

Deputy Headteacher Hermitage Academy Applicant information pack

## **Deputy Headteacher**

# Required September 2023 Leadership Grade L18-22 Salary £ 67,351 - £74,283 per annum Permanent / Fulltime

Hermitage Academy is a part of the North East Learning Trust and are seeking to appoint a dynamic and enthusiastic individual as a Deputy Headteacher of behaviour, engagement and achievement, who can join our tight knit senior team.

We are looking for someone who loves working with young people and shares our passion for their wellbeing and their futures.

This is an exciting time for Hermitage Academy. Since joining the North East Learning Trust in September 2019, the changes have been extraordinary in their pace and scale as the school has undertaken a rapid and relentless journey of improvement. Our goal, to provide every child with an excellent education is our aim and goal. We are an ambitious, forward-thinking Academy, that is restless in caring for and educating our students, so that their futures are bright and full of promise.

As an Academy we offer all staff a:

- climate for teaching and learning which is calm and engaging
- CPD and collaborative practice that is full of innovation
- focus on staff wellbeing that ensures you enjoy your job and being part of a team
- amazing students that will make you proud to be part of the Hermitage family.

Our vision is simple and is shared by all schools across the North East Learning Trust family. It is that every child experiences excellence every day.

#### We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

#### The successful postholder will:

- Be an excellent practitioner and someone who has an excellent understanding of how to engage and enthuse young people in learning
- Have an excellent track record of developing and securing a culture of effective Behaviour for Learning
- Be an excellent practitioner with the experience to support middle leaders on their development and implementation of the curriculum
- Have an excellent track record in improving student progress





- Have strong interpersonal and leadership skills to ensure effective team working with a wide range of different teams
- Be highly adaptable and able to take on new challenges

#### Deadline: Friday 27th January 2023, 9.00am

Interviews will be taking place week commencing 30<sup>th</sup> January 2023.

#### How to apply:

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to <a href="mailto:samantha.lish@hermitageacademy.co.uk">samantha.lish@hermitageacademy.co.uk</a> or by post to Samantha Lish, Support Services Manager, Waldridge Lane, Chester le Street, DH2 3AD. Please do not submit a CV unless it is to complement your application form.

We do welcome school visits therefore if you would like to make arrangements to visit our school, please contact Samantha Lish on telephone number (0191) 388 7161.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.





### Job description

Post title: Deputy Headteacher

**Responsible to:** Headteacher

**Responsible for:** Providing professional leadership for the quality of behaviour and

achievement

Salary Band: L18-22

#### **Job Purpose:**

To work with the Head of School to securing the highest quality education for all students, and excellent standards of learning and achievement.

To deputise for the headteacher and the deputy headteacher will be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

The Deputy Headteacher will, in collaboration with the Headteacher and SLT:

- Formulating the aims and objectives of the school
- 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
- Ensuring a positive culture of learning and ensure pupils behaviour meets the highest expectations

#### **Duties and Responsibilities:**

#### School culture and behaviour

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Lead the behaviour management and attendance teams

#### Teaching, curriculum and assessment

- Establish a culture of learning and celebration
- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum





- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Track and monitor the learning of students so that achievement is both high and sustainable and outcomes in external examinations are excellent

#### Additional and special educational needs (SEN) and disabilities

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Ensure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice

#### Organisational management and school improvement

- Oversee the day-to-day operations of the academy
- Establish and sustain the school's ethos and strategic direction together with the board of trustees and through consultation with the school community
- Establish and oversee school systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented
- Lead, manage and support different teams of people with different remits across the academy
- Ensure staff have access to appropriate, high standard professional development opportunities

#### Governance, accountability and working in partnership

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

#### General

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils





- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

#### **Health and Safety:**

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes cooperating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

#### **Safeguarding**

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.





# Person specification Deputy Headteacher

	Essential	Desirable
Education/training	Relevant good Degree     Qualified Teacher State     Evidence of recent and professional development	us I relevant
Experience	<ul> <li>Successful track record leadership at a senior leadership and poerational manageme</li> <li>Experience of raising a standards KS3/4 (Nation Curriculum) and post-1</li> <li>Experience of mentoring coaching others to aching others to aching others to aching others to aching others.</li> <li>Proven experience of dempowering, and suppressed (staff and students)</li> <li>Experience of managing safeguarding concerns.</li> </ul>	evel planning, capital projects and budget management budget budget management budget budget management budget b
Skills. Knowledge and Aptitude		like within and  ng of  ion strategies  comes and the  mation into  lets.  skills to

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	Essential	Desirable
Experience	<ul> <li>Ability to analyse and understand complex curriculum issues and respond creatively and effectively</li> <li>Thorough knowledge and understanding of current issues in education</li> <li>Experience of managing student</li> </ul>	Desirable
Specific Leadership Experience	<ul> <li>attendance</li> <li>A commitment to promoting and safeguarding the welfare of young people</li> <li>An outstanding communicator who is approachable, reliable, has presence and is highly visible to students, parents, carers, local governors, and the wider community</li> </ul>	
Personal qualities	<ul> <li>An outstanding classroom practitioner</li> <li>Integrity and sound judgement</li> <li>Driven approach</li> <li>Inclusive and collaborative</li> <li>An effective decision maker</li> </ul>	

#### References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

#### DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.





#### **Pre-occupational health:**

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

#### **Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.



