



Community Primary School

Application Pack

Deputy Headteacher

www.grange.oxon.sch.uk



Job Title	Deputy Headteacher
Workplace	The Grange Community Primary School Avocet Way Banbury OX16 9YA
Salary&Grade	L1-L7
Hours	32.5 hrs per week
Reporting to	Headteacher

We are a large community primary school for 4 to 11 year olds on the Cherwell Heights/Bodicote Chase development in Banbury, Oxfordshire.

We currently have 11 classes and 315 children on roll. Our well-resourced school benefits from modern and refurbished buildings, a beautiful outdoor environment which includes a 'Let's Go Wild' area; an outdoor classroom; a large field an impressive technology provision and OPAL.

The Grange is a very special place where we make sure 'Children Come First' and relationships are strong, supportive and selfless. We are committed to being involved in our local community and enjoy discovering and exploring what is around us.

Every member of our school community follows The Grange Way and we are proud of our warm and welcoming atmosphere. Every day, we make sure that we smile and say 'Hello'; listen to learn; care for everyone and everything; keep healthy and have a positive attitude and work hard and challenge ourselves.

The Grange has a strong commitment to meeting the needs of every one of our children. Every day we make sure that we personalise learning so that all children are able to succeed and reach their fullest potential, regardless of background, ability or need. Not only that, we work hard to ensure that all of our children are happy, healthy and experience a relevant and modern curriculum – fit for modern Britain and are emotionally and physically safe at all times.

We offer a broad, balanced and inspiring curriculum that is delivered by good and outstanding dedicated teachers. Our curriculum ensures a solid foundation of skills in mathematics, reading, spelling and grammar and writing. These skills are accessed through rich, dynamic and inspiring learning opportunities.

Our governors, senior leaders, teachers and support staff are fully committed to ensuring the highest quality learning environment and experiences for all of our children. Expectations at The Grange are high for all and nothing short of 'our best' will do because 'Our Children Come First'.

We would be delighted to welcome you to our school should you wish to visit us in person and see The Grange Way.

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
- Carry out the Deputy Safeguarding Lead role
- Lead Safeguarding Training throughout the school (Train the Trainer)

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

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:

- Uphold public trust in school leadership and 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:

- Work alongside the senior leadership team (SLT) and other staff members to create a culture where pupils experience a positive and enriching school life
- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards 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
- Ensure effective line management of teachers and support staff as directed by the Headteacher.
- Ensure effective monitoring of the quality of teaching and learning across all phases.
- To report the whole school's performance to the School Improvement, Lead 3 times a year.
- Share responsibility for the management of the school and to contribute to the consultative and decision-making processes including the formulation of aims and objectives
- Support colleagues, including all other members of the Senior Leadership Team, in their work for the development and improvement of the school
- Support and contribute to the process of writing, implementing, evaluating and reviewing the School Improvement Plan and School Evaluation Form, with an understanding of its position and relevance in the cycle of school resourcing, improvement and long-term planning

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
- To maintain some day-to-day teaching (at least 0.4) across the school, modelling outstanding practice in terms of classroom teaching, preparation, marking and assessment.
- Promote and lead extra-curricular activities in accordance with the educational aims of the school.

Additional and special educational needs (SEN) and disabilities

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

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN 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:

- Lead Pupil Premium Annual Reporting to governors and for publication
- To lead Personal Development and Mental Health Education across the school.
- 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 well 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
- Liaise and work with the school business manager to create, allocate and manage the Pupil Premium and School phases budgets.
- Oversee and manage the SENCo
- Manage and run the appraisal of staff
- Act as Mentor or Induction Tutor of Early Career Teachers
- Mentor Teaching Assistant Apprentices
- To provide visible, proactive, and impactful leadership of students and staff around the school site.
- To be a consistent role model of best practice for staff, contributing significantly to the development of the school culture.
- To contribute to supporting the overall behaviour of the school by ensuring the very highest standards in all aspects of school life, leading by example, and participating in the regular whole school duties.
- Lead and oversee the implementation and running of Outdoor Play and Learning.
- To represent The Grange in the OCC Peer Review Process.
- To support the Headteacher in expanding the school to include a Nursery setting.
- To support and take part in the recruitment of new staff.
- To lead key student ambassador roles in the school.

Professional development

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

- Ensure 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

- Represent the school and HT at Banbury Partnership Meetings
- Lead a Banbury Partnership school's group

Governance, accountability and working in partnership

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

- Undertake a role on the Governing Body and on at least one committee
- Report school performance to the Governing Body
- 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

- Help the headteacher and governing board determine the strategic development of the special educational needs (SEN) policy and provision in your school
- Have day-to-day responsibility for:
 - Implementing the [SEND policy](#)
 - Co-ordinating any specific provisions for individual pupils with SEN, including those with education, health and care (EHC) plans
- Advise staff about SEN strategy and provision
- Work closely with staff, parents and local agencies

Person Specification

Qualifications and training	<ul style="list-style-type: none">• Qualified teacher status• Degree at 2:1 or higher• NPQSL or other, working towards an NPQ in Leadership• Relevant recent professional development pertaining to the role
Experience	<ul style="list-style-type: none">• Successful leadership and management experience in a school• Teaching experience that demonstrates outstanding practice across all year groups• Involvement in school self-evaluation and development planning• Demonstrable experience of successful line management and staff development including appraisal• Leading the whole school curriculum• Leading assessment• Involvement in increasing pupil role• Leading staff CPD across the phases and curriculum• Leading whole-school initiatives to improve provision and student experience• Substantial leadership experience within the education sector• Leading whole school improvement strategies which impact positively on pupil outcomes and their educational experience, particularly for disadvantaged pupils and those with SEND.• Use of evidence-informed approaches for the development of teaching, curriculum and pupil behaviour• Using performance management processes successfully to contribute to school improvement• Overseeing the design and implementation of carefully sequenced, broad and coherent curricula• Evidence of developing the knowledge and skills of teaching and non-teaching staff to improve the educational experience and outcomes of pupils.
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• Up-to-date knowledge of curriculum development• Up-to-date knowledge of assessment procedures and statutory assessment across the school including access arrangements• Up-to-date knowledge of Safeguarding and KCSIE
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.• Promoting and maintaining the reputation of The Grange in the wider community• Can adhere to the Principles of Public Life at all times,• Can participate in governors meetings where required, be challenged and accept responsibility for areas of leadership.• Can take responsibility for obligations to external agencies delegated to them and work effectively with visitors or enquiries from the Local Authority, OfSTED.• Works well to deadlines including ensuring reports that are submitted are timely and accurate, and participating in inspections or reviews as required.

Next Steps:

Interested candidates are welcome to visit The Grange CP School. In order to arrange a visit or for further information about the post please contact the school office on 01295 257861 or email sbm.2058@grange.oxon.sch.uk

To Apply:

Please send completed application forms to sbm.2058@grange.oxon.sch.uk.

Selection Timeline

Closing Date: 17th January

Shortlisting: w/b 20th January

Interviews: w/b 10th February

Start Date: 22nd April