



THE DIOCESE
OF GLOUCESTER
ACADEMIES TRUST
unlocking potential



Deputy Headteacher

Recruitment Pack

Hardwicke Parochial Primary Academy



Inspiring Children to shine



'walk as children of light'

Dear Applicant,

The closing date for completed applications is 22nd April at noon.

Interviews are scheduled to take place on Friday 3rd May 2024.

To submit your application, please email the completed form to finance@hardwicke.gloucs.sch.uk before the closing date.

Yours faithfully.

Miss Sharon Cale
Headteacher

The Diocese of Gloucester Academies Trust (DGAT) seeks to appoint a

Deputy Headteacher

Hardwicke Parochial Primary Academy is looking to recruit an inspirational Deputy Headteacher to join our thriving school. We are a caring and supportive community where each child is cherished. We have staff that thrive for every child to embrace learning, pursue their aspirations and respect and appreciate the diversity of our ever-evolving world. All our children love to learn and thrive through exciting opportunities and experiences.

We are looking to recruit an ambitious Deputy Headteacher who shares our vision and ambitions for the young people of this community. This role is ideal for someone looking for their first Deputy Head post or equally an experienced Deputy. We are looking for an outstanding teaching practitioner with a passion for teaching and learning.

You will be joining a highly motivated and passionate group of staff who work in the best interests of the children. Staff development is important. We promote the opportunity to receive high-quality professional development. We work with our DGAT family and other well-regarded CPD programmes to maintain high standards and expectations in all areas of school life.

In addition, we work together to provide opportunities and experiences for our children. Our commitment to professional development opportunities is important to us as an academy and our Deputy Headteacher has recently secured a successful headship and leadership role within DGAT. We are willing to work with a new deputy and are committed to enabling them to flourish within our DGAT family.

The salary for this post is dependent on experience and will start leadership spine **8-12** but is negotiable for suitable candidates depending on experience. This is a full-time post and a permanent position.

Further details and an application form can be downloaded from the vacancy area of our website. Visits are encouraged and appointments can be made through the Business Manager, Louisa at finance@hardwicke.gloucs.sch.uk or 01452 720538.

Deputy Headteacher Person Specification

Qualifications and Training	
Essential	Desirable
<ul style="list-style-type: none"> • Qualified teacher status (QTS) • A degree-level qualification or equivalent • Up-to-date safeguarding training • Further relevant professional and/or academic study and evidence of CPD 	<ul style="list-style-type: none"> • Knowledge of current issues in Education • A relevant leadership qualification • Behaviour management training • Higher qualifications relevant to the role: NPQ: MEd
Experience and Competence	
Essential	Desirable
<ul style="list-style-type: none"> • Some proven successful leadership and management experience in a school • Evidence of high-quality teaching outcomes and promotion of classroom practice to the highest standard • Experience of analysing data and using it to inform future practice • Experience of line managing other members of staff • Experience of leading whole-school initiatives and the impact on pupil outcomes • Effective use of assessment data to identify and track, influence and impact initiatives across the school 	<ul style="list-style-type: none"> • Evidence of demonstrating strategic leadership. • Experience of raising standards that have impacted positively on pupils and teaching and learning. • Experience of making effective use of funding and other resources. • Experience of working throughout the primary age range
Knowledge and Skills	
Essential	Desirable
<ul style="list-style-type: none"> • An understanding of how to empower pupils and staff to excel. • A clear understanding of what makes good and outstanding teaching through a deep understanding of how pupils learn, and the ability to develop a culture where striving for outstanding teaching and learning is central to the school's work. 	<p>Ability to take responsibility for the whole school (at short notice)</p> <ul style="list-style-type: none"> • Financial planning and management skills. • Proven ability to improve outcomes over time

- A clear understanding of and commitment to promoting safeguarding pupils.
- Excellent communication skills and proven ability to listen to, understand and work effectively with the school community.
- Knowledge and understanding of the statutory frameworks which set out their professional duties and responsibilities.
- Evidence of effective collaboration with senior leaders
- Ability to prioritise, plan and organise oneself and others, to meet tight deadlines

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Personal traits

The successful candidate will be

- Committed to valuing, supporting and encouraging the professional development of all staff
- Able to build and nurture a strong, positive and collaborative team culture that enables all staff to carry out their roles to the highest standard and for all staff to work together to deliver school improvement
- Committed to building and maintaining effective and positive relationships with parents, governors, and the wider school community
- Excellent interpersonal and organisational skills
- Ability to communicate clearly and calmly under pressure
- Able to inspire and influence others, within and beyond the school, to believe in the fundamental importance and value of education in young people’s lives.
- Able to foster an open, transparent and equitable culture and deal effectively with difficult conversations and conflict at every level.
- Able to show tolerance and respect for the rights of others, recognising differences and cultural diversity, while upholding the fundamental British values.
- Able to ensure that personal beliefs are not expressed in ways which exploit their position, or pupils’ vulnerability or might lead to pupils breaking the law.

Additional requirements

The successful candidate will have

- An enhanced DBS certificate with a barred list check
- Evidence of previous leadership experience in a school.
- At least two valid professional references.

Job Description

General Duties

- Implementing, enforcing and exhibiting model adherence to all school policies and procedures.
- Attending and contributing to all meetings of the staff and the SLT.
- Planning and chairing meetings where necessary.
- Cultivating and sustaining effective positive relationships with all staff, pupils, parents, governors and stakeholders.
- Taking a leading role in the day-to-day management of the school.

Strategic direction and school development

- Contributing to the development of the school's vision, ethos, values and strategic direction.
- Contributing to the formulation, monitoring and implementation of the SDP.
- Supporting staff members to understand and adhere to the school's strategic direction.
- Keeping fully up-to-date with Education policy, including relevant legislation, statutory guidance and good practice recommendations within the sector.
- Contributing to decisions on all aspects of policy in the school.
- Providing advice and support to the LGB to aid it in conducting its strategic responsibility.
- Contributing to annual budget planning and monitoring.

Leadership and management

- **Supporting the headteacher:**
 - Assisting and supporting the headteacher in all functions of their role.
 - Deputising for the headteacher in their absence.
 - Undertaking duties as delegated by the headteacher.
 - Working with the headteacher to ensure and uphold a clear system of task delegation and devolution of responsibilities for all staff.
- **School performance**
 - Working with the headteacher to set targets, aims and objectives on a termly basis.
 - Supporting staff to understand and meet the school's targets, aims and objectives.
 - Evaluating the school's performance in relation to its targets, aims and objectives and working with the headteacher to adjust the school's practice in line with findings.

- **Staff management**

- Line managing staff as identified by the headteacher.
- Participating in the recruitment process for new staff members.
- Motivating staff in their roles and supporting them in aspects of their roles as necessary.
- Contributing to the performance management process of staff as necessary, including evaluating performance and challenging underperformance.
- Working with the headteacher to ensure staff access to CPD opportunities, and supporting staff to access such opportunities.
- Contributing to audits of staff skills and training needs.
- Working with the governing board and headteacher to secure and provide effective training for staff members, e.g. through INSET days.

Teaching and learning

- Monitoring standards of teaching and learning in the school to ensure the highest quality of education for all pupils.
- Ensuring reliable processes are in place when assessing pupils' knowledge and understanding of the curriculum.
- Ensuring that resources are managed and appropriately allocated across the school to support effective teaching and learning.
- Contributing to creating a culture of high attainment and performance where high standards are held for all pupils from all backgrounds, abilities and needs.
- Working with the headteacher and SENCO to ensure that the curriculum effectively supports all pupils with SEND to thrive academically.
- Working with the headteacher to monitor, evaluate and review classroom practice and promote improvement strategies.
- Working with the headteacher to implement systems for recording pupils' progress.
- Contributing to the establishment and monitoring of systems to keep parents informed about the curriculum and their children's performance.

Training and professional development

- Actively engaging in CPD to ensure professional skills are up-to-date.
- Undergoing training as necessary to ensure that all aspects of the role can be effectively conducted.
- Working to consistently meet the 'Headteachers' standards'

Pupil well-being and safeguarding

- Taking a lead role in managing pupil behaviour across the school.
- Taking responsibility for promoting and safeguarding the welfare of pupils, and supporting the DSL and deputy DSL in conducting their duties.

- Contributing to a school culture which prioritises pupil wellbeing and mental and physical health.
- Being an approachable and professional authority figure for pupils to come to with any issues they may have.
- Contributing to the creation of an enriching and positive culture which impacts school life and ensures a positive and respectful attitude amongst pupils and staff in the school.

Other

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the Diocese of Gloucester Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate.

Background Information

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are currently twenty-two primary and one infant school within the Trust. Twenty-one out of the twenty-two academies have a religious designation as Church of England schools.

The vision and ethos of the Trust

The vision of the Diocese of Gloucester Academies Trust (DGAT) is to provide children of all faiths and none with excellent educational provision which transforms lives within a caring and supportive Christian ethos.

In achieving this vision, DGAT works with academies which realise the benefits of a collaborative approach to sustaining and developing excellent educational provision. The Trust has therefore adopted a collegiate approach to developing communities of learning, designing flexible models of working which fully utilise the expertise which exists within its schools and in its centrally employed staff. It is an expectation of the Trust that all DGAT academies will play an active role in sharing best practices and learning from one another, as well as being outward-facing and engaging with the wider local and national educational agenda. The ultimate aim of the Trust is to build sufficient capacity within its academies to be self-supporting in order to be fully responsible and accountable for transforming pupil outcomes.

In order to support the Trust's academies, DGAT provides the following support:

- School Improvement
- Christian Character
- HR and Legal
- Finance and Business
- Premises and Insurance
- Compliance and GDPR