

## DEPUTY HEADTEACHER – Inclusion



February 2017

Dear Colleague,

Thank you for expressing an interest in working with us here at Wanstead High School.

This is a very exciting time to join Wanstead High School, as we move forward from a very successful OFSTED inspection last academic year, and as we look to further improving outcomes for students.

Wanstead High school is a great school; an inclusive, diverse, London secondary school of which the community is rightly very proud. This is reflected in our very high numbers of first choices for both Year 7 and Sixth form applications. Our exam results are improved, putting us in the top 5% in the country for Progress 8 at Key Stage 4.

Our goal is to liberate the potential of all our students and to provide education with character. The school has a committed and creative staff; as a member of the Seven Kings Teaching School Alliance we provide an innovative, supportive learning environment for all staff, from NQTs, Associate staff to future leaders within the school and beyond.

We are keen to appoint the right candidate to join us in the next stage of our journey and we hope that you consider applying to be part of our school.

Yours sincerely

Bob Hamlyn  
Headteacher

## Wanstead High School: Deputy Headteacher - Inclusion

3

<b>Post Title</b>	<b>Deputy Headteacher</b>
<b>Department</b>	<b>Whole School</b>
<b>Salary / Grade:</b>	<b>Leadership Range L19-25 (Outer London)</b>
<b>Responsible For:</b>	<b>Inclusion: safeguarding, behaviour and curriculum support.</b>
<b>Responsible To:</b>	<b>The Headteacher and the Governing Body</b>
<b>Liaising With</b>	<b>The Headteacher, SLT, all relevant staff and external agencies and Parents.</b>

### Core Role

- To work with the Headteacher and other deputies to develop staff teams so that they are best placed to meet the needs of all learners.
- To work with the Headteacher and other deputies to develop effective systems to support all learners, including vulnerable learners such as those with special needs.
- To work with key teams in the school to develop effective use of data and ensure that this leads to the implementation of effective strategies and actions to improve student well-being and outcomes.
- To be responsible for the effective safeguarding and pastoral support of our students.
- To work with the Headteacher and other deputies to further develop teaching and learning in the school, including the continuing professional development of staff.
- In the temporary absence of the Headteacher to undertake the professional duties of the Headteacher in rotation with the other Deputy Headteachers in the school.

### SLT Generic Responsibilities

In accordance with the current Teachers' Pay and Conditions Document you will:

- Carry out the professional duties of a teacher as circumstances may require under the reasonable direction of the Headteacher.
- Perform, in accordance with any directions, which may reasonably be given to you by the Headteacher from time to time, such particular duties as may reasonably be assigned to you.
- Promote the general progress and well-being of individual pupils and of any class or group of pupils assigned.
- Teach consistently excellent lesson for assigned groups.
- Ensure that students make more than expected progress in assigned classes.
- Promote and support the achievement of the school's vision and goals.
- Promote the safeguarding of students, the standards incorporated into the school's policy on Disability and Equality of Opportunity and striving to create an inclusive coherent community.
- Contribute to the planning, implementation, monitoring, evaluation, and review of the school development plan.
- Carry out strategic and operational planning for improvement in relation to designated areas of responsibility.
- To research, write, implement and evaluate strategic and operational plans as required.
- Contribute to the development and delivery of Continuing Professional Development in the context of whole school needs.
- Efficiently and effectively manage resources and budgets assigned.
- Implement Health and Safety policies and ensure practices are in-line with health and safety policy requirements.
- Participate in the day-to-day management of the school including school assemblies, duty rota and cover.
- Attend Leadership Group meetings as required including out of hours events.
- Attend meetings of consultation groups.
- Attend Governors Committee meetings and Full Governors meeting as required and to provide reports to the Governing Body.
- Use school systems as designated and to use ICT to apply and organise procedures consistently, with deadlines established and achieved.
- Implement and review school policies as appropriate.
- To take financial responsibility for the designated areas of management.
- Participate in whole school monitoring and evaluation of teaching standards through a range of school procedures.

## *Wanstead High School: Deputy Headteacher - Inclusion*

4

- |  |
|--|
| <ul style="list-style-type: none"><li>• Act as role model to staff and students in terms of modelling high standards of professionalism, dress and behaviour.</li><li>• Support, advise and guide staff to promote their well-being.</li><li>• To care for the well-being of staff.</li><li>• Implement personnel procedures as required by the Headteacher.</li><li>• Support school events, including evenings, for example: musical concerts, Parents' Association events.</li><li>• Communicate and meet with parents as necessary.</li><li>• Participate in the interview process for teaching and non teaching posts when required and to ensure effective induction of new staff in line with school procedures.</li><li>• Keep up to date with developments in relation to teaching and learning and developments promoting student achievement at national, regional and local levels.</li><li>• Actively pursue personal professional development.</li></ul> |
|--|

<b>General</b>
----------------

In accordance with the current Teachers' Pay and Conditions Document you will:

- |  |
|--|
| <ul style="list-style-type: none"><li>• Carry out the professional duties of a teacher as circumstances may require under the reasonable direction of the Headteacher.</li><li>• Perform, in accordance with any directions, which may reasonably be given to you by the Headteacher from time to time, such particular duties as may reasonably be assigned to you.</li><li>• Promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to you.</li></ul> |
|--|

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
--

<b>Safeguarding</b>
---------------------

To ensure the safety and wellbeing of students in line with:

- |   |
|---|
| <ul style="list-style-type: none"><li>• The DFE Teachers Pay and Conditions Document.</li><li>• The school's safeguarding policy.</li></ul> |
|---|

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
--

**Deputy Head Teacher: Person Specification**

Criteria	Essential	Desirable	Evidence
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Good honours degree preferably 2:1 or above</li> </ul>	<ul style="list-style-type: none"> <li>Further qualification in education and/or management</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> </ul>
	<ul style="list-style-type: none"> <li>Teaching qualification</li> </ul>		
<b>Experience</b>	<ul style="list-style-type: none"> <li>At least two years' experience Assistant Headteacher or experience of working at a strategic level within an academy or school.</li> <li>Experience of more than one school</li> <li>Knowledge, experience and understanding of effective whole</li> </ul>	<ul style="list-style-type: none"> <li>Recent experience f working across a range of secondary school/school settings.</li> <li>Experience of supporting another school</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Letter of application</li> <li>Selection process</li> <li>References</li> </ul>
<b>Leading Learning and Teaching</b>	<ul style="list-style-type: none"> <li>Consistently good/outstanding teacher, able to lead by example</li> <li>Proven track record of raising educational standards</li> <li>Clear track record of working at a strategic level with a school to bring about school improvement</li> <li>Demonstration of high expectations, including leading by example as a teacher</li> </ul>	<ul style="list-style-type: none"> <li>Teaching judged outstanding by Ofsted</li> <li>Consistently excellent examination outcomes</li> </ul>	<ul style="list-style-type: none"> <li>Letter of application</li> <li>Selection process</li> <li>References</li> </ul>
<b>Developing Self and Working with Others</b>	<ul style="list-style-type: none"> <li>Ability to set appropriate and challenging targets</li> <li>Evidence of the ability to successfully coach and improve performance of others</li> <li>Evidence of contribution to effective staff training</li> <li>Ability to make and take decisions</li> <li>Understanding when to consult or seek advice, responsive to feedback</li> <li>Maintain a consistent focus on results and outcomes</li> <li>Ability to establish clear, uncompromising professional relationships/boundaries</li> </ul>	<ul style="list-style-type: none"> <li>Experience of mentoring staff</li> <li>Proven track record of coaching teaching staff from good to outstanding</li> </ul>	<ul style="list-style-type: none"> <li>Letter of application</li> <li>Selection process</li> <li>References</li> </ul>

## Wanstead High School: Deputy Headteacher - Inclusion

6

<b>Managing the Organisation</b>	<ul style="list-style-type: none"> <li>• A record of success in improving the performance of student achievement outcomes through tracking, monitoring and creative intervention using data analysis and measuring impact</li> <li>• Ability to build and lead high performing teams</li> <li>• Appreciation of the need to delegate responsibility with accountability</li> <li>• Experience of successfully implementing educational change and improvement through implementation of improvement plans and policies</li> <li>• Able to delegate responsibility with accountability</li> <li>• Able to lead the school in the absence of the Headteacher.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the principles and mechanisms of school management</li> </ul>	<ul style="list-style-type: none"> <li>• Letter of application</li> <li>• Selection process</li> <li>• References</li> </ul>
<b>Securing Accountability</b>	<ul style="list-style-type: none"> <li>• Dedicated, committed, high profile leader who will hold others to account in relation to policy and professional standards</li> <li>• Evidence of the ability to identify underperformance in staff in the relentless pursuit of improved standards across the school and to hold others to account (examples)</li> <li>• Experience of implementing appraisal processes</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of initiating and completing the capability and/or disciplinary process with underperforming staff</li> </ul>	<ul style="list-style-type: none"> <li>• Letter of application</li> <li>• Selection process</li> <li>• References</li> </ul>
<b>Personal Qualities &amp; Attributes</b>	<ul style="list-style-type: none"> <li>• Emotional resilience</li> <li>• Able to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Excellent communication skills</li> <li>• Ability to work under pressure, think creatively and to anticipate and solve problems</li> <li>• High professional standards</li> <li>• Dynamic, positive and constructive</li> <li>• Good sense of humour</li> <li>• Sense of proportion and sound judgment</li> <li>• Honesty and trustworthiness</li> <li>• Willingness to learn from mistakes</li> <li>• Empathy and excellent listening skills</li> <li>• Commitment to Equal Opportunities</li> </ul>		<ul style="list-style-type: none"> <li>• Selection process</li> <li>• References</li> </ul>

### **School Vision and Aims**

#### **Our Strategic Vision**

We will provide high quality education with character: inspiring our young people, keeping them safe, and preparing them fully for life in the modern world.

#### **Strategic Goals of the School**

- Further improve the quality of teaching and learning across the school so that all students receive an entitlement to excellence and to education with character.
- Establish a curriculum that best meets the needs of every single student.
- Develop high quality assessment, tracking and intervention systems to maximise the attainment and achievement of every student.
- Ensure all students are safe, healthy and happy, and have the skills and qualities needed to thrive in modern Britain.
- Develop leadership opportunities for all members of the school community, and ensure that our staff are fully developed as professionals in order to best meet the school's vision.

### School Information

Wanstead High School is a large, improving, multi-ethnic co-educational comprehensive school for students between the ages of eleven and nineteen. We constantly seek to bring about improvement, in teaching and learning and in all aspects of school life. Expectations are high both for staff and pupils.

The School seeks to enable students to achieve the highest academic standards. Over recent years good examinations results have been achieved at GCSE and 'A' Level compared to national standards. In 2016 79% of students gained 5+ A\*-C GCSE including Maths and English. Two thirds of our students stay on to the Sixth Form and the majority of these gain entrance to universities and other centres of Higher Education, and we also recruit a substantial number of post-16 students from the surrounding area.

Our latest OFSTED report, November 2015, rated the school as "Good" in all areas, noting in particular the high quality CPD for our staff.

The school is maintained by the London Borough of Redbridge and is situated in a residential area near Epping Forest, served by the London Transport Underground Central Line and the M11 motorway. It is, therefore, both within easy reach of central London and out-lying areas such as Essex and Hertfordshire.

There are currently approximately 1550 plus students on roll including some 350 students in the Sixth Form. Currently there are 170 teaching and support staff. Eight forms of entry (240 students) are admitted at year seven and there are some 350 plus students in the Sixth Form. The school encompasses a rich social and cultural diversity and 35% of students speak English as an additional language. There are over 35 languages spoken by the students. The school is heavily over-subscribed with some 850 applications for 240 places in Year 7 this year.

All students wear uniform except in the Sixth Form where students are required to wear tailored clothing. After much liaison with 40 linked primary schools (7 main feeders), students join one of nine mixed ability tutor groups and the school seeks to maintain the composition of this and the association with the same tutor throughout the student's career. The year based pastoral system is central to the discipline and wellbeing of the students. Tutors are led and supported by an experienced team of pastoral heads.

The school has some very good facilities, including a good Sixth Form Centre with state of the art study facilities; ten well equipped Physics laboratories and a purpose built theatre, a dance studio and music suite. Considerable refurbishment has taken place over recent years, with work still ongoing. The school is well resourced with IT equipment.

The school's sports facilities are used as a local Leisure Centre, which serves the community in the evening, but which is part of the school during the day. It comprises 4 squash courts, a sports hall, a gymnasium, a multi-purpose sports hall, a fitness training room and a floodlit play area.