



Applicant's Pack for Recruitment of Deputy Headteacher





Contents

1. Chair's Letter	3
2. Advertisement	4
3. Job Description	6
4. Person Specification	9
5. School Context	10



*Lower Park School
Hazelbadge Road,
Poynton,
Cheshire,
SK12 1 HE
Telephone: 01625 872560*

*Email: head@lowerpark.cheshire.sch.uk
Website: www.lowerpark.school.cheshire.sch.uk*

2nd May 2023

Dear Applicant

Thank you for your interest in Lower Park School.

Our School is located to the south of the Greater Manchester conurbation in Poynton. Poynton sits in the green belt and we enjoy being close to both the countryside (including the Peak District National Park) and the amenities of Stockport and Manchester.

Our school of 278 pupils has year groups of 40 children who are taught across 10 classrooms. Please see our website for more details.

Our School is currently managed by a Senior Leadership team of four and they are supported by an active governing body. Our staff and governors have diverse skills and experience, and we believe our strength lies in our common goal; to support and care for the development of every pupil and member of staff. We consistently achieve high levels of academic achievement, but continually strive to build upon and improve on past achievements. However Lower Park is more than “just” academically outstanding. Everyone who visits the school recognises there is a buzz about the place, and we place great importance in maintaining the core spirit of the school.

We seek a Deputy Headteacher who will join us as a pivotal member of our team and who will lead Lower Park with their own unique skills. We hope that the information we are sending out with this letter will encourage you to apply to be our next Deputy Headteacher.

Your sincerely

Clara Kenyon

(on behalf of the Governing Body)



Deputy Headteacher

L 7-11

(278 on roll, age range 4-11)

Our outstanding school is set at the heart of a vibrant Cheshire town with a strong community spirit. Our values of curious, responsible, active, respectful, creative, and brave are the golden thread running through everything we do. Children, parents, governors and staff are inspired by teaching and learning and individuals are motivated and committed to being the best they can be. Whilst academic success is a real strength of the school, we cultivate a love of learning with a broad and balanced curriculum that offers enrichment opportunities and experiences that regularly make the school buzz with excitement.

We seek an inspirational Deputy Headteacher who shares our vision of a school community which celebrates diversity and sustainability and nurtures a lifelong love of learning, enabling all its children to discover the champion within. Ideally the successful candidate will join us for a September 2023 start.

Our new Deputy Headteacher should be committed to:

- The safeguarding and welfare of children in their care.
- Working alongside the headteacher to collaborate with all stakeholders and promoting effective communication with staff, children and parents.
- Further developing an exciting, enriching and challenging curriculum that enables measurable pupil progression.
- Ensuring the highest professional educational standards are provided by our outstanding team of staff by enabling appropriate and challenging professional development opportunities.
- Keeping our school at the heart of the community and actively promoting its growth.

We would like our new Deputy Headteacher to:

- Value the contribution of a wide and varied extra-curricular provision to pupils' learning.
- Encourage development and celebrate all successes.
- Embrace their position within our hard-working team of staff and pupils, looking after the wellbeing of both.
- Be a firm leader and great communicator, with a warm approachable nature and the ability to lead by example.

Visits to the school are welcomed and applicants can visit from 4:30pm on 18th or 24th May, strictly by prior arrangement with the school. Please contact the school to arrange an appointment, details below.

Applications to be obtained from:

Lower Park School
Tel: 01625 872560

Email: admin@lowerpark.cheshire.sch.uk

Applications to be returned to:

Mrs Buchan at Lower Park School Email: admin@lowerpark.cheshire.sch.uk

Key Dates:

Applicant Q&A and school visit from 4:30pm on 18th or 24th May. Please contact admin@lowerpark.cheshire.sch.uk or telephone 01625 872560 to arrange.

Advertisement closure: 11th June 2023 at 12 noon.

Shortlisting: week commencing 12th June 2023

Activities Day: 29th June 2023

Interview Day: 30th June 2023

You are asked to provide a supporting letter with your application form. Please do not restate the factual details already included elsewhere on the application form. The successful applicant will be subject to the conditions of employment for Deputy Headteachers contained in the current School Teachers' Pay and Conditions document 2020 and other current education and employment legislation.

Lower Park School is committed to safeguarding the welfare of children and young people and expects all staff to share this commitment. This role is exempt from the Rehabilitation of Offenders Act 1974 (as amended in 2013 and 2020) and as such, any cautions, convictions or bind-overs that are 'protected' will need to be disclosed by shortlisted applicants when requested. All staff appointments are subject to satisfactory safer recruitment checks including an enhanced DBS and barred list check.





Deputy Headteacher Job Description

Lower Park is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Main purpose

The deputy headteacher, under the direction of the headteacher, will take a major role in:

- 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

If the headteacher is absent, the deputy headteacher will deputise, as directed by the governing board.

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

Qualities

The deputy headteacher will:

- work with the Headteacher, Senior Leadership Team and Governors to develop and maintain a vision and strategic view for the school in its service to the community
- 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

Duties and responsibilities

School culture and behaviour

Under the direction of the headteacher, the deputy headteacher will:

- 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
- Support the personal development of children through the promotion of British Values also ensuring the school values run as a golden thread through our curriculum and assemblies.

Teaching, curriculum and assessment

Under the direction of the headteacher, the deputy headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative 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
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

Additional and special educational needs (SEN) and disabilities

Under the direction of the headteacher, the deputy headteacher will:

- Promote a culture and practices that enable all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEND and disabilities
- Make sure 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

Under the direction of the headteacher, the deputy headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board, and through consultation with the school community
- Establish and oversee 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 wellbeing with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively
- 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
- Use safe recruitment practices to support the appointment of new staff when required
- Deploy staff appointed to the school

Professional development

Under the direction of the headteacher, the deputy headteacher will:

- Make sure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs

Governance, accountability and working in partnership

Under the direction of the headteacher, the deputy headteacher will:

- 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

Other areas of responsibility

To take specific and direct responsibility for aspects of teaching and management that are to be defined with the Headteacher and Governors including:

- To act as Designated Safeguarding Lead or Deputy Safeguarding Lead
- Lead in at least one major curricular subject or aspect of the school and take responsibility for improving standards within the subject or aspect across the curriculum.
- Have responsibility as a class teacher for 0.5 of the timetable
- To lead and support residential visits
- To carry out other duties and responsibilities as directed by the headteacher.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the deputy will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Deputy Headteacher Person Specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • NPQML or NPQSL • Degree
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school for a minimum of two years • Teaching experience in any either key stage or foundation stage • Involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development • Safeguarding
Skills and knowledge	<ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Understanding of school finances and financial management • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships
Personal qualities	<ul style="list-style-type: none"> • A 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 • 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. • Motivation, drive and creativity to share in leading the school into the future • Able and willing to support extra-curricular activities



School Context

School:	Lower Park School
Number on role:	278 (PAN = 280)
Headteacher:	Amelia Lomas
Address:	Hazelbadge Road, Poynton, SK12 1HE
Telephone Number:	01625 872560
School Email Address:	admin@lowerpark.cheshire.sch.uk
School Website Address:	www.lowerpark.cheshire.sch.uk
Position Advertised:	Deputy Headteacher Contract Term: Permanent; Contract Type: Full Time
Salary:	Salary range: L 7-L 11, £51,470 - £56,796 (to be confirmed on appointment). School Group: Group 2
Closing Date:	11 th June 2023 at 12 noon