacher:

- Support the Executive Headteacher by ensuring tasks are carried out in a timely manner to aid the smooth 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, 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

Pupils and Staff

Under the direction of the Executive 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 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 Executive 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 Body 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 Executive 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
- 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.

Federative leadership of English

Strategic Purpose

Take the lead in policy development and organisation of teaching designed to ensure progression and continuity in English throughout the Federation

Operational Responsibilities

Development and support

- Plan for staff CPD based on skills audits.
- Provide half termly updates for SLT meetings including any additional resources needed for the team to function effectively.
- Provide Governors with an annual report on the progress on English.
- Arrange with consultants, arranging appropriate CPD.
- Plan INSET linked to the schools development plan.
- Complete lesson observations as requested by Executive Headteacher.
- Write action plans for the Federative Development plan.

Assessment

- Monitor the use of assessment for learning in English.

- Monitor standards of English in the Federation.
- Analyse book scrutiny feedback sheets providing feedback to staff.
- Ensure previous A for D on book scrutiny sheets have been acted upon.

Monitoring and evaluation

- Monitor long, medium & short term planning providing feedback to staff.
- Closely monitor vulnerable pupils groups identified from pupil progress meetings.
- Produce reports as necessary for the Federative Governing bodies.
- Lead federative book scrutinies.

Resourcing

- Audit and order resources as necessary.
- Secure with SLT resources necessary to facilitate SDP for English.

Policy and scheme of work

- Review and revise the appropriate policy documents.
- Review and revise schemes of work and progression schemes.

Personal and professional conduct

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.

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the school, by:
 - treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position;
 - having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
 - showing tolerance of and respect for the rights of others;
 - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs; and
 - ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities; and within the policies, handbooks and guidelines of the school and LA.

Equality

- Ensure that the school reflects a vibrant and inclusive ethos which actively values and promotes diversity, unity and community cohesion, and supports pupils to become successful integrated citizens.
- Actively challenge and address discrimination.

Beliefs, attitudes and personal attributes

- Focused on pupil achievement.
- Resilient and persistent in goals, but adaptable to context and people.
- Willing to develop a deep understanding of people and context.
- Willing to take risks and challenge accepted beliefs and behaviours.
- Self-aware and able to learn.
- Optimistic and enthusiastic.
- Support the Christian ethos of the school, including taking part in Religious Education and Acts of Worship.

General

The post holder will:

- Be expected to actively support the work and ethos of the school.
- Be expected to undertake such additional duties as may reasonably be requested by the executive head teacher.
- Respect confidentiality of staff, pupils, families and visitors and not breach this trust. Any breaches of confidentiality must be reported to the executive head teacher immediately.
- Participate in arrangements for appraisal and in the identification of areas in which s/he would benefit from training and undergo such training.
- Proactively keep abreast of developments in relation to the post, and whenever possible and appropriate, attend professional development opportunities.
- Comply with and support all policies related to equal opportunities, safeguarding and child protection.
- Actively use school e-mail communication.

This job description is neither exhaustive nor exclusive, and it may, after consultation with the post holder be subject to modification and amendment in accordance with the needs of school. This job description details responsibilities but does not direct any particular priorities or amount of time to be spent carrying out these duties.

Signed Post holder

Signed Executive Head Teacher

Dated

Person specification: Deputy Headteacher

Criteria	Qualities
Qualifications	<ul style="list-style-type: none">• Qualified teacher status• Degree• Professional development in preparation for a leadership role e.g MPQSL or willingness to undertake it on appointment
Experience	<ul style="list-style-type: none">• Successful leadership and management experience in at least 1 school (A school with more than 1 form entry desirable)• Teaching experience in more than 1 key-stage• Involvement in school self-evaluation and development planning• Line management experience particularly in leading teams• Experience of contributing to staff development• Attending governors meetings contributing to the agenda feeding back reports• At least 1 year leading a core subject (English desirable)
Skills and knowledge	<ul style="list-style-type: none">• Data analysis skills, and the ability to use data to set targets and identify weaknesses e.g measuring impact of intervention• Understanding of high-quality teaching, and the ability to model this for others and support others to improve• Ability to challenge underperformance• Understanding of school finances and financial management• Coaching skills• Effective communication and interpersonal skills for all stakeholders• Ability to communicate a vision and inspire others• Ability to build effective working relationships• Ability to lead and manage timetabling• Ability to allocate appropriate resources including staff• Ability to lead worship
Personal qualities	<ul style="list-style-type: none">• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality

Verification of Right to Work in the UK

We are required by law to have proof of your right to work in the UK before you can commence employment. This can be established by providing the following documentation.

If you were born in the UK the following documents will provide this evidence:

- A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.

Or

The following documents can be used ONLY when produced in combination with an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

- A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents.
- A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents.

If you were born outside the UK the following documents will provide this evidence:

- A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
- A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or Switzerland.
- A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office, Border and Immigration Agency or UK Border Agency to a national of a European Economic Area country or Switzerland.
- A permanent residence card issued by the Home Office, Border and Immigration Agency or UK Border Agency to the family member of a national of a European Economic Area country or Switzerland.
- A Biometric Immigration Document issued by the UK Border Agency to the holder which, indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.
- A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.

The following documents can be used ONLY when produced in combination with an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

- An Immigration Status Document issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder with an endorsement
- indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom.
- A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents.
- A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents.
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland.
- An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland.

- A certificate of registration or naturalisation as a British citizen.
- A letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom.

Documents which provide an excuse for up to 12 MONTHS

- A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
- A Biometric Immigration Document issued by the UK Border Agency to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.
- A work permit or other approval to take employment issued by the Home Office, Border and Immigration Agency or UK Border Agency **when produced in combination with** either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, or a letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder or the employer or prospective employer confirming the same.
- A certificate of application issued by the Home Office, Border and Immigration Agency or UK Border Agency to or for a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old **when produced in combination with** evidence of verification by the UK Border Agency Employer Checking Service.
- A residence card or document issued by the Home Office, Border and Immigration Agency or UK Border Agency to a family member of a national of a European Economic Area country or Switzerland.
- An Application Registration Card issued by the Home Office, Border and Immigration Agency or UK Border Agency stating that the holder is permitted to take employment, **when produced in combination with** evidence of verification by the UK Border Agency Employer Checking Service.
- An Immigration Status Document issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

A delay in producing these documents will affect your start date