



SECAT

BOURNES GREEN SCHOOLS

DEPUTY HEADTEACHER

RECRUITMENT PACK

VACANCY



DEPUTY HEADTEACHER BOURNES GREEN SCHOOLS

Location: Bournes Green Infant and Junior School
Pay Range: Leadership Scale Range L9 – L13
Start Date: 1st September 2021
Contract Type: Full Time / Permanent
Application Close: Monday 10th May 2021 (midday)

Shortlisting: Friday 14th May 2021
Date of Interview: Tuesday 25th May and Thursday 27th May
(Interview will take place over two days)

Southend East Community Academy Trust (SECAT) and the Academy Committee of the Bournes Green Schools are seeking to appoint an inspirational, dynamic, and forward-thinking Deputy Headteacher who has the drive, creativity and commitment to deliver excellence in all areas of the school.

This is an exciting opportunity for the right candidate to join the new Executive Headteacher to lead both the Bournes Green Schools on the next exciting phase of their journey.

School Vision

Inspiring a lifelong love of learning.

We are looking to appoint someone who will:

- provide innovative opportunities for all of our children to shine and achieve
- have strong values, high expectations and a proven ability to lead and motivate the whole school community
- have had relevant experience teaching and leading in more than one key stage
- lead to ensure the highest quality teaching and learning across the school
- be visionary, imaginative, flexible, and motivating

- be ambitious for the children and the school
- have a commitment to an inclusive learning environment

We can offer you:

- happy, confident children who enjoy learning and achieving
- dedicated and professional teaching and support staff
- a committed and supportive Academy Committee structure
- opportunities to influence and lead as part of the school's Senior Leadership Team
- positive working relationships with our four other MAT schools
- opportunity to develop and hone your skills across the 3 –18 age range within a supportive Trust.

Information about the School

At Bournes Green Infant and Junior School we have high expectations and high outcomes for our children. We pride ourselves on the good education we offer our children and the excellent opportunities we provide through our enhanced foundation curriculum.

It is important to us to develop children who are ready for the next stage in their education and beyond. Our Learning Powers are woven through our curriculum and help to develop essential attributes such as curiosity, perseverance, imagination and improvement. These are recognised and celebrated.

We are committed to supporting and improving the strong links that we have with our community and to working collaboratively with our colleagues at SECAT.

This is an exciting opportunity for someone who has proven leadership experience and is ready to join the Bournes Green team for the next exciting phase of our journey.

Due to the current restrictions, you are warmly invited to visit our school when the children have left the site. Please contact Jan d'Eca (SECAT HR), on *07725 481866* to arrange a visit or an informal conversation.

For an application pack, please visit www.secat.co.uk or contact Jan d'Eca on jand'eca@secat.co.uk

A copy of the SECAT Recruitment and Selection Policy and Privacy Notice for Job Applicants can be found in the policies section of the SECAT website (www.secat.co.uk)

SECAT is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. All appointments are subject to an enhanced DBS check, medical clearance, and satisfactory references. We are an equal opportunities employer.



Dear Applicant,

Thank you for taking an interest in the post of Deputy Headteacher at Bournes Green Infant School and Bournes Green Junior School.

Bournes Green Infant School and Junior School have always been individual schools with their own headteachers. However, from September 2021, I will be the Executive Headteacher of the two schools working across both sites. Although officially the schools will remain separate, the vision is for the schools to work closely together and to ensure that there is a consistent approach and a smooth transition for the children from the Infant School to the Junior School and beyond. Since becoming part of SECAT the two schools have worked closely together and this will now be the next step in this exciting journey.

If you are appointed, you will work alongside our current Deputy Headteacher. Both Deputy Headteacher roles will involve working across both schools and will require you to have an excellent knowledge of the EYFS, KS1 and KS2 curriculums.

We would like a Deputy Headteacher who is an outstanding, inspirational classroom practitioner. It is important that we have a Deputy Headteacher who leads by example and has high ambitions for themselves and our pupils, someone who always puts the children at the heart of every decision they make and is determined that every child will have the best possible education and school experience.

I do hope that you find this pack helpful.

If you would like to come and visit our schools, please contact Jan d'Eca to make an appointment.

We look forward to meeting you and receiving your application.

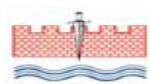
Kind regards

Mrs Lynn Cooney

Executive Headteacher



Southend East Community Academy Trust
"Strong Partnerships, Strong Community, Strong School"



SECAT House, Delaware Road
Shoeburyness, SS3 9NP
E-mail: admin@secat.co.uk
Tel: 01702 580 463
CEO: Mrs Ruth Brock

March 2021

Dear Candidate

The attraction for me to join and lead SECAT from September 2018, was considerable. Not only do we have 6 successful schools, but we have pupils who are engaged in their learning because teachers are passionate about what they teach.

It will therefore come as no surprise to you that we aim high. We want to ensure the highest calibre of leadership and excellent quality of teaching.

The SECAT Vision across all of our schools, and in our Strategic Plan encompass four pillars: curriculum, growth, community and wellbeing. You will find more information on our website.

Should you opt to join us, you will be arriving at a very exciting time. Not just because of the changes that are happening at the Bournes Green Schools, but also because we are moving apace with all sorts of innovative projects.

I look forward to working with you to serve our local community and to securing the best possible outcomes for our pupils and those further afield in Southend.

With very best wishes,

Ruth Brock

Ruth Brock | Chief Executive Officer
Direct: 01702 580463 | Mobile: 07949 805427

Southend East Community Academy Trust is a company registered in England and Wales 7825856.
Registered Office: Delaware Road, Shoeburyness, Essex, SS3 9NP

SECAT Central Finance
C/O Shoeburyness High School
Caulfield Road
Shoeburyness, SS3 9LL
Email: Finance@secat.co.uk



SECAT Central HR
C/O Richmond Avenue Primary School
Richmond Avenue
Shoeburyness, SS3 9LG
Email: HR@secat.co.uk



BOURNES GREEN SCHOOLS DEPUTY HEADTEACHER JOB DESCRIPTION

Responsible to: The Executive Headteacher

Salary: Leadership Scale Range 9-13

Full time/ Part time: Full time/Permanent

Core Purpose

The Deputy Headteacher, working with the Executive Headteacher, Academy Committee, Senior Leadership Team and school staff, will play a major strategic leadership and operational role in the success of the children and staff of Bournes Green Infant and Junior Schools.

Principal Accountabilities:

- Work with the Executive Headteacher in creating and communicating a strategic vision.
- Participate in rigorous self-evaluation of the school and use this evaluation to set realistic but challenging targets as part of school improvement.
- To be involved in the review, writing and implementation of the Academy Improvement Plan.
- Undertake a range of leadership and management roles and responsibilities as agreed with the Executive Headteacher.
- Deputise for the Executive Headteacher as required.
- Support the Executive Headteacher in managing staff and resources.
- Work collaboratively within the senior leadership team to create, implement and review whole school policies and procedures.
- Adopt a high profile amongst staff and students, promoting high expectations and achievements.
- Promote and safeguard the safety and welfare of the children and staff.
- Participate in and lead professional activities for staff.
- Be a leading classroom practitioner; inspire and motivate other teachers.
- Offer behaviour management support and advice to colleagues as and when necessary.
- Share, with other members of the SLT, line management responsibilities for middle leaders and other staff within the school.
- Keep abreast of educational and pedagogical developments and evaluate new approaches.

- Keep colleagues informed of professional developments by disseminating information.
- Keep the Executive Headteacher fully informed on all matters relating to the post holder's particular responsibilities.
- Liaise with other schools both within SECAT and out and agencies where necessary.
- Liaise with parents and promote parental and community interests and understanding.
- Act as a coach and mentor for staff, including where performance is unsatisfactory.
- Provide oral and written reports for the Senior Leadership Team, Governors, Trustees and LA partners.
- Play an active part in pupil discipline and support procedures within the school.
- Liaise with the parents of children whose behaviour, academic performance or welfare is causing concern.
- Undertake any other duties, which the Executive Headteacher may reasonably request.

Key Areas of Responsibility

- Teaching and Learning
- The curriculum
- Induction of new staff, NQTs and students
- Assessment
- GDPR
- Deputy Safeguarding Lead

An enhanced Disclosure and Barring Service Certificate is required for this post prior to commencement.

Deputy Headteacher (print name):

Signature: **Date:**

Headteacher (print name):

Signature: **Date:**

**DEPUTY HEADTEACHER
PERSON SPECIFICATION**

This should be read in conjunction with the Job Description.

The Person Specification sets out the elements of the Deputy Headteacher role the MAT deems important for this post.

Key: A = Application; I = Interview; R = References

Requirement	Essential	Desirable	
Qualification	<ul style="list-style-type: none"> • Evidence of continuing professional development • Qualified Teacher status 	<ul style="list-style-type: none"> • NPQH 	A
Experience	<ul style="list-style-type: none"> • Experience across the primary age range • Good knowledge and understanding of the importance of the early years' curriculum • Understanding of current SEND procedures and practice • Evidence of successful classroom teaching • Evidence of substantial and impactful leadership experience in more than one key stage • Competent ICT skills and knowledge • A good understanding of the role of Ofsted and the recent changes within the Inspection Framework 	<ul style="list-style-type: none"> • Liaison with external agencies • Experience of working within a MAT 	A, I & R

Leadership and Management	<ul style="list-style-type: none"> • Clear understanding of the strategic role Deputy Headteachers play within a successful MAT • Experience of influencing strategic planning within senior leadership • Understanding of and ability to look at the 'bigger picture' • Ability to initiate and manage change sensitively in pursuit of strategic objectives • A clear vision of excellence in education • Evidence of ability to raise educational standards and a commitment to high standards of achievement • Understanding of the strategic role of the Academy Committee and ability to work effectively with the governors who make up this committee • Ability to delegate, monitor and effectively evaluate information in a variety of forms • Evidence of good working relationships with parents and the wider school community • Experience and successful use of Performance Management to support improvement • Commitment to the continuing professional development of all staff • Ability to lead by example and inspire pupils and staff to achieve positive results • Clear understanding of safeguarding and an up to date knowledge of Child Protection procedures 		A, I & R
Knowledge and Skills/Teaching and Learning	<ul style="list-style-type: none"> • Clear understanding of what is effective teaching and how this positively impacts the learning of pupils from different backgrounds 	<ul style="list-style-type: none"> • Innovative and creative approach to teaching and learning 	A, I & R

	<ul style="list-style-type: none"> • A high regard for the personal achievement of every child emotionally and academically • Ability to demonstrate knowledge of current curricular and educational issues/relevant legislation • Clear knowledge and understanding of assessment and monitoring procedures and ability to implement these • Commitment to inclusion and equality of access to educational provision for all children • A good understanding of consistent approaches to behaviour management 		
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Someone who thinks ‘outside of the box’ • Strong interpersonal and communication skills displaying confidence and transparency • Clarity of thinking enabling effective decision-making • Desire to promote respect between pupils, staff, parents, governors, and all MAT staff • Has high expectations of both self and others • A well-organised person, able to manage time effectively, to prioritise and to meet school, MAT, and external deadlines • Ability to recognise staff strengths and delegate accordingly • Ability to build, support and work as part of a high performing team • A sense of humour 		<p>A, I & R</p>

APPLICATION PROCESS

Applicants should complete the application form and recruitment monitoring form and submit to:

jand'eca@secat.co.uk

or

Jan d'Eca
HR Officer
Richmond Avenue Primary School & Nursery
Richmond Avenue
Shoeburyness
SS3 9LG

Submissions must be received by no later than midday on Monday 10th May 2021, although we do reserve the right to interview and appoint prior to that date dependent on applications received.

All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

Selection Process

Applicants will be ranked against the person specification. All short-listed applicants will be invited to a two date interview process, one of which will be held virtually.

Shortlisted Candidates

All applicants will be notified if they have been successfully shortlisted. Prior to the interview date references will be collected. Please ensure that you have given consent for your referees to be contacted to avoid delays.

Further Information

For further information please contact Jan d'Eca on 07725 481866 or jand'eca@secat.co.uk