



FPTA Academies

PHOENIX JUNIOR ACADEMY

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September 2019

Dear Applicant

Thank you for your interest in the position of Deputy Headteacher at Phoenix Junior Academy. Our application pack offers the following information, which we hope will assist you in deciding if you have the right qualities to be a leader at our school and whether the school is the best place for you to further your development and career.

The school is embarking on an exciting journey into becoming an all through Primary in September 2020 and is offering this wonderful opportunity for the right person to become an essential part of our continued success and growth.

The right person will be able to put their own mark into the school and from Year R build up the provision throughout KS1, initially setting the new class rooms, outside areas and developing an exciting curriculum, which in time will jigsaw into our KS2 provision.

- Job advertisement
- Job description
- Latest Ofsted report May 2016
Available on the school website
- VBE Report Jan 2018
Available on the school website
- How to apply
- Application Form
Available on the school website www.phoenixjuniors.co.uk

We look forward to receiving your completed application and welcome visits.

Yours sincerely

Peter Sears
Headteacher



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Glencoe Road, Chatham, Kent, ME4 5QD
Tel: 01634 829009 Email: Headteacher@phoenixjuniors.co.uk
Headteacher: Mr P Sears

Deputy Headteacher Vacancy **Salary (L8-12) Start Date: January 2020** **To Establish and Lead EYFS and have whole school responsibilities**

We are seeking to appoint an outstanding leader to this new key role within our friendly and popular school. We are looking for someone who will be able to inspire our students and staff to achieve their full potential and extend the range of learning opportunities for our children. The successful candidate will also need to embrace the friendly and moral ethos of the school to ensure we develop the whole child.

The school will become a Primary School in September 2020 and we are looking for a person to establish outstanding provision, beginning with a first intake at Reception in September 2020. This is an exciting opportunity to develop a clear vision for this key aspect of the school and put it in action. Additional whole school responsibilities will be given, based on the strengths of the successful candidate.

The Phoenix Junior Academy is part of the Fort Pitt Thomas Aveling Academies Trust. All the Trust Schools work very closely together, offering support and guidance to each other and have excellent student-teacher relationships, ensuring good student progress.

The Phoenix Junior Academy is a Values-based Education school and has recently been awarded the quality mark for our excellent work in embedding these across the school.

We offer:

- A strong induction programme
- An ambitious school environment
- A comprehensive CPD programme
- Private health care cover
- Small class sizes
- Phoenix Academy Laptop

Visits are both welcomed and encouraged

Closing date for applications: Noon on Monday 30th September 2019

Interview dates to be confirmed

Letters of application, together with completed application form (available on the school website) giving full details of qualifications and experience to date should be sent to:

Mr P Sears, Headteacher, Phoenix Junior Academy
Glencoe Road, Chatham, Kent, ME4 5QD

Or emailed to: Headteacher@phoenixjuniors.co.uk

If you require further information please contact
Sharon Davis at sdavis@phoenixjuniors.co.uk or telephone 01634 829009

Phoenix Junior Academy is a member of the family of The Fort Pitt Thomas Aveling Academies and is an Equal Opportunities Employer - committed to safeguarding and promoting the welfare of all students. Any offer of appointment will be subject to satisfactory references and an enhanced DBS check will be required for all successful applicants.



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JOB DESCRIPTION

Post title:	Deputy Headteacher
School:	Primary
Pay range:	Leadership Range 8-12
Line manager:	The Headteacher and Governing Body Supervisory
Responsibilities:	Literacy Leads, Numeracy Lead and Year Leads

Main purpose of the job

Carry out the duties of this post in line with the remit outlined in the current *School Teachers' Pay and Conditions Document* including the conditions of employment for Deputy Headteachers and the school's own policy

Under the overall direction of the Headteacher play a major role:

- In formulating the aims, objectives of the schools and establishing the policies through which they are to be achieved
 - Be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement
 - Proactively manage staff and resources ensuring liaising with HT
 - Take on the responsibilities of the Headteacher as agreed and appropriate in the absence of the Headteacher
 - Carry out the professional duties of a teacher as required
 - Take responsibility for child protection issues as appropriate
 - Thorough understanding of the implementation of EYFS
 - Take responsibility for promoting and safeguarding the welfare of children and young people within the school
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Duties and responsibilities

Specific Duties

Co-ordinate EYFS & KS1 curriculum into the whole school plan, liaising with staff to ensure a broad coverage.

Plan and oversee the non-contact time duties of all staff.

To oversee the strategic CPD Needs of the school and forward plan these.

To identify development opportunities for staff and intervention strategies to underpin the progress of individuals and groups.

Train staff on good/outstanding practice.

Lead on regular progress meetings for each year group within KS, identifying gaps in planning.

Support each year group, liaising with each year lead to ensure staffing and resources are in place.

To teach as directed by the Headteacher and the needs of the school.

Identify via curriculum strategies to improve our more able children.

To oversee the Celebration of Achievements throughout the school ensuring fairness and equitability.

Oversee and undertake PM interviews and the process throughout the school.

Undertake lesson observations through the Performance Management Schedule and give positive and developmental feedback.

To liaise with the Inclusion Manager to ensure all vulnerable groups are supported and making progress.

Give regular feedback to Headteacher and Governors on children's progress.

Organise Parent Consultation events across Key Stage the school and facilitate any extra information required to give out.

Organise and oversee external events such as fairs and parental engagement events.

Liaise with others to ensure local, district and national moderation to ensure a quality of work across the school.

Teach in lessons where appropriate and through guidance improve the teaching provision.

Review annually the school policies/procedures.

Oversee the presentation of the school including displays.

Use the Academy's data against national guidelines to inform the strategic direction of the school.

Hold regular meetings with Literacy and Numeracy Leads to ensure consistency and challenge across the core subjects.

Work with the trust Teaching and Learning team and attend regular meetings.



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Shaping the future

- Values Based Education is pivotal throughout the school and should be threaded into school life showing a positive attitude to all and developing a feeling of self-worth through all
- Support the Headteacher and governors in establishing our ambitious vision and ethos for the future of the school
- Play a major role in the school improvement and school self-evaluation planning process, through agreed priorities
- Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate
- Lead by example to motivate and work with others
- In partnership with the Headteacher, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and taken into account

Leading teaching and learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Work with the Headteacher to raise standards through staff performance management
- Assist with the development and delivery of training and support for staff in the areas of teaching and learning
- Lead the development and delivery of training and support for staff
- Lead the development and review of agreed aspects of the curriculum including planning, recording, reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
- Assist the Headteacher in managing the school through strategic planning and the formulation of policy and delivery of the strategy, ensuring management decisions are implemented
- Support the Headteacher with the processes involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school, including lesson observations, to ensure a consistently high quality
- Ensure the systematic teaching of basic skills and the recording of impact, is consistently high across the school
- Ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- Ensure through leading by example the active involvement of pupils and staff in their own learning



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Developing self and others

- Support the development of collaborative approaches to learning within the school and beyond
- Support the induction of staff new to the school and those being trained within the school as appropriate
- Participate in the selection and appointment of teaching and support staff as appropriate
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting
- Work with the Headteacher in ensuring an appropriate programme of professional development for staff, in line with the school development plan and performance management including coaching and mentoring as appropriate
- Lead the annual appraisal process for all identified support and teaching staff as identified by the Headteacher

Managing the organisation

- Contribute to regular reviews of the school's systems to ensure statutory requirements are being met
- Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication
- As appropriate and under the leadership of the Headteacher, undertake activities related to professional, personnel/HR issues
- Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the school leadership team
- Contribute to the day-to-day effective organisation and running of the school
- To undertake any professional duties, reasonably delegated by the Headteacher

Securing accountability

- Support the staff and governing body in fulfilling their responsibilities with regard to the school's performance
- Contribute to the reporting of the school's performance to the school's community and partners
- Promote and protect the health and safety welfare of pupils and staff



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Strengthening community

- Assist the Headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Develop and maintain contact with all specialist support services as appropriate
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Attend meetings with parents and carers as appropriate to ensure positive outcomes for all parties
- Promote positive relationships and work with colleagues in other schools and external agencies

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

* This Job Description is to read in conjunction with the latest school roles and responsibilities structure.

Signature of post holder _____ Date / /

Signature of Headteacher _____ Date / /



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PERSON SPECIFICATION

Qualifications	
Qualified Teacher Status	E, A
Proven current EYFS outstanding classroom practitioner with experience of challenging underachievement	E, A
Significant, recent and relevant Evidence of continued and progressive professional development	E, A, I
Experience	
Teaching experience in EYFS and Key Stage 1 under the latest guidelines	E, A
Experience of initiating and leading new developments across the school	D, A, I
Evidence of outstanding teaching/classroom practice and its impact on pupil progress especially low attaining children	E, A, I
Evidence of developing, implementing and evaluating strategies for raising standards and improving pupil progress in primary schools	E, A, I
Have a deep understanding of Values Based Education, be able to plan and deliver modules and take assemblies	E, A, I
Evidence of working successfully in partnership with parents and the wider community	D, A, I
Knowledge	
The inspection framework for schools	D, A, I
Current education issues and developments and including National Curriculum, recent curriculum re-design initiatives and assessment	E, I
Implications of equal opportunities and inclusion issues	E, A, I
Strategies for improving the quality of teaching and learning and accelerating pupil progress	E, A, I
Strategies for school improvement and raising standards of achievement in school	E, A, I
Understanding of appropriate strategies for managing pupils' behaviour	E, A, I
Understanding and awareness of the promotion of positive mental health including delivering Mindfulness	D, A, I



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Skills and Abilities	
A highly motivated, energetic and enthusiastic teacher who is approachable and promotes positive relationships	E, A, I
Is a creative teacher who motivates and inspires children to do their very best	E, A, I
Able to relate well to children and share their interests and enthusiasms	E, A, I
Highly organised with excellent time-management skills	E, A, I
Excellent communication skills and empathy with students with learning difficulties	E, A, I
Ability to effectively manage pupil discipline positively and be committed to a high level of pastoral care	E, A, I
Highly proficient in the use of ICT	D, A, I
To have experience of developing leadership within the student population	E, A, I
Other	
Commitment to providing an effective learning environment appropriate to the need and abilities of all pupils	E, A, I
Commitment to the development and maintenance of positive partnerships between the school, parents and the community	E, A, I
Recent participation in professional development activities and willingness to undertake other training	E, A, I

Method of Assessment: Essential (E), Desirable (D), Application (A), Interview (I)



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HOW TO APPLY

To apply, please complete and forward a School Application Form, together with a supporting statement of no more than two sides of A4, outlining your suitability for the role and stating how your qualifications and previous experience have prepared you for this position.

Your completed application should be returned to:

Mr P Sears
Headteacher
Phoenix Junior Academy
Glencoe Road, Chatham
Kent ME4 5QD

Or by e-mail to: Headteacher@phoenixjuniors.co.uk

(please also forward hard copy by post)

No later than:

Noon Monday 30th September 2019

Early applications are encouraged. We reserve the right to close the vacancy early if a suitable candidate is found

Interviews will take place shortly after the closing date