

# Applicant Pack

To be read in conjunction with our 'Join our staff' brochure



Eckington School



Westfield School

SILVERDALE  
SIXTH FORM



Malin Bridge  
Primary School



RECRUITING • TRAINING • DEVELOPING TEACHERS



SCHOOL CENTRED INITIAL TEACHER TRAINING



**Chorus**  
Education Trust

Outstanding Achievement for All

## Job Advert: Deputy Headteacher



Westfield School has a strong local reputation and has been oversubscribed for the past 2 years. We are an ambitious and improving secondary school, with expanding 11-16 provision. We currently have over 1300 students and seek to provide outstanding achievement for all.

We are proud of our school and our students. Our curriculum is ambitious and complemented by excellent extra curricula offer. Outcomes for children and young people continue to improve year on year.

Our learning environment is modern and vibrant with excellent facilities including generous grounds, bright classrooms with modern IT, fabulous sports facilities such as an astroturf and a swimming pool.

As part of Chorus Education Trust, we are committed to supporting inclusion and diversity and hold this a key value. We actively celebrate colleagues' different abilities, sexual orientation, ethnicity, faith, and gender. Everyone is welcome and supported in their career development at all stages of their journey with us. You can view the school website at: [www.westfield-chorustrust.org](http://www.westfield-chorustrust.org)

### Deputy Headteacher – Quality of Education

**Salary: L18 – 22 (£71,729 - £79,111)**

**To start: September 2024 (Permanent)**

#### About this vacancy

Chorus Education Trust is seeking a Deputy Headteacher who will be strategically responsible for the quality of education. This role would suit an established Deputy Headteacher seeking a new challenge or an experienced Assistant Headteacher ready for the next stage in their career.

Candidates should have a strong record of senior leadership. It is essential that you can inspire and lead staff, students and parents and have the ability to generate effective teamwork.

This role will lead strategically on improving the Quality of Education including teaching and learning and curriculum development. You will be joining a school on an exciting and continuing journey of improvement. You will also be joining a Trust that is committed to providing the very best opportunities for both staff and students.

Chorus Education Trust is at an exciting time of growth and seeks to work in partnership with both primary and secondary schools across South Yorkshire and Derbyshire. Members of our schools' Senior Leadership Teams have the opportunity to work with their equivalent colleagues on developing cross-Trust strategies.

#### To apply

The full application pack is available from [www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies) and completed Chorus Trust application forms are to be sent to Trish Hughes (HR Administrator) at: [recruitment@westfield.chorustrust.org](mailto:recruitment@westfield.chorustrust.org)

Please note that CVs and Sheffield City Council/Derbyshire County Council application forms will not be accepted.

Applicants are welcome to visit the school and discuss any aspect of the role with Gaynor Jones, who will be Headteacher of Westfield School in September 2024. The following days are available for visits to the school: Thursday 2<sup>nd</sup> May or Wednesday 8<sup>th</sup> May.

This can be arranged by contacting Julie Wilson PA to the Headteacher on 0114 248 5221 or email: [Jwilson@chorustrust.org](mailto:Jwilson@chorustrust.org)

Deadline for applications: **11.59pm on Thursday 9<sup>th</sup> May 2024.**  
Interviews to be held: **Thursday 16<sup>th</sup> and 17<sup>th</sup> May 2024.**

*At Chorus Trust we are committed to the Safeguarding of all our pupils, please visit our website to access our Safeguarding & Child Protection policy [www.chorustrust.org/policies](http://www.chorustrust.org/policies).*

*The Trust will also conduct an online search of the successful candidate in line with Keeping Children Safe in Education advice.*

*The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.*

This job description covers core elements of the post. Specific responsibilities, in addition to those outlined below, will be based on the strengths and experiences of post holders and the requirements of the school.

## Job Description: summary

<b>Post title:</b>	<b>Deputy Headteacher: Quality of Education</b>
<b>Group:</b>	Leadership
<b>Salary point range:</b>	L18 - 22
<b>Reporting to:</b>	Headteacher
<b>Post holder will work with:</b>	Westfield School staff, all teaching and support staff, plus other colleagues across the Trust
<b>Holiday and sickness relief:</b>	By and for the Headteacher
<b>Purpose of job:</b>	The post will have the strategic responsibility for the continuous improvement of the quality of teaching and developing the curriculum. The post will ensure every student has full access to an ambitious, knowledge-rich curriculum that is expertly taught, resulting in outstanding outcomes.

## Job Description: duties

The post holder must at all times carry out his/her responsibilities within the spirit of the School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

These include but are not limited to:

### Role as a member of the SLT at Westfield School

- Joint overall responsibility for all aspects of the school in the absence of the Headteacher.
- To work with the Headteacher and Governors in developing the vision and strategic direction of Chorus Education Trust.
- Ensure a School wide focus on achievement and standards.
- To assist the Headteacher in the day to day running of the school including taking assemblies, leading a duty team, assisting in organising parents' evenings, promoting health and safety, and by attendance at extra-curricular events.
- Ensure that the child protection policies and procedures adopted by the governing body are fully implemented and followed by all staff
- To work closely with the Board of Trustees and Governing Body as a member of the sub committees and through joint working.
- To promote the aims and values of the Trust and school, be a positive role model within the school, with parents and the wider community.
- To line manage staff according to school policy and support, challenge and develop them in their roles thus ensuring a culture of accountability at all levels.
- To be involved in appraisal (performance management), school self-evaluation, including termly self-review.
- To contribute to the school SEF, ensuring accurate reflection of standards, progress and other aspects of the school's work.
- To work with the Headteacher on the recruitment, selection and appointment of staff across the Trust.
- Prepare agendas and briefing papers for relevant meetings.
- To participate in SLT meetings including early morning briefings, weekly meetings and termly strategic sessions including weekends.

### Core purpose

Working alongside the Headteacher, the Deputy Headteacher's portfolio of roles and responsibilities will include but not be exclusive to:

- Establish and sustain high-quality teaching across all subjects and phases
- To monitor and evaluate classroom practice and provide support for colleagues in improving their classroom practice
- Establish a robust career professional development (CPD) strategy to ensure the practice of staff within the school remains effective and initiative.
- Strategically lead and communicate the school's curriculum (Intent, Implementation and Impact)
- Promote a culture that enable all students, including those with SEN to access a broad and balanced curriculum
- Have ambitious expectations for all students, including those with SEN and disabilities; ensuring all staff see themselves as teachers of SEN
- Ensure the teaching of a broad, structured and coherent curriculum that is understood by all stakeholders
- Model outstanding teaching, carrying out the duties of teaching in accordance with the current Teacher Standards
- To help develop a culture of commitment and high expectations for staff, students and parents
- To promote the use of ICT to enhance and extend students' learning
- To identify and lead strategies to ensure that more able students make/exceed expected progress across all subjects
- To identify and lead strategies to ensure that disadvantaged students make/exceed expected progress across all subjects
- To establish creative, responsive and effective approaches to learning and ensure a culture and ethos of challenge and support where all students can achieve success
- To determine, organise and implement consistent approaches to support Middle Leaders in their management and development
- The Deputy Headteacher will lead a team of staff and work closely with other members of the Senior Leadership Team to improve the quality of education and ultimately academic outcomes

## **General duties and responsibilities**

- To carry out the duties of a Deputy Headteacher as set out in the School Teachers' Pay and Conditions Document
- To continue to meet the required standards for Qualified Teachers' status

## Other support for the Trust (applies to all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required
- Be aware of and support difference and ensure equal opportunities for all
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Contribute to the overall ethos/work/aims of the Trust/schools
- Participate in relevant training, other learning activities and performance management as required
- Team responsibilities: all staff are considered part of the overall Trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade

## Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

# Person Specification

**Job title: Deputy Headteacher**

<b>REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment method</b> A = application I = interview R = reference
<b>Qualifications</b>			
Qualified Teacher status Degree and QTS. Continuing professional development INSET specific to school leadership & management.	✓		<b>A</b>
Further educational study or action research.		✓	<b>A</b>
<b>Teaching and Learning</b>			
An outstanding classroom practitioner. A successful record of value-added results. Extensive use of student performance data to inform classroom teaching. An understanding of how children learn, of teaching strategies and of the impact they have on children's learning. Clear set of values and knowledge of teaching and learning issues.	✓		<b>A / I / R</b>
Leading role in raising the quality of education through pedagogical developments and/or curriculum development. Current/recent experience of teaching post-16 and/or specialist SEND teaching.		✓	<b>A / I / R</b>
<b>Experience</b>			
Experience in more than one teaching establishment. Two or more positions of responsibility in a secondary setting. Previous Leadership Team experience. A record of success in effective and efficient team management.	✓		<b>A / I / R</b>

<p>Leadership of a whole school initiative that has raised student attainment levels.</p> <p>Use of ICT as an effective management and teaching tool.</p> <p>Collaborative working.</p> <p>Working in an inclusive school, with a mix of social and academic contexts including Pupil Premium and SEND.</p>			
<p>Working with staff in a planned evaluation programme, with a focus on raising the quality of education (ITT/NQT/subject teams etc.).</p> <p>Study support strategies.</p> <p>Multi agency working.</p>		✓	A / I / R
<b>Skills, knowledge, abilities</b>			
<p>An understanding of current educational issues for secondary schools.</p> <p>A full understanding of 11-19 curriculum issues and the lifelong learning agenda</p> <p>An understanding of the process of establishing school improvement priorities and of the role of leaders and managers in monitoring and evaluating a school's effectiveness.</p> <p>Excellent inter-personal, organisational and communication (both oral and written) skills.</p> <p>Skills in planning and managing systems.</p> <p>The ability to analyse, interpret and intervene making best use of performance data.</p> <p>The ability to work closely with staff in pursuit of their professional development.</p> <p>The ability to work as a member of a team.</p> <p>The ability to motivate students and staff.</p> <p>An understanding of the inclusion agenda.</p> <p>A clear image of what makes good and outstanding teaching.</p> <p>Experience of driving school improvement through management link meetings.</p> <p>An understanding of how to ensure students of all abilities achieve.</p>		✓	A / I / R



<p>Knowledge of schools of the future.</p> <p>Involvement with Key Stage 3 assessment after levels.</p> <p>An understanding of Academy status.</p> <p>A knowledge of the new Ofsted framework.</p> <p>An understanding of inclusion and its role in secondary schools.</p> <p>Working to improve school to Good/Outstanding.</p> <p>Developing the most able.</p> <p>Working with Teaching Hubs or other teacher development organisations.</p>		✓	<b>A / I / R</b>
<b>Personal skills</b>			
<p>Positive &amp; caring approach towards students.</p> <p>Dynamic team leader with the ability to lead and manage teams of people and to delegate effectively.</p> <p>Develop and sustain appropriate relationships, motivating and inspiring others.</p> <p>Sets personal high standards and helps others to do the same.</p> <p>Ability to maintain positive morale under pressure.</p>		✓	<b>A / I / R</b>
<b>Child protection</b>			
<p>A commitment to the responsibility of safeguarding and promoting the welfare of young people.</p>		✓	<b>A / I</b>