



# SMITH'S WOOD PRIMARY ACADEMY



**MORE THAN A  
DEPUTY HEAD TEACHER  
FOR  
MORE THAN A SCHOOL**



**Deputy Head Teacher**  
**Smith's Wood Primary Academy**

**Application closing date:** 17th October 2019

**Job start:** 6th January 2020

**Salary:** L16- L19 (£59 528- £63 975)

**Location:** Solihull, West Midlands

**Contract type:** Full Time, permanent

***Following the promotion of the current Deputy Head teacher, to Head teacher, we are seeking to appoint a talented, dedicated and inspirational Deputy Head who will share our vision for Smith's Wood Primary Academy. Smith's Wood Primary Academy is a large (approx. 460 pupils) Primary School in the North of Solihull. The school benefits from a fantastic, highly original building, amazing staff and pupils who deserve the very best. Smith's Wood Primary school routinely offers its pupils experiences beyond the norm; it is 'More than a School'***

***We are looking for a highly effective leader to join our team from January 2020. This is an exciting opportunity to take a pivotal, non-whole class based leadership role in an Outstanding School (Ofsted 2017).***

***We can offer you the exciting opportunity to work, step by step, with the new Head teacher, at both a strategic and day-to-day level, to ensure the very best for our pupils.***

***Interested candidates will have:***

- substantial leadership experience having impacted on an aspect of whole-school improvement;
- a proven experience of positively impacting on pupil progress and developing excellence across the school;
- high expectations of themselves, colleagues and pupils and the energy and determination to make a difference;
- a good understanding of relevant and current educational policy and practice;
- exceptional expertise in all matters relating to learning and teaching – including being a strong practitioner themselves and fully capable of impacting widely on the practice of others;
- the expertise to maintain a highly effective culture of safeguarding across school

***We can offer:***

- fantastic pupils who work hard and are proud of their school;
- a learning environment which promotes the school motto of 'More than a School'
- a caring and supportive team of school staff;
- a dedicated team staff committed to achieving high standards and relentless in the drive to achieve high standards;
- a supportive, warm and welcoming ethos;
- opportunities to work collaboratively with other schools;
- excellent CPD opportunities

Visits to the school are warmly welcomed and actively encouraged. To request an application pack, or to arrange a visit, detail please contact Sue Volante, School Business Manager.

Telephone: 0121 779 8050

Email: s48svolante@smithswoodpri.solihull.sch.uk

***Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check.***

## Key Dates in the Recruitment Process:

### Application Closing Date and Shortlisting

**Closing Date:  
Thursday 17th October  
2019**

**Shortlisting:  
Friday 18th October 2019**



### Interviews

**Wednesday 23<sup>rd</sup> October  
2019**

## Deputy Head Teacher Job Description

### **1. PURPOSE OF THE JOB**

To assist the Head Teacher with the leadership and management of the school in seeking to achieve the highest standards of pupil achievement and school efficiency, and deputise in the absence of the Head Teacher.

### **2. THE STATUTORY REQUIREMENTS**

The appointment is subject to the current conditions of employment for Deputy Head Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.

### **3. Shaping the future**

- Ensures the vision for the school is clearly articulated, shared, understood and acted upon effectively by all
- Motivates and works with others to create a shared culture and positive climate
- Works with individual staff and teams to translate the school vision into agreed objectives and operational plans which will promote and sustain school improvement

#### **Leading teaching and learning**

- Recruits, retains and deploys staff appropriately
- Demonstrates and articulates high expectations and set stretching targets for the whole school
- Monitors, evaluates and reviews classroom practice and manages improvement strategies
- Analyse and interpret school data to inform classroom practice across the school
- Is an outstanding role model to all teaching staff within the school and reflect a high level of professional teaching standards and conduct

#### **Developing self and working with others**

- Manages positive working relationships with all staff
- Motivates and challenges all staff to maintain high expectations of behaviour
- Develops and maintains effective strategies and procedures for staff induction, professional development and performance review

#### **Managing the organisation**

- Implements evidence-based school improvement plans and policies for the organisation and its facilities
- Ensures that school practices take account of national and local policies and initiatives
- Manages the school environment to ensure that the school meets all health and safety regulations and operates in an increasing sustainable manner

#### **Securing accountability**

- Manages staff roles and ensures that responsibilities are clearly defined, understood and agreed
- Works with the governing body or governing body sub groups to enable them to meet their statutory responsibilities
- Is able to present the school's performance and other school initiatives to a range of audiences: parents, governors, school improvement officers and other external agencies e.g. Ofsted

#### **Strengthening the community**

- Creates and maintains partnerships with parents and carers to support and improve pupils' achievement and personal development

#### **Safeguarding and child protection**

- Ensure that the child protection policies and procedures adopted by the governing body are fully implemented and followed by all staff
- Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection and safeguarding-related responsibilities effectively

**Deputy Head Teacher**  
**PERSON SPECIFICATION**

<b>Knowledge, Experience and Skills</b>	<b>Essential/ Desirable</b>
<b>Leadership and management</b>	
Take a lead role in developing positive relationships, across the school, with parents and other key stakeholders	E
Ability to line manage staff and organize staff, as necessary, to maintain the smooth consistent running of the school	E
Awareness of HR policies and procedures and experience of implementing these policies	E
Ability to show the judgement necessary make decisions swiftly and decisively under pressure	E
Experience at Deputy Head level	D
Ability to offer creative solutions to complex problems	E
<b>Shaping the future</b>	
Experience of delivering a substantial whole school initiative, with tangible outcomes	E
Works with and motivates teams and individuals to implement improvements across the school	E
Able to communicate own vision for Outstanding provision	D
<b>Leading teaching and learning</b>	
Be an Outstanding practitioner	E
Knowledge of how to use data to monitor pupil progress	E
Have a current knowledge of SEND practice, policies and procedures	E
Knowledge of assessment tools to monitor teaching and learning	E
Imagination and flexibility in identifying and delivering effective interventions to ensure pupils maintain at least good progress	E
Ability to identify and provide excellent classroom practice, through high quality modelling and coaching of staff	E
<b>Developing self and working with others</b>	
Regularly reviews own practice and continually participates in quality CPD	E
Uses CPD to motivate, enthuse and develop staff across all phases	E
Ability to plan and allocate work effectively; both personal and that of teams within school	E
Organise the work of others (including rotas/ timetables) as required	E
<b>Managing the organisation</b>	
Implements change to staffing structures	D
Able to work creatively to attract and retain high performing staff	E

<b>Securing accountability</b>	
Holds people to account	E
Works effectively with the governing body to fulfil statutory duties, including attending and taking a lead in presentations as required	E
<b>Strengthening the community</b>	
Builds relationships with community groups, outside agencies and other schools to benefit the educational progress, well-being and opportunities for our children and staff	E
Actively promote and endorse the values of Smith's Wood Primary Academy	E
<b>Child protection</b>	
Is aware and able to manage effective CP policies and procedures	E
Ability to deal with sensitive issues in a supportive and effective manner	E
<b>Qualifications and training</b>	
Qualified Teacher Status or other educational qualification	E
A degree qualification	E
Senior or Middle Leadership qualification	D
<b>Personal qualities and attributes</b>	
Moral purpose	E
A proactive presence in and around the school all day, every day	E
Excellent communicator	E
Outstanding sense of humour	E
Resilience	E
Integrity	E
Self-motivation and able to motivate others	E
Well-organised and able to meet deadlines	E
Commitment to inclusion	E
Enthusiasm and optimism	E
Excellent problem solving/analytical skills	E
Self-awareness, knowledge of strengths and limitations	E
High standards of attendance	E