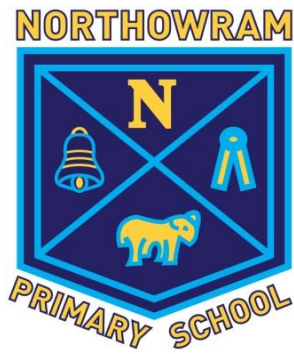


Deputy Headteacher
Applicant Pack



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Northowram Primary School
Baxter Lane
Northowram
HX3 7EF
Tel: (01422) 202704

April 2022

Dear Applicant,

On behalf of The Governing Body, I would like to thank you for your interest in applying for the post of Deputy Headteacher at Northowram Primary School. This post is required from September 2022 (a later start date may be possible to negotiate where required).

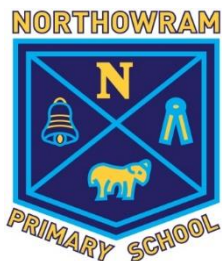
Our School is situated in Halifax, West Yorkshire, and is a well-established two-form entry school with an Ofsted rating of Outstanding (July 2016). Northowram Primary School is well regarded by the local community, Local Authority and other schools in the area for its educational achievement, and for the quality of teaching and learning. The ability to maintain and develop these characteristics further in partnership with our headteacher, pupils, staff, parents, governors and all stakeholders is essential.

We are looking to appoint an experienced, level-headed, optimistic, experienced, enthusiastic, kind and extremely hard-working leader, who will continue to build on our success and improve the outcomes of the school still further. You should be someone who isn't afraid of challenging current practice and you will need high levels of confidence and a proven track-record in implementing new and innovative ideas to ensure our school continues to deliver its aims of 'Inspiring Success Beyond Expectation'.

I would encourage you to visit our school, where you will find our children eager to learn and a headteacher and staff team who are totally dedicated to striving for the very best for our school community. For more information please take a look at our website <http://www.northowram.calderdale.sch.uk>

Yours sincerely,

Canon James Allison
Chair of Governors Northowram Primary School



Northowram Primary School
Baxter Lane
Northowram
HX3 7EF
Tel: (01422) 202704

Deputy Headteacher
Leadership Pay Range 13-17
'Inspiring success beyond expectation'
OUTSTANDING SCHOOL – OFSTED (2016)

The Governors of Northowram Primary School are seeking to appoint an experienced and inspirational leader to join our passionate and enthusiastic team as our DEPUTY HEADTEACHER. This is an exciting opportunity for the right candidate to join our outstanding school and take a leading role in developing our school into the future.

We look forward to hearing from you if you can answer YES to the following questions:

- Would you be thrilled and excited to work with and take a leading role in our large, successful primary school?
- Are you an exceptional teacher with proven leadership experience?
- Do you meet or exceed the expectations set out in the personnel specification document?
- Are your personal and professional values aligned to our school vision of 'Inspiring Success Beyond expectation'?
- Can you add value to our team of ambitious leaders, hard-working staff, talented pupils and supportive parents?
- Are you able to bring passion and expertise in curriculum provision, behaviour management, assessment and Pupil Premium strategy?
- Would you relish the opportunity to have generous release time to work in partnership with the Headteacher on strategic development and to undertake Deputy Headteacher duties?

To discuss the role further, please contact Jane Scardifield (Headteacher) on 01422 202704 or contact her at head@northowram.calderdale.sch.uk

Visits to the school are warmly welcomed. If you would like to visit our school please call the School Business Manager on 01422 202704 to book onto one of the visits below, or e-mail admin@northowram.calderdale.sch.uk.

Visits will take place on: **Monday 25th April at 1pm and 4pm**
Tuesday 26th April at 4pm
Wednesday 27th April at 1pm.

If you would like to join our family of committed and enthusiastic professionals, please download our application pack from <http://northowram.calderdale.sch.uk/> or from www.calderdale.gov.uk. Please return your application form via e-mail to: recruitment@northowram.calderdale.sch.uk

Closing date: Thursday 5th May at 12 noon
Assessment day/Interviews: Monday 16th & Tuesday 17th May

The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Applicants to posts that are exempted from the Rehabilitation of Offenders Act will require a DBS check from the Disclosure and Barring Service before the appointment is confirmed. Full employment checks will be completed.

Application Information

How to Apply

Please complete the application form provided. The Personal Statement should be no longer than 2 sides of A4, minimum font size 10, and should address the selection criteria detailed in the person specification. Please note that any supplementary submissions in excess of these limits will be disregarded.

Prior to submitting an application, please check that you meet the essential criteria with regard to essential qualifications requested. If you are invited to interview you will be expected to bring your original educational certificates with you.

Please e-mail your completed application (subject heading: "Confidential – Deputy Headteacher") to: recruitment@northowram.calderdale.sch.uk. Applications will also be accepted by post. If applying by post, please mark the envelope "Confidential – Deputy Headteacher" and return to: Northowram Primary School, Baxter Lane, Northowram, Halifax, HX3 7EF

Timeline

Closing date: Thursday 5th May 12 noon

Assessment Day/Interviews: Monday 16th/Tuesday 17th May

Communication

E-mail is our preferred method of communication. Candidates will receive all communication via their e-mail address and we would advise you to check your e-mails on a regular basis.

Acknowledgement of receipt of applications

We do not automatically acknowledge receipt of applications. Applications submitted on line will however, receive an acknowledgement upon request.

Shortlisted Candidates

Shortlisted candidates will be contacted shortly after the closing date. If you do not hear from us within 4-6 weeks, please assume that on this occasion your application has been unsuccessful.

Safer Recruitment

Safer recruitment practice aims to minimise the risk of appointing an individual who is unsuitable to work in a post where they will be in contact with children or vulnerable adults and could cause them harm. This school is fully committed to the principles of safer recruitment

Our selection processes observe best practice in selecting the appropriate candidate by ensuring equality of opportunity for all applicants whilst excluding any who may be unsuitable to work with our children. All candidates are expected to understand their own duties and responsibilities in regard to child protection and safeguarding with due relevance to the specific post advertised.

The Disclosure and Barring Service (DBS) helps employers to make safer recruitment decisions and to prevent unsuitable people from working with vulnerable groups, including children. It

is a criminal offence to offer (or indeed to apply for, or to accept an offer of) employment in certain designated posts (those which involve working with children in what is defined as regulated activity) to a barred individual.

Accordingly, some or all (depending on the precise role) of the following steps will be taken as part of the recruitment processes:

- Confirmation of identity by sight of original official documents (Birth Certificate, Passport etc)
- Confirmation of professional qualifications (those required to fulfil the post) by sight of original documentation.
- Full scrutiny of employment history with clarification to be sought (from candidate or referees as appropriate) in the event of identified gaps or discrepancies.
- Satisfactory references – a minimum of two written references (one of which must be from most recent employer) will be taken up prior to interview.
- The identity of all referees must be open to verification.

In accordance with DBS regulations all candidates for relevant posts are required to provide details of any relevant unspent convictions. Additionally, for those posts involving “regulated activity”, all “spent” convictions must be disclosed under the Rehabilitation of Offenders Act 1974.

- A DBS check will be requested for appointments to all relevant posts.
- For those involved in “regulated activity” this will include an additional check of the Children’s Barred List.

Any conditional offer of employment will be made strictly subject to receipt of all required documentation (as specified) and satisfactory verification of all pre-employment checks.

Inspiring Success Beyond Expectation



Teaching and Learning

Teaching will be good or outstanding in all classes and teachers will be proactive and committed in their pursuit of improved pedagogy.

Teaching in this school will be characterised by excellent teacher/pupil relationships.

Pupils will be taught the curriculum in an effective way.

They will also receive personal guidance and support where necessary.

Teachers will recognise the unique attributes and characteristics of each pupil.

They will seek ways in which to support every one of them so that they are able to flourish.

Lessons and learning experiences will be expertly tailored to meet the needs of individuals and groups. Where barriers to learning exist, these will be identified early so that effective intervention can be implemented.

Achievement and Endeavour

School will have a strong established tradition of rewarding achievements and endeavours.

Pupils will have a clear and articulate perception about what they are trying to achieve in school.

Pupils will be given excellence in provision. This will enable all of their skills and talents to be nurtured and celebrated.

Expectations of pupils will be challenging.

Outcomes from teaching and learning will be excellent.

Behaviour and Conduct

All members of the school community will have a clear understanding of expectations in behaviour and conduct.

All staff and pupils will share the responsibility to promote the highest levels of behaviour and conduct.

Children will demonstrate excellent learning behaviours.

Positive attributes are explicitly taught, modelled and fostered throughout school.

Northowram Primary School is a family working together to develop and celebrate children's skills, knowledge, interests and talents so that every child achieves success.

We value the uniqueness of each child and encourage each one to take pride in the personal success they experience whilst at our school.

We enable children to think for themselves and expect that their actions reflect their belief in love, respect, truth and honesty. Together we share responsibility for all that affects those within our family.

In our school, we live positively and work happily together to achieve the highest levels of academic success as well as preparing our children to become responsible citizens.

Community and Collaboration

Pupils will have experience and knowledge of a range of communities from Calderdale, Britain and the wider world.

The school will make a strong contribution to the wider community.

We will seek bold and adventurous partnerships and collaborations in order to work more effectively.

The house system will be an established and integral part to the life of the school.

This strong tradition will be utilised to great effect in order to enhance and support the work of the school.

Competition and sport will be an important part of life in school. Inter-house competition and external competition will be sought.

We will endeavour to win and to work as a team successfully.

Progress and Attainment

All pupils will make good or outstanding academic progress.

Across school, attainment in English, Maths and Science will be significantly above the national average.

All staff will be committed to and have expertise in maximising progress and attainment.

Pupils will be motivated to achieve ambitions, both in and out of school.

Leadership and Management

The school vision will guide and shape all members of the school family's work. The governors will make a challenging, strategic contribution to development and improvement of school.

Leaders in school will support the development of others.

The roles and responsibilities of people working in school will be clear.

There will be active leadership in all teams in school from adults to pupils.

Environment and Resources

Staff development is maximised through a variety of quality opportunities for continuing professional development.

The physical environment values work, celebrates achievement and guides learning.

Resources for learning are efficient and well used in order to maximise learning.



JOB DESCRIPTION DEPUTY HEADTEACHER

Post Title: Deputy Headteacher

Pay Range: Leadership Pay Range 13 – 17

Line Manager: Headteacher

In addition to the duties of a schoolteacher as set out in the current *School Teachers Pay and Conditions Document*, you are required to carry out the following duties:

Core purpose:

- Be an inspirational teacher and leader who makes a key contribution to our achievement of the aims in our School Vision.
- Develop outstanding teaching and learning across all year groups.
- Lead on establishing and implementing a safe, calm and well-ordered environment and on developing exemplary behaviour from pupils.
- Secure an excellent curriculum and assessment strategy providing a world class education system that achieves high standards for pupils.
- Support the Headteacher in producing and continually updating a strategic whole Northowram Primary School Development plan.
- Promote excellence by providing structured support, coaching and strategic direction to all teachers and support staff.
- Use external and internal research and development to innovate and improve teacher practice across Northowram Primary School.
- Understand current curriculum and SATS test requirements to inform teaching and teacher planning and learning so that pupils are best prepared for these.
- Provide data analysis for pupils, parents, teachers and senior team members that directly impacts on the quality of provision and teaching.
- Hold all staff to account for their professional conduct and practice including undertaking performance management for teachers and support staff.
- Lead by example to foster an open, transparent and equitable culture.
- Regularly report directly to the governing board on aspects of teaching and learning, curriculum and assessment.
- Build, develop and maintain effective relationships with parents and all members of the Northowram Primary School and wider community to enhance the education of all pupils.
- To keep children safe and support the Headteacher to implement and oversee the highest possible standards of child protection, prevent strategies and safeguarding throughout the Northowram Primary School. To act as a Designated Safeguarding Lead.
- To lead on our Pupil Premium strategy including leading our vulnerable pupils team.

- To represent Northowram Primary School at relevant panels, working groups and meetings as required by the Headteacher.
- Contribute to the planning and leading of staff development and leadership meetings
- To undertake other duties and responsibilities as is reasonably directed by the Headteacher.

Duties and responsibilities

- Hold and articulate clear values and moral purpose, focussing on providing a high-quality education for all pupils.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, trustees and members of the local community.
- Lead by example – with integrity, creativity, resilience, and clarity – drawing on your own scholarship, expertise and skills, and that of those around you.
- Sustain wide, current knowledge and understanding of education and Northowram Primary School systems locally, nationally and globally, and CPD.
- Support the Headteacher in communicating a compelling Northowram Primary School vision and drive the strategic leadership, empowering all pupils and staff to excel.
- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' wellbeing.
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between other schools, drawing on and conducting relevant research and robust data analysis.
- Support the Headteacher to create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Lead regular acts of collective worship (assemblies).
- Hold all staff to account for their professional conduct and practice.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focussed on safeguarding pupils and developing their exemplary behaviour in Northowram Primary School and in the wider society.
- Support the Headteacher to establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
- Support the Headteacher to shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Inspire and influence others – within and beyond the Northowram Primary School – to believe in the fundamental importance of education in young people's lives and to promote the value of education.

PERSON SPECIFICATION

Deputy Headteacher



ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EDUCATION AND TRAINING	<p>Qualified Teacher status</p> <p>Good honours degree</p> <p>Evidence of seeking and utilising on-going CPD</p> <p>Desire to complete further study (e.g. NPQH or Masters degree)</p> <p>Specific leadership training</p>	<p>Post graduate qualification (e.g. NPQH/Masters degree)</p> <p>DSL training</p> <p>HR training</p> <p>Health and Safety training</p> <p>Curriculum training</p> <p>Behaviour management training</p> <p>Knowledge of EVC Training</p>	<p>Application form</p> <p>Interview</p>
RELEVANT EXPERIENCE	<p>Minimum of 5 years' teaching experience</p> <p>Minimum of 3 years' proven, successful leadership experience including strategic planning, monitoring and evaluation</p> <p>Proven track record (through performance management) of being an excellent class teacher including demonstrable progress and attainment of pupils</p> <p>Proven track record (through performance management) of implementing whole-school strategy and projects</p> <p>Attending and contributing to governors' meetings</p> <p>Experience of day to day management of the school e.g. leading assemblies, meeting parents, problem-solving etc</p> <p>Experience of having led staff meetings and staff training</p> <p>Significant experience in evaluating and using data to plan and improve pupil performance</p>	<p>Experience of Assistant head post or deputy head post in another school</p> <p>Experience of administering the appraisal process including line manager role</p> <p>DSL experience</p> <p>Budget management experience</p> <p>Pupil premium strategy experience</p> <p>Experience of 'Acting up and deputising in head's absence</p>	<p>Application form</p> <p>References</p> <p>Interview</p>
SPECIAL KNOWLEDGE AND SKILLS	<p><u>Knowledge of:</u></p> <p>Detailed understanding of the National curriculum and how to develop it</p> <p>What constitutes effective teaching and learning at all stages in the school</p> <p>How to use data management systems</p> <p>Strong understanding of safeguarding and child protection</p>	<p>Knowledge and understanding of recent developments, ideas and research in the national and international world of education</p> <p>Knowledge of implementing of staff well-being strategies</p>	<p>Application form</p> <p>Interview</p> <p>References</p>

	<p><u>Skills and expertise in:</u></p> <p>Well-developed Specialism in EYFS/KS1/KS2 (there is flexibility in specialism required)</p> <p>Expertise and knowledge of requirements of excellent teaching and learning in Maths and English including phonics and strategies to help children who are falling behind</p> <p>Expertise and knowledge of wider curriculum</p> <p>Specialism in some foundation curriculum areas (flexibility in which areas)</p> <p>Helping staff to support children with SEND</p> <p>Resolving conflict</p> <p>Coaching and developing others</p> <p>Prioritising workload</p> <p>Listening and considering other points of view</p> <p>Quickly establishing positive relationships with staff, governors, parents and children</p> <p>Assessing pupil progress in own teaching and across school</p> <p>Understanding of how to analyse performance data in order to further develop standards of teaching and learning across school</p> <p>Excellent communication skills</p>	<p>Knowledge of Health and Safety laws and regulations</p> <p>Knowledge of HR laws, processes and regulations</p>	
DISPOSITION AND ATTITUDE	<p>Ability to display the following key attributes in all relationships and communications:</p> <p>Enthusiasm, humour, resilience, patience, optimism, trustworthiness and kindness</p> <p>Ability to work on own initiative and manage own time and workload</p> <p>Ability to be calm and decisive</p>		<p>Application form</p> <p>Interview</p> <p>References</p>
PERSONAL CIRCUMSTANCES	<p>Flexibility to attend meetings out of school hours including regular governors' meetings, emergency planning meetings and out of hours school events</p>		<p>Application form</p> <p>Interview</p>

Northowram Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake pre-employment checks including references from previous employers, confirmation of right to work in the UK and an Enhanced DBS check.