

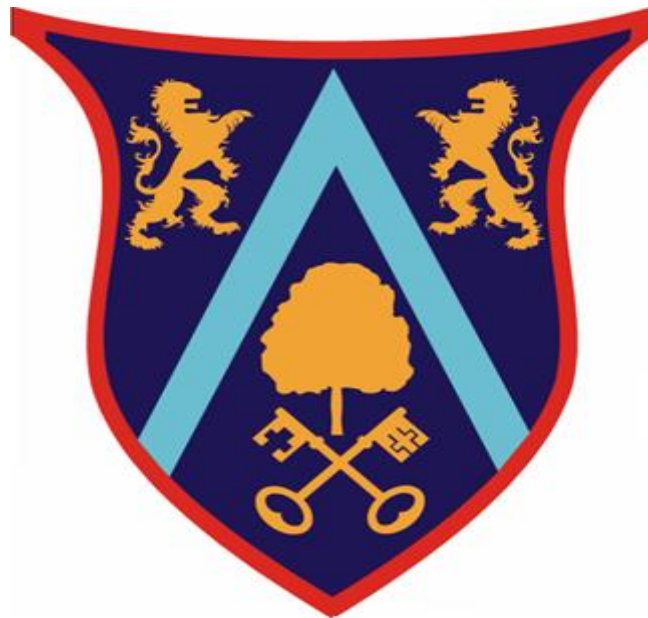


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ASH MANOR SCHOOL

DEPUTY HEADTEACHER APPLICATION PACK



Dear colleague,

Thank you for your interest in the post of Deputy Headteacher in Ash Manor School.

Ash Manor School has grown in popularity and size and we now need to expand our Leadership Team by appointing a second Deputy Headteacher and an additional Assistant Headteacher to ensure that we continue to provide the students in our school with the best possible educational opportunities and outcomes.

We are currently rated as a Good school by Ofsted (November 2022) and we are committed to sustained improvement – we genuinely want to be an exceptional school. In Ash Manor School, we are very much driven by our core values of Community, Excellence, Resilience, Respect and Integrity and these permeate every aspect of school life. We strongly believe that all of our young people can achieve great things and that our role is to support them to be the very best they can in every way.

We are looking for someone to join our team who has the skill, experience and commitment to be a key member of our school community, driving the school forward on a daily basis.

Please do come and visit us at any time before the closing date so that you can see the school in action and have any questions answered. This can be arranged through my PA, Tracey Lovelace, tlovelace@ashmanorschool.com.

I very much hope that you will decide to apply and I look forward to meeting you.

Agnes Bailey,
Headteacher



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JOB DESCRIPTION & KEY ACCOUNTABILITIES

Post Title : Deputy Headteacher
Location : Ash Manor School

Salary/Grade : L 17-21

MAIN PURPOSE OF JOB

This is a draft job description and the areas of responsibility will be refined to reflect the strengths of the post holder, their areas for development and their aspirations.

The purpose of the Deputy Headteacher is to provide professional leadership for the school in order to promote high quality education for all students. This will include supporting the Headteacher in ensuring that:

- The school provides high quality teaching and learning that leads to successful outcomes for students in all areas including spiritual and moral growth, achievement, attitudes to learning, behaviour and personal development.
- All statutory requirements are met and the work of the school is effectively monitored, evaluated and reviewed.

POSITION IN ORGANISATION

Direct supervision from : Headteacher

Responsible to : Headteacher and Governing Body

Priorities in Principle for this position are:

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document.

Specific priorities in each year will be defined in line with the School's strategic objectives and the skills, experiences and development needs of the post holder.

In addition the Deputy Head is responsible for:

Leadership

- Deputising for the Headteacher in his/her absence.
- Working with the Headteacher, governing body and others to promote and maintain the culture and ethos, consistently promoting the values of Ash Manor School.
- Fulfilling responsibilities as per the Leadership Team structure.
- Being a positive role model in all aspects of leadership, management, teaching and learning to students and staff.

Learning

- Leading by example and consistently modelling good practice in delivering excellent lessons to students.
- Ensuring that outstanding Learning and Teaching occurs consistently throughout the school and that everyone is committed to this.
- Contributing to the planning and delivery of high quality, impactful CPD.
- Contributing to the planning and implementation of the curriculum and an effective assessment framework in keeping with the school's inclusive ethos.

Standards

- Being an active participant in monitoring, evaluating and driving improvements in Learning and Teaching.
- Ensuring attainment and achievement data is rigorously obtained and monitored.
- Implementing strategies to ensure high standards of behaviour and attendance.

Community

- Liaising with other staff and external agencies to protect children to ensure their development, health and wellbeing.
- Identifying opportunities, with the Headteacher, to further involve parents, carers, community figures, business and other organisations to enhance and enrich pupils' experiences.

The Deputy Headteacher will undertake any other reasonable tasks or duties assigned by the Headteacher. He/she will also have all the responsibilities of any teacher at Ash Manor School.

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This Job Description may be amended at any time, following consultation between the postholder and Headteacher and will be reviewed annually. The appointment is subject to the current conditions of service for Deputy Headteachers as contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.



Ash Manor School

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Person Specification

Attributes	Essential	Desirable
Education, Training and Qualifications	<ul style="list-style-type: none">• Good Degree/Qualified teacher status• Evidence of recent and relevant further professional development	<ul style="list-style-type: none">• NPQH or commitment to achieve NPQH within two years
Experience	<ul style="list-style-type: none">• Leadership Team experience in a secondary school• Successful teaching experience in at least two secondary schools or a significant variety of roles in the same school.• Evidence of leading teams effectively• Managing Change in Education• Contact with parents, governors and the wider community	<ul style="list-style-type: none">• Safeguarding experience
Skills and Abilities	<ul style="list-style-type: none">• An excellent classroom teacher• Able to inspire, challenge and motivate others• High level of oral, written and ICT skills• Able to build and maintain positive relationships with individuals and groups• Strategic planning and thinking• Understanding of current issues in education	<ul style="list-style-type: none">• Use of SIMS• Ability to analyse and interpret school data
Motivation and Personality	<ul style="list-style-type: none">• Aspiration to Headship.• Relentless optimism.• Genuine concern for the welfare of staff and students.	
Personal	<ul style="list-style-type: none">• Excellent time management skills, particularly when working under pressure.• Attention to detail.• Loyalty, integrity and enthusiasm.• A sense of humour.	

Making an application

Please complete and return the application form by 9am on 26th January. It should be posted or emailed to recruitment@ashmanorschool.com. CVs will not be accepted.

It is important that you explain clearly in your supporting statement why you are applying for the role and how you have been equipped for it by your experience and qualifications.

If you have been shortlisted for interview we shall contact you soon after the closing date. Please ensure we have a daytime number or email address so that we can get in touch to make the necessary arrangements.

The interview dates are Wednesday 31st January and Thursday 1st February.

References

When providing details of referees applicants must provide two references. One reference should be from your current employer or if unemployed, your last employer.

The school will contact referees for verification.

Safeguarding

Ash Manor School is fully committed to safeguarding. If you are invited for interview you will be required to provide original documentation to prove your identity (e.g. passport, driving licence, P60/45) and original exam qualification certificates.

Successful applicants will be required to complete a disclosure form to enable an enhanced DBS check to be undertaken. Information from the DBS check will be held in strict confidence. You will also need to provide proof of your eligibility to work in the UK and complete a Medical Declaration and receive fitness for work.

Data Protection

Should you be unsuccessful with your application the School will confidentially destroy your Application Form after six months of its submission. If you are successful in your application this information will be kept securely as part of your personal employment record.