



Rugby Free

Secondary School

Rugby Free Secondary School

Deputy Headteacher

Recruitment Pack



www.rugbyfreesecondary.co.uk

Tel: 0845 257 0023 | info@rugbyfreesecondary.co.uk



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Secondary School

Our School and our vision

A member of Learning Today, Leading Tomorrow (LT2), Rugby Free Secondary School opened in September 2016, with our first Year 7 cohort. Our school is a STEMM school, with a curriculum emphasis on Science, Technology, Engineering, Mathematics and Music. The inclusion of Music, which in terms of classical treatments and through music technology represents a natural partner to traditional STEM subjects.

Our vision and ethos are based around a rich STEMM curriculum that is nevertheless broad and balanced in KS3 and KS4, with access to the humanities and languages at all points from KS3 to KS5. We operate within a local selective Grammar School system, and in an area which also offers parents access to several high quality fee-paying secondary schools, where we compete and succeed on level terms.

We expect all Students to flourish in the environment that we have created. We work very closely with parents and seek to resolve all barriers to achievement, whatever and wherever they are. Because of this our students make exceptional progress

RFSS works to ensure that every student achieves their maximum potential in a safe, supportive, stimulating, inspiring and high achieving school. They will leave as capable, confident, content and well-qualified young adults ready and able to thrive in higher education and through employment or personal enterprise. Students learn in a high quality environment with outstanding teaching available in all subject areas.

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Job Description

Job title: Deputy Headteacher
Reports to: Headteacher
Starts Date: September 2019

Main Purpose of the Role

- The Deputy Headteacher shall carry out the professional duties of a school teacher, including those duties particularly assigned by the Headteacher as set out below but not restricted to them.
- Deputise for the Headteacher in her absence
- Assist the Headteacher in shaping a vision for and managing the school
- Undertake any professional duty of the Headteacher which may be delegated by the Headteacher
- Undertake in the absence of the Headteacher and to the extent required by the Headteacher and the Governing Body, the professional duties of the Headteacher.
- To be an active and supportive lead member of the school's senior leadership team and to support the Headteacher and other colleagues in the management, strategic development and direction of the school.

Principle Responsibilities

- To take a lead in monitoring and evaluating the quality of teaching and student achievement across the school, working closely with other senior leaders who QA directorates, and, taking a personal lead with the quality assurance and development of English, Humanities, Art, Music and Drama.
- Participate in the school's policy of appraisal/performance development for the purpose of informing personal professional development, and in the appraisal/review of staff as an appraiser/reviewer
- Manage the school effectively, playing a significant role in setting aims and objectives for the school, formulating the 'School Raising Attainment Plan' and 'SEF' along with the Headteacher and other members of the senior leadership team.
- The planning and allocation of resources designed to facilitate the planned curriculum, including advising the Headteacher on current/anticipated needs for staff and other resources
- The planning and co-ordination of a whole school homework and oversight of and administration of a homework timetable
- To provide guidance and support to Departments in implementing schemes of work while ensuring that statutory and Trust / School policies are being met.
- To lead, co-ordinate and support the other members of the SLT who QA Directorates, so that Directors of Learning deliver appropriate development programmes, teaching strategies, schemes of work and in monitoring and evaluation to reflect the school's programme of continuous improvement.



- To play a lead role in developing and implementing the school's teaching and learning priorities through effective assessment procedures, the development of personalised learning and ensuring curriculum enrichment opportunities are maximised.
- To ensure the shared development and operation of effective assessment, recording and reporting systems, using the full potential of technology and data systems to set targets, monitor students' progress and raise attainment across all sites.
- To ensure the effective operation of systems for quality assurance and appraisal and CPD, ensuring that staff are led, trained and managed to achieve challenging goals.
- To construct, implement and maintain the school timetable.
- To maintain a strong awareness of the school's performance with regard to the quality of teaching in relation to national guidelines and ensure consistently high standards of teaching overall.
- Act as Deputy Designated Safeguarding Lead and accountable for keeping children safe in line with current legislation
 - To oversee the pastoral care and ensure wellbeing of students at all times
 - To develop outstanding relationships with parents and carers
 - To be responsible for the professional and personal support of staff
 - To organise and attend parental consultation evenings
 - To attend meetings as appropriate with the Governing Body and parents and to provide such reports and information as is required

This job description does not constitute a complete description of duties. The post holder will be expected to carry out such duties as may reasonably be required by the Headteacher from time to time, particularly in the growth years of the school in order to secure the school's success.

Learning Today, Leading Tomorrow (LT2) is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check. LT2 is always happy to receive speculative applications from excellent teachers and support staff



Person specification

Qualifications

	Essential	Desirable
Qualified to degree level or above	✓	
National Professional Qualification for Headteachers (this will establish a baseline of knowledge and understanding)		✓
Possesses QTS status or equivalent	✓	

Experience

	Essential	Desirable
Substantial experience of leadership as a Secondary Assistant Headteacher	✓	
Successful experience as either a Head of either English, Humanities, Art, Drama or Music		✓
Evidence of successful practice as a teacher in a secondary school	✓	
Experience of continually improving teaching practice to increase student achievement and progress	✓	
Effective use of self-evaluation and data analysis in order to facilitate improvement.	✓	
Evidence of continually improving teaching and learning at whole school level	✓	
Evidence of the ability to plan a curriculum and develop appropriate schemes of learning which match pupils needs	✓	
Evidence of involvement in extra curricular activity.		✓

Leadership

	Essential	Desirable
An ability to lead by example and be an effective team worker and leader	✓	
Highly developed leadership skills that inspire and motivate others	✓	
Ability to establish a 'learning culture'	✓	
Understands the need for collegiality in a school environment	✓	
Ability to hold people to account, ensuring consistently good practice	✓	
The skills to ensure the school attains at least a "good" Ofsted rating	✓	
A commitment to the vision and values of Rugby Free Secondary School	✓	



Ensures a positive, evolving culture.	✓	
Motivation to continually improve standards and inspire excellence	✓	
Possesses empathy and the ability to communicate well with a range of audiences.	✓	
Can motivate, inspire and influence students and staff.	✓	
Anticipates and pro-actively plans for change	✓	
Commitment to the safeguarding and welfare of all students	✓	
Able to champion the STEMM theme whilst balancing the need to promote other subjects	✓	

Teaching and Learning

	Essential	Desirable
Consistently demonstrates outstanding classroom practice.	✓	
Understands the difference between good and outstanding teaching.	✓	
Demonstrates excellent practice in a wide range of pedagogical skills and practice.		✓
Has an excellent understanding of effective formative assessment strategies which address the needs of a modern, analytical learning environment.	✓	
Understands and interprets complex student data to drive lesson planning, achievement and progress.	✓	
Ability to reflect on own and others lessons and continually improve practice.	✓	
Possesses energy, enthusiasm, resilience and perseverance	✓	
A commitment to educational research in order to facilitate learning		✓
Delivers effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards.	✓	
Able to communicate ideas about teaching and learning to ensure consistent, highly effective practice by all staff.	✓	
Able to produce resources and documentation which are audience appropriate and in well-written English.	✓	



Additional Skills and Abilities

- The ability to engage positively with pupils, colleagues, parents, Governors and others who contribute to the work of the school.
- An ability to establish strong relationships with the local community and to promote the school to others, as a focal point in the community.
- The ability to command the respect of all and be highly visible to pupils, parents and members of the local community.
- The communication skills needed to provide clear and accurate information and well informed advice.
- The ability to organise and manage work effectively i.e. being able to prioritise and organise tasks, make good rational decisions and delegate when appropriate.
- High expectations of pupils' learning, attainment and behaviour and of one's own professional abilities and those of colleagues.
- An excellent understanding of the most effective safeguarding procedures and experience of putting this into practice.
- A caring philosophy which values the contribution of others.

Written Application

- Evidence of clear thinking about the role of an Deputy headteacher, your educational philosophy and presentation of your recent experience, enabling you to meet the requirements of the post.

References

- Excellent and unequivocal.

Health and Attendance

- Good health record and consistent attendance.