



Communicating Love; Inspiring our Community to Flourish



Candidate Information Pack

Deputy Headteacher – Leadership Scale point 8-12 £50,151-£55,338

St Gabriel's CofE Academy

Houlton

CV23 1AN

Letter from the Headteacher



Dear Candidate,

Thank you for taking the time to find out more about the position of Deputy Headteacher here at St. Gabriel's Church of England Academy. We are a relatively new and rapidly developing school, the first in the Houlton CofE Multi Academy Trust, and we are looking to build on a great start as we take our next steps. Our Deputy Headteacher will play a fundamental role in the growth and development of the School in the coming years as it seeks to develop excellence in its mission to love and inspire its community to flourish. This role offers the successful candidate the opportunity to take a central role in developing and refining our curriculum, teaching provision and Christian distinctiveness as well as providing strategic direction and leadership capacity in the school.

St Gabriel's has been open since September 2018 and has approximately 200 pupils in single year groups from Reception to Year 6. The coming year marks a very exciting step in our journey as we begin to transition into a two form of entry school, add a nursery class and develop our own wrap-around provision. Our challenge is to maintain and build on the high standards we set for ourselves whilst expanding sustainably. Our current school building is an amazing space with wonderful opportunities for children to learn in great facilities, and we are embarking on a build project to increase capacity for our growing intake. As the first school to be constructed on the Houlton development in Rugby, we are profoundly aware of the important role we play in establishing community here. As a school, we are committed to inspiring, challenging and supporting the children in our care to fulfil their potential, making them feel valued, loved and able to flourish. Their needs are at the heart of all our decision-making and, as a Church of England School, our inclusive Christian ethos is at the centre of what we do as we aim to work for the common good of everyone.

This is an opportunity for an individual with experience and vision to make their mark on a developing school, driving school improvement, defining provision and securing the highest standards of education for our pupils whilst championing our Christian distinctiveness. We can offer the successful candidate the opportunity to help lead a talented and dedicated teaching team who are seeking to grow and develop together. Our Deputy Headteacher will play a key role in realising our vision, supporting and challenging the senior leadership team whilst communicating effectively with parents, governors, trustees and wider stakeholders.

I hope this opportunity has captured your interest, if so, please consider the job description with care, this will undoubtedly be a challenging and rewarding position, giving you the opportunity to make a defining contribution to the life of the school; if you feel inspired to take up this challenge, I would love to hear from you.

Andrew Taylor
Headteacher & CEO
St Gabriel's CofE Academy
Houlton CofE MAT



Ethos



At St Gabriel's CofE Academy everything we do is underpinned by our loving, distinctive and inclusive Christian ethos. We want the best for our children; with love as our core value and primary motivation we ensure every decision and every action we take is with the best-interests of the child at the forefront of our thinking. We communicate God's love and hope for the future to the children in our care and the community we serve by providing the best possible educational experiences and support for children and families. Experiences which are deeply affecting, inspiring confidence and fully equipping our children for their future, enabling them to flourish and fulfil their potential. We recognise each child is gifted with unique skills, talents and interests and place an equal emphasis on developing the whole child in every way:

Academically – encourage excellence, striving to make great progress

Physically – grow healthily with increasing skill and respect for our bodies

Mentally – secure a healthy, joyful, mature outlook, building resilience

Spiritually – develop an appreciation of beliefs, their impact and influence on our lives

Morally – mature in an understanding of behaviour, law and ethics

Socially – build and maintain healthy relationships as a collaborative community

Culturally – identify the responsibilities and opportunities presented in our society

Our Vision Statement

At St Gabriel's CofE Academy, our vision is that we are always:

Communicating Love; Inspiring our Community to Flourish

Inspired by –

Love one Another as I have Loved you. John 13:34

You have planted them, and they have taken root; they grow and bear fruit. Jeremiah 12:2

Job Description – Deputy Head Teacher



Starting salary: Leadership Scale Point 8-12

Full time: Permanent

About the Role

The Trust is looking to appoint an inspirational and highly effective Deputy Headteacher who is committed to ensuring St Gabriel's provides educational excellence in our school community.

The successful candidate will have the opportunity to work with the Headteacher and Leadership team to secure the highest standards in our provision; including but not limited to: curriculum, Christian distinctiveness, pedagogy, school development and partnership working. Further development opportunities will become available within the growing school and Multi Academy Trust.

Accountability:

The Deputy HT is managed by and is directly accountable to the Headteacher.

At all times the Deputy HT will operate within school policies and procedures.

Purpose of the Job

Under the overall direction of the Head Teacher the Deputy HT will:

- Play a lead role in realising the strategic direction of the school.
- Make a significant contribution to standards, curriculum cohesion and pedagogy across the school, leading by example and delivering high-quality staff training and development opportunities.
- Proactively manage staff and resources to secure the best possible outcomes.
- Promote and safeguard the Christian ethos of the school in line with its foundation.
- Take on the responsibilities for the Head Teacher as agreed and appropriate in the absence of the Head teacher.
- Lead by example in carrying out the professional duties of a teacher.
- Actively work to safeguard our pupils, promoting their welfare and upholding the school's values and ethos.
- Engage effectively with a range of stakeholders to uphold the school's values, maintain its purpose and secure its support in the local and national context.
- Carry out the duties of this post in line with the current School Teachers' Pay and Conditions Document including the conditions of employment for deputy head teachers.

Job Description – Deputy Head Teacher



Duties and Responsibilities

Strategic Planning

Support the Head Teacher and Trustees in delivering our vision.

Play a major role in school improvement planning and school self-evaluation processes, defining priorities based on best-available evidence.

Significantly contribute to a model of continuous school improvement, leading change and evaluating impact.

Plan for the continued development of the school's Christian values at all levels within the school community.

Leading teaching and learning

Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community.

Work with the Head Teacher to raise standards through staff performance management, CPD and embedding research and best practice.

Specific responsibility for leading the development and review of the central school curriculum, promoting cohesion and inclusiveness.

Support the senior leadership team with monitoring the quality of education throughout the school, including robust evaluation of school performance.

Model excellence in leading the development of Christian distinctiveness in the school.

Ensure the active involvement of pupils and staff in their own learning.

Developing self and others

As part of the senior leadership team, to:

Ensure an appropriate programme of professional development for all staff, in line with the school development plan and performance management targets.

Lead the annual appraisal process for specifically identified staff.

Contribute to the school's strategic aim of promoting wellbeing for all staff.

Show a personal commitment to continuous professional development, engaging with research.

Support the development of collaborative approaches to learning within the school and beyond.

Support the induction of staff new to the school and those being trained within the school.

Participate in the recruitment process for new staff.

Job Description – Deputy Head Teacher



Duties and Responsibilities

Managing the organisation

Contribute to regular reviews of the school's systems and processes to ensure statutory compliance.

Collaborate effectively with SLT, Trustees and Governors in the strategic leadership of the school.

Contribute to the effective dissemination of information and the maintenance of agreed systems for communication.

Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school.

Promote the Christian distinctiveness of the Academy at all levels.

Contribute to the effective distribution of leadership across the school.

Liaise effectively with external agencies to secure timely support for pupils and families.

Securing accountability

Support the staff and Local Governing Body in ensuring the school responds positively to external scrutiny from a range of stakeholders, e.g. Ofsted, DfE, ESFA, SIAMS.

Take responsibility for identified areas of leadership and report the impact of work.

Contribute to the evaluation, analysis and reporting of the school's performance to its community.

Take responsibility for promoting and safeguarding the health, safety, welfare and development of pupils.

Strengthening community

Assist the senior leadership team in developing the policies and practices which promote inclusion, equality and personal development of all in line with the school's Christian values.

Be a role model for promoting innovative and positive involvement of parents/carers in school life, learning and development.

Develop and build positive working relationships with specialist support services as appropriate to secure improved outcomes.

Significantly contribute to a positive, collaborative working environment.

Strengthen partnership and community working, seeking out opportunities to learn with others, for example from across the Diocesan Board of Education and within our Local Authority.

Leadership Team

Be a proactive and effective member of the senior leadership team assuming responsibility for various aspects of the school's development as part of the cycle of evaluation and strategic planning and thoughtfully managing staff to achieve these aims.

Assuming responsibility for school leadership and Headteacher duties as appropriate in the absence of the HT.

Contribute broadly to the life of the school.

Other

To undertake any other professional duties, or training, reasonably delegated by the Head Teacher, which are within the scope of this post and in line with the changing needs of the school.

Act as an ambassador, promoting the ethos, aims and provision at St Gabriel's CofE Academy.

This job description is subject to annual review. It may be amended at the request of the Headteacher or the post holder but only after full consultation.

Person Specification

This person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how you meet the requirements of the person specification. You should refer to these requirements when completing your application.



Education and training		Essential	Desirable	Measured by:
	Honours degree or equivalent.	✓		Application
	Qualified Teacher Status.	✓		
	Relevant post-graduate or professional qualification in education leadership.		✓	
	Evidence of continuous professional development relating to school leadership and management and curriculum/teaching and learning.	✓		
Professional Experience and knowledge				
	Substantial, successful teaching experience.	✓		Application and interview
	Successful recent strategic leadership experience within a primary school.	✓		
	Demonstrable experience of raising standards for all with measurable outcomes.	✓		
	Proven track record in leading and managing staff, delegating effectively and implementing and managing change.	✓		
	Proven track record of managing successful school self-evaluation and accountability and the school improvement process.	✓		
	Experience of effective leadership in collaborative work with parents and families.		✓	

	Up-to-date knowledge and understanding of the wider educational agenda including current national policies and education issues.		✓	
	The ability to demonstrate an understanding of the distinctive Christian character of a Church school.	✓		
	In-depth knowledge and experience of Child Protection, Safer Recruitment and Safeguarding procedures which promote emotional health and well-being.	✓		

Leading Teaching and Learning

	A proven track record securing excellent classroom practice across a team.	✓		Application and interview
	Sustained experience of evaluating pupil progress to translate information into assessment for learning and effective intervention strategies.	✓		
	Successful experience of securing positive behaviour management, and effective learning environments across a team.	✓		
	Experience of designing and delivering significant aspects of a broad and balanced curriculum within a primary setting.	✓		
	Successful involvement in staff recruitment, induction and training.		✓	

Personal Qualities

	Hard-working and determined, with mutual respect and high expectations of self and colleagues.	✓		Application and interview and references
	Has high levels of personal integrity with the ability to promote and sustain the values culture and Christian ethos of a Church of England academy.	✓		
	Articulate and approachable with excellent interpersonal communication skills both in conversation and in writing.	✓		
	Highly organised, thinks strategically, prioritises and plans effectively.	✓		

	Is able to demonstrate strong leadership skills especially under pressure.	✓		
	Innovative.		✓	
	A reflective practitioner who demonstrates evidence of learning from experience.		✓	
	Community-minded who seeks the success of the team above self.	✓		
Additional				
	Commitment to involve parents and the community in the life of the school.		✓	Application and interview
	Committed to own continuing professional development.		✓	
	Demonstrates an understanding that at all times the best interests of children must be promoted.	✓		
	Commitment to upholding and promoting the school's Christian foundation, ethos and values.	✓		
	An understanding of and proactive commitment to promoting equal opportunities for all.	✓		
Safeguarding				
	Appreciates the significance of child protection and safeguarding for all individual children and young people whatever their life circumstances.	✓		Application, interview and references
	Can demonstrate a working knowledge of and commitment to establishing a culture of safeguarding for the whole school community.	✓		

St Gabriel's CofE Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be subject to an Enhanced DBS check, two satisfactory references and a Disclosure of Criminal Record and Disqualification Declaration.

The post holder will be required to take responsibility for and uphold a culture of safeguarding.

Application Information

Thank you for taking an interest in this post.

Candidates are most welcome to visit the school.

Please contact Mrs H. Wilmot at om@stgabrielscofeacademy.org

**Please note the closing date for applications is 12:00pm on
Thursday 15th April 2021**

Interviews provisionally w/c 19th April 2021



Contact Details

Completed applications and supporting documents should be sent via email to:

om@stgabrielscofeacademy.org

or posted to:

Mr Andrew Taylor, Headteacher, St Gabriel's C of E Academy, Houlton, Rugby, CV23 1AN

If you do not receive acknowledgement of an electronic application, then please phone
01788 222405

Please contact us if you require a printed or enlarged application pack.

St Gabriel's Church of England Academy

Houlton

Rugby

Warwickshire