



Four Oaks Primary School

✉ Edge Hill Road, Sutton Coldfield, B74 4PA ☎ 0121 675-4040/2685

Appointment of Deputy Head Teacher

Four Oaks Primary School



Information for Applicants

March 2019



Dear Applicant

Re: Appointment of Deputy Head Teacher from September 2019

Thank you for your request for information regarding this recently advertised post. I hope you find the information in our pack, as well as the information on our website, useful. If you have any queries, please do not hesitate to contact the school.

Following the retirement of our previous Head Teacher, and the appointment of the previous Deputy Head Teacher as her successor, we now wish to appoint a permanent Deputy Head Teacher to work alongside the new Head Teacher from September 2019.

Four Oaks Primary School is an inclusive, supportive, happy school with a strong reputation in the local area; we are oversubscribed for entry to reception and have long waiting lists in all other year groups. Relationships with families are extremely positive and constructive; parents and carers are keen to support the school and their children's learning.

We have a highly motivated and experienced staff team which has been fundamental in achieving and maintaining our Ofsted Outstanding status since July 2011 and who continue to raise standards and set high expectations and ambitions for every child as a consequence of feeling part of a valued team.

We believe that the whole school community is involved in the process of learning – learning to be the best at whatever stage we are on life's journey – pupils, teachers, teaching assistants, support staff, administrators, technicians, site staff, kitchen staff, governors and leaders.

We are looking for a Deputy Head Teacher who:

- will be an inspirational leader, who will work with all staff, and value their contributions to the life of the school, to achieve the best outcomes for children.
- will value our children and take pride in their achievements, inspiring them to be passionate learners and realise their full potential;
- will strive for excellent attendance, attainment and progress for all our pupils;
- has the skills and vision to maintain and further develop Four Oaks Primary School as an outstanding school;
- will actively promote the school's strengths and ethos and build upon its role as a school for the whole community, including being an active participant in the Learning Trust for Excellence;
- will maintain and further develop the climate for exemplary pupil behaviour;
- will be committed to providing a safe, supportive school environment and have a passionate commitment to personal, social and cultural education

We can offer:

- a happy, safe learning environment in which every child is nurtured to develop a love of learning;
- a supportive ethos built upon mutual respect, including support from other local head teachers in the Learning Trust for Excellence;
- a highly-motivated, dedicated staff and a committed, active and supportive Governing Board;
- very supportive parents and carers;
- a thriving school which supports the whole child through a rich range of extra-curricular activities;
- a commitment to supporting our children's personal and emotional development

A recent parental quote:

"As our child approaches the end of her time at Four Oaks Primary School, we can't help but feel emotional and sad, but very proud. We feel blessed that our daughter has been given the best possible start to the rest of her life by being part of the Four Oaks Family"

Visits to the school by arrangement are welcomed on **Thursday 28th**, or **Friday 29th March at 1.30 pm**; please contact Mrs P Johnson on 0121 675 2685.

The closing date for applications is **9.00am on Wednesday 3rd April 2019** and we look forward to receiving your application. Your application should contain a letter no longer than 3 sides of A4 which outlines your vision for the continued development of the school.

Interviews will take place on **Thursday 11th April 2019**.

Completed applications should be returned to Performance, Engagement & Commissioning Services, PO Box 16461, Birmingham, B2 2DB or via email to CSURecruitment@birmingham.gov.uk

Yours sincerely,

Trevor Johnson
Chair of Governors



Job Description

Deputy Head Teacher

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

If the Head Teacher is absent, the Deputy Head Teacher will deputise, as directed by the governing body.

The Deputy Head Teacher will also be expected to fulfil the professional responsibilities of a Head Teacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

Duties and responsibilities

Qualities and knowledge

Under the direction of the headteacher:

- Support with the day-to-day management of the school
- Communicate the school's vision compellingly and support strategic leadership
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Build positive relationships with all members of the school community, showing positive attitudes to them
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Work with political and financial astuteness, translating policy into the school's context
- Seek training and continuing professional development to meet own needs
- Lead by example in terms of being a role model for all pupils inside and outside school

Pupils and staff

Under the direction of the Head Teacher:

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Ensure excellent teaching in the school, including through training and development for staff
- Establish a culture of openness as a basis for sharing best practice
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice

Systems and Processes

Under the direction of the Head Teacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the Governing Body as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

School Self-Improvement

Under the direction of the Head Teacher:

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education
- To work successfully within the Four Oaks Cluster and the Learning Trust for Excellence.

Other Areas of Responsibility

The Deputy Head Teacher will be responsible for Assessment on a whole school basis.

The Deputy Head Teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Head Teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head Teacher.

Person Specification

CRITERIA	QUALITIES	(E = ESSENTIAL / D = DESIRABLE)
Qualifications and training	<ul style="list-style-type: none"> Qualified teacher status (E) Degree (E) Professional development in preparation for a leadership role (D) 	
Experience	<ul style="list-style-type: none"> Successful leadership and management experience in a school (E) Varied teaching experience across Key Stages (E) Involvement in school self-evaluation and development planning (D) Line management experience (E) Experience of contributing to staff development (E) Experience of leading Assessment in school (E) 	
Skills and knowledge	<ul style="list-style-type: none"> Data analysis skills, and the ability to use data to set targets and identify weaknesses (E) Understanding of high-quality teaching, and the ability to model this for others and support others to improve (E) A developing understanding of school finances and financial management (D) Highly effective communication and interpersonal skills (E) Ability to communicate a vision and inspire others (E) Ability to build effective working relationships (E) 	
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 (E) Ability to work under pressure and prioritise effectively (E) Commitment to maintaining confidentiality at all times (E) Commitment to safeguarding and equality (E) 	

This job description may be amended at any time in consultation with the postholder.