



Chilwell Croft Academy
All Different, All Equal, All Achieving

Deputy Headteacher Candidate Pack



Chilwell Croft Academy

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Welcome letter from our Headteacher

Dear Candidate

Thank you for your interest in the role of Deputy Headteacher at Chilwell Croft Academy. At Chilwell we strive to provide outstanding, broad educational experiences for our children to support them to be the best that they can be in their learning journeys. We are ambitious for their development, for their academic progress, their growth as young people and for their preparation for the following stages of their education.

Our ambition is made possible by the commitment and quality of the staff that work for Chilwell and the Equitas Trust. We believe in the development and empowerment of our staff in order to offer high quality experiences to our pupils whilst ensuring they are nurtured and supported in a positive environment. We trust our staff to respond to the educational needs of our children by enabling their initiatives and developing their own professional skills.

Having secured our Ofsted Good rating we seek now to develop our strategic leadership team to move the school further forward. These are exciting times for our school. Benefitting from positive staff members supported by an understanding and motivational Trust Board we seek creative and innovative solutions to any barriers our children may have to being the best they can be.

Sitting in the heart of Birmingham we are a two – form entry school enriched by the families within the community that we serve. The role of Deputy Headteacher is key to the success of the school. The Deputy Head will be instrumental in coaching to continue our aim to raise the standards of teaching and learning across the school. They will play a significant role in the leadership and management of the school and will lead on areas of the development plan according to skills and interests, but with pupil premium and safeguarding playing a large focus in daily obligations.

I look forward to meeting you during a tour of our school so that we can expand on this Deputy Headteacher role and the opportunities that it brings for yourself and the community that we serve.

Yours sincerely

Nanette Wragg
Headteacher



Equitas Academies Trust

About us



At Equitas Academies Trust we truly believe in our Vision and Mission of All Different, All Equal, All Achieving. In practice this means that we celebrate and embrace the diversity and success of our children and young people, their families, our staff and our local communities. We want to help our children and young people to have limitless aspirations for themselves and to take advantage of all opportunities that are presented to them.

Our aim is to ensure that we give all our children and young people the opportunity to develop their particular talents, skills and voices, and become confident young people who are fully ready for their next steps in education, training or employment. Our staff are instrumental in supporting this student journey and we are committed to supporting our staff, and leaders in all roles across the Trust to develop the skills and experience to do this successfully.

Mission & Vision

All Different, All Equal, All Achieving

Values

- Our students are at the centre of the Equitas Family
- We celebrate the diversity of the Equitas Family
- We are focused on raising aspirations and achievement
- We support our families to support our students
- We support staff to become outstanding practitioners and leaders
- We value the skills and development of our staff body

Strengths of Schools

- The commitment of our trustees and staff to 'All Different, All Equal, All Achieving'
- The behaviour of pupils and focus on learning
- The holistic development of students
- The culture of high expectations
- The curriculum which is designed to benefit our student cohorts
- The effective use of pupil premium to support student achievement

Chilwell Croft Academy

Our values and ethos



Chilwell Croft Academy is a very happy school for children aged four to eleven. The school currently has children on roll representing over 30 nationalities, speaking 40 different languages.

We are proud to be part of a multicultural community, and actively celebrate the diversity of our school.

Our aim is to provide an environment where children can make progress academically and develop personally, to continue their journey to be positive, impactful, global citizens. Everything we do is focused on this.

We spend a lot of time and effort developing the culture of our school. The physical environment is welcoming and nurturing. Our school benefits from our drama lead, music lead and sports coach reflecting our commitment to provide positive experiences enabling our school community to be a happy and stimulating place to be. Our pupils learn to behave, have a good attitude to learning and respect each other. Pupils take pride in their work as evidenced by the presentation in their books. They value our rewards system and say they feel safe in school.

Developing the highest quality teaching lies at the heart of our school improvement agenda. We celebrate success and share good practice whenever we can.

We are very proud of our pupils and their families. Here, every child is truly valued for his or her contribution and encouraged to grow in confidence. A real strength of our school are the very positive relationships between staff and pupils and within peer groups.





Job Description

Deputy Headteacher

This appointment is subject to the current conditions of employment of Deputy Headteachers contained in the School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of governance.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description may be amended by the Headteacher, at any time, to reflect or anticipate changes in the post, legislation or needs of the school. Any changes will be discussed between the Headteacher and Deputy Headteacher.

The post holder, in addition to the requirements of varied teaching commitments, will be required to undertake the following areas of responsibility and key tasks:

Strategic direction and development of the school in co-operation with, and under the direction of, the Headteacher to:

- Support the vision, ethos and policies of the school and promote high levels of achievement.
- Support the creation and implementation of the school development plan within the national and local context, and to take sole responsibility for appropriately delegated aspects of it.
- Support all staff in achieving the priorities and targets which the school sets for itself, and to provide them with support and guidance in implementing schemes of work.
- Support rigorous evaluation of the effectiveness of the school's policies and developments with particular emphasis on the School Self Evaluation Form.
- Further support self evaluation cycle by developing and organising varied, stimulating and relevant staff meetings and training days throughout the year.





Job Description Continued

- Actively contribute to the development of all aspects of school life to ensure innovation, forward thinking and creativity remain at the heart of the school's purpose.
- Ensure that parents/carers are well informed about the school curriculum, its targets, children's attainment and their part in the process of improvement.
- Enable the views of both parents/carers and children to be heard and considered.
- Promote opportunities for networking with other schools.

Teaching and Learning to:

- Develop a classroom environment and teaching practice which secures highly effective learning across the breadth of the National Curriculum and provides a professional model, clearly demonstrating effective teaching, classroom organisation and display, and high standards of achievement, behaviour and discipline.
- Be able to provide model demonstration lessons to other staff that exemplify high standards of teaching and learning.
- Be able to form positive relationships with children while maintaining excellent behaviour and classroom management.
- Take responsibility for the development and monitoring of a curriculum area(s) and whole school curriculum aspect(s), as agreed.
- Support the Headteacher in monitoring of the quality of teaching and learning by undertaking lesson observations, monitoring plans and children's work and providing feedback, targets, advice and support.
- Support the Headteacher in monitoring children's achievement and attainment, including the analysis of performance data.
- Support the Headteacher in developing links with parents/carers, other schools, educational institutions and the wider community, including business and industry, in order to enhance teaching and learning and children's personal development.

Leading and Managing Staff to:

- Be an excellent role model in all aspects of professional life.
- Support the Headteacher in developing positive working relationships with and between all staff and provide and sustain motivation
- Lead groups of staff in developmental activities, delegate appropriately and evaluate outcomes.
- Ensure that a high standard of physical and emotional care for all children is maintained and where necessary, to act as liaison with all external support agencies.
- Ensure that a high standard of education is maintained at all times for all children and that appropriate educational intervention programmes are implemented and kept under review.
- Support the Head Teacher in the implementation of the school's performance management policy.

Job Description

Continued

- Through production of a CPD plan and management of the Standards Fund, arrange programmes of training for staff as necessary and provide particular support to Early Career Framework teachers and developing key areas for the school.
- Support the performance management process as required and use the process to develop personal and professional effectiveness.
- When necessary and as appropriate, assist with student teacher training when practices are held at the school.
- Ensure, alongside the Head Teacher, that teaching and non-teaching staff work within the requirements of the Health and Safety at Work Act.
- Ensure effective deployment of all staff to maximise benefits for all children both in and out of the classroom environment.
- Provide opportunities to all staff for guidance and counselling and foster good relationships within the school.
- Provide when necessary, advice and support to parents about their child's development and needs.
- Actively develop and maintain positive relationships with parents, the local community, Trustees and elected representatives.
- Be supportive of the assessment manager by aiding the monitoring and reporting of achievement to assist teachers and inform governors of the target setting process.
- As necessary, support prepare and complete the appropriate application of awards and funding that both recognise the school's achievements and help sustain further development.

Effective Deployment of Staff and Resources to:

- Support the Headteacher in the appointment, deployment and development of staff to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities.
- Deputise for the Headteacher in all aspects of the management, control and discipline of the school.
- Support the Headteacher in the management and organisation of relevant groupings of children to ensure effective teaching and learning takes place and that children's personal development needs are met.
- Work with the Headteacher and Trustees in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources with a view to achieving value for money.
- Allocate duties, timetables and tasks to staff, both teaching and non-teaching.





Job Description Continued

Curriculum to:

- In partnership with the Head Teacher, act as overall curriculum co-ordinator.
- In close liaison with subject leaders, update, refine and develop as appropriate, the school's curriculum planning systems.
- Alongside the Head Teacher, ensure any OFSTED recommendations are fully implemented.
- Monitor curriculum development plans for priorities, costings and links with the school development plan.

General to:

- Act as 'critical friend' and provide effective professional challenge and support to the Headteacher.
- Provide information and advice (in a variety of formats) to the Headteacher, governing body, officers and inspectors, and support proper accountability processes throughout the school.
- Promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy.

School Specific Responsibilities and Tasks

- Take on any additional responsibilities which might be determined from time to time.
- Lead on Teaching and Learning within the school ensuring an appropriate curriculum which reflects our community and ensures ambitious learning for all.

Person Specification

Deputy Headteacher



Method of Assessment (MOA): AF – Application form C – Certification I – Interview T – Test or Exercise P – Presentation

Criteria	Essential/Desirable (E/D)	MOA
Qualifications/ Education	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Evidence of relevant continuing professional development, including NPML, NPSL or willingness to engage in such a programme 	AF/C AF/C AF/C
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school setting • Outstanding Classroom Practitioner • Leading in areas of school improvement with subsequent impact for pupils outcomes • Demonstrable experience of successful line management and staff development • Experience and knowledge of how to manage health and safety policy and promote and safeguard pupil welfare • Active participation in work with other schools or agencies that leads to positive improvements in children's welfare and educational provision • Experience of successful OFSTED inspection and its follow up • Experience of evidence based practice 	AF/I AF/I/P AF/I AF/I AF/I AF/I AF/I AF/I
Skills and Ability	<ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to build understanding of development areas and inform improvement pathways • To have the knowledge and ability to effectively monitor the planning and implementation of teaching in order to meaningfully move the teaching and learning on across the school • Awareness of school finances and financial management • Highly effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships with all staff • Excellent communication skills, oral, written and presentational 	AF/I AF/I/P AF/I/T AF/I AF/I/P AF/I AF/I/P
Behaviours	<ul style="list-style-type: none"> • A strong commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Sensitivity and support for colleagues who are working under pressure coaching positive prioritisation skills • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position 	AF/I AF/I AF/I AF/I ???

All staff are expected to understand and be committed to equal opportunities in employment and service delivery in line with the equality act.



Chilwell Croft Academy

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Chilwell Croft, Newtown, Birmingham, B19 2QH



EQUITAS

— ACADEMIES TRUST —

Aston Manor Academy, Phillips Street
Aston, Birmingham, B6 4PZ

ACADEMICIS

How to apply:

If you wish to discover more about this exciting opportunity, need any further information or you would like to have an informal discussion, please contact our retained consultant at **Academicis: Laura McKay: lmckay@academicis.co.uk - 01223 907976/07825 346535.**

Please email your application to: **Laura McKay** at **Academicis: lmckay@academicis.co.uk**

Closing date: **Monday 7th November 2022**

Shortlisting date: **Wednesday 9th November 2022**

Interview dates: **Tuesday 15th and Wednesday 16th November 2022**