

# Deputy Headteacher Candidate pack

**St Michael's C of E Primary School  
Handsworth**



## Welcome message from the CEO

Thank you very much for requesting the details for the post of Deputy Headteacher for St Michael's Church of England Primary School.

We are looking for an experienced, enthusiastic and inspiring Deputy Headteacher to lead our school in Handsworth. We are seeking to appoint a person who is able to develop and lead a strong Christian vision and who fully understands the Christian distinctiveness of a Church of England school. We are therefore looking for a Deputy Headteacher who will actively support and promote our vision and ethos in every aspect of school life.

We believe that success is found in who you are as well as what you do, and at all of our schools we aim to provide an outstanding education, supported by excellent pastoral care and high standards of behaviour, set within a distinctive ethos. We want to equip our pupils with academic achievement, experiences and personal attributes to enable them to succeed in the next stage of their education.

I hope the following pages will give insight into our vision and ambition for the work of the Trust as well as practical details about the post itself. An information pack can only partly reflect the role and therefore I encourage prospective candidates to contact the headteacher to discuss the post in greater detail.

Yours faithfully,

Dr Christopher Mansell

Chief Executive Officer



## Information about the school



St Michael's Church of England School is a Christian school for the whole community. By admitting children on the basis of the proximity of their home to the school, St Michael's is fully inclusive and welcomes children and families of all faiths and none.

The school serves local children, parents and the community by providing an education of the highest quality within the context of Christian belief and practice. Their Collective Worship follows Christian practices and identifies Christian perspectives where appropriate in the curriculum.

The school is set within an economically disadvantaged community and is fortunate to serve a multi-cultural population. Although we are in the heart of the city, we offer a small village school ethos which celebrates our diversity.

St Michael's has been through a period of transition since joining the Trust and is now ready for the next stage of its journey to 'good' under its new headteacher who will also commence in September 2021. The leadership team has worked hard to stabilise the

staffing and to ensure that the curriculum is ready to enable the pupils to achieve to their fullest. However, there is still much to be done to ensure that the pupils leave the school achieving national expectations. The new deputy head will work closely with the new headteacher to achieve the very best outcomes for the pupils and to create a school that is the first-choice school for parents.

We work closely with other local schools, which are all part of BDMAT and this allows us to support one another effectively meet the needs of our communities, enabling specialist resources, teachers, learning support assistants and equipment to be shared, as well as visits and workshops to be organised jointly.

Our strong links with the church, local community and external organisations ensure that our children receive a broad range of experiences within the school day and at before and after school clubs, allowing pupils to *live life in all its fullness*.

## The post

**Academy:** St Michael's Church of England Primary School

**Job title:** Deputy Headteacher

**Salary:** L6 to L10 (dependent on experience)

**Location:** Handsworth, Birmingham

**Start date:** September 2021

**Closing date:** 12 noon 14<sup>th</sup> May 2021

**Interviews are scheduled for 21<sup>st</sup> May 2021**

Visits to the school are very much welcomed and encouraged and can be arranged through the school. Please contact Sue Heath-Gardiner to arrange school visits on 0121 554 7818 or email [enquiry@stmich21.bham.sch.uk](mailto:enquiry@stmich21.bham.sch.uk). All documents and the application form are available via the office or to download from the school website: [www.stmich21.bham.sch.uk](http://www.stmich21.bham.sch.uk) or the BDMAT website [www.bdmatschools.com](http://www.bdmatschools.com)

**Please send your application form to [jobs@bdmatschools.com](mailto:jobs@bdmatschools.com)**

*St Michael's C of E Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.*

We welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion. Coleshill C of E Primary School & Nursery is a Disability Confident employer.

## School statistics

### **St Michael's CofE Primary**

Numbers on roll: 174

Staffing number: 27 in total

SATs results for 2019:

**KS2:** Reading 50%

Writing 57%

Maths 57%

Grammar, punctuation and spelling 63%

Reading, writing, Maths combined 43%

**KS1:** Reading 69%

Writing 62%

Maths 72%

**Phonics:** 51%

**EYFS, GLD:** 63%

Last inspection reports:

**Ofsted** January 2019 – requires improvement

**SIAMS** March 2018 - Good



## Information about BDMAT

St Michael's primary school is part of the Birmingham Diocesan Multi-Academy Trust (BDMAT) and therefore will be supported by and connected with a network of Church of England schools within the region. The Trust was established in 2017 by Birmingham Diocesan Board of Education, which has a strong track record of providing excellent educational provision and achieving rapid school improvement across all phases. The trust currently has 16 schools, all primary, spread across three local authority areas; Birmingham City (9 schools), Warwickshire (6 schools) and Solihull (1 school). Our plan is to increase initially to twenty schools including a brand-new secondary school due to open in 2021.

The vision of the Trust is to ensure pupils have 'life in all its fullness'; providing an education that will offer a wide range of opportunities and experiences within a Christian framework.

The BDMAT Board consists of Members and Directors with committees to support and challenge the leadership team and local governing bodies of Austrey and Newton Regis.

### **BDMAT's mission is:**

To provide high quality education within a Christian framework that allows all pupils to reach their full potential through experiencing a broad and balanced curriculum whilst ensuring staff have a good work / life balance and are fulfilled in their roles.

### **BDMAT's strategic aims:**

Education is led by BDMAT's vision and values, and for our Church of England schools these are embedded within a Christian ethos

We work in partnership with parents and carers to promote pupils' social, moral, spiritual, cultural and physical development within happy and caring environments

Every school provides a broad and balanced curriculum that equips all pupils to thrive, achieve their goals, succeed in later life, contribute to a diverse society and respect the environment

Pupils are provided with effective pastoral support and safeguarding arrangements meet all national and local requirements

Our schools are at the heart of the communities that they serve, collaborating with the church, other schools, stakeholders and organisations in the area to best support their community

Working in partnership with parents and carers, we promote pupils' intellectual development as evidenced through external and internal indicators that demonstrate the

vast majority of pupils make good or better progress in our schools and as a result, attainment is high in all of our schools or improving rapidly

All of our schools are graded at least 'good' by Ofsted or are improving quickly towards achieving 'good' at the next inspection

The practice of staff is enhanced by high quality professional development and performance management systems

The Trust has highly effective pastoral arrangements in place for staff who, as a result, feel supported and have good life / work balance and the Trust is recognised as a good employer for staff

The Trust is sustainable, with secure finances allowing high quality services to underpin our work, ensuring staff in schools are able to concentrate on providing effective provision for their pupils

## Christian Ethos

The Church of England, and the Birmingham Diocesan Multi-Academy Trust, believes that every child is unique and deserves the very best education, and therefore we believe that education should be provided for pupils that allows:

### **Educating for Wisdom, Knowledge and Skills**

Church of England schools provide excellent academic education, and enable every individual to know *how* to apply those skills.

### **Educating for Hope and Aspiration**

In Church of England schools, education goes beyond the classroom and affects every part of our pupils' lives. Through ongoing pastoral support for young people and their families, Church of England schools aim to encourage confidence, generosity and compassion, and to equip every individual to engage effectively with those around them and the wider world.

### **Educating for Community and Living Well Together**

Church of England schools are places where collaboration, teamwork and respect for each other are valued and prioritised within the school life. A Church of England school is a safe environment where people respect and care for each other, behave well and share the belief together we can achieve more.



## BDMAT vision

### Success for All

- Contribute to a positive ethos for learning.
- Secure assessment and attainment tracking to inform teaching and learning.
- Deputise for the Headteacher in his/her absence.
- To allocate duties and responsibilities to staff, including timetables and duty rotas.
- To assist and support staff induction particularly the mentoring, advising and guidance of NQTs
- To lead assemblies and Acts of Worship when appropriate as agreed with the Headteacher.

### Life in its fullness

- Provide an exciting, stimulating and broad curriculum.
- Promote and secure a range of high quality extra-curricular activities within the school.
- To be actively involved in all aspects of school life especially with fundraising and community events.

### Positive well-being for all

- Overtly promote the values and achievements of the school to the community.
- To play a significant role in all issues relating to the behaviour management and discipline throughout the school in particular as line manager to lunchtime supervisors.





## Job description: St Michael's CE Primary Deputy Head

*St Michael's C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.*

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Post: Deputy Headteacher  
Responsible to: Headteacher


### Core Purpose

The Deputy Headteacher shall carry out the professional duties as described in the School Teachers' Pay and Conditions Document including those duties particularly assigned by the Headteacher and would be expected to have considered these in relation to the school where you are based.

The Deputy Headteacher will support the headteacher: in ensuring the educational success of the school within the framework of the school's and BDMAT's strategic plans; in establishing a culture that promotes excellence, equality and high expectations of all pupils and will support and promote the Christian distinctiveness of the school (for our church schools) and the aims of BDMAT.

Paragraphs 1 to 8 below are a Main Pay Range Teachers Responsibilities as set out in the Contractual Framework for Teachers of the School Teachers Pay and Conditions Document. Main Pay Range Teachers are required to act in accordance with the school's ethos, policies and practices, under the direction of the Headteacher. In addition to the duties and responsibilities of a Main Pay Range Teacher you are, as a Deputy Headteacher, required to be highly competent in all elements of the Teacher Standards, to ensure that your achievements and contribution to the School are substantial and sustained.

### Strategic direction and development of the school

- Working with the Headteacher to contribute to a strategic view for the school in its community and analyse and plan for its future needs and further development within the local, national and international context.
  - Acting as a "sounding board" and "critical friend" to the Headteacher, always demonstrating high standards of personal integrity, loyalty, discretion and
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professionalism and publicly supporting all decisions of the Headteacher and Local Academy Board.

## Teaching and Learning

- Working with the Headteacher to secure and sustain high expectations and excellent practice in teaching and learning throughout the school.
- Monitor and evaluate the quality of teaching and standards of pupil's achievement, use benchmarks and set targets for improvement.
- Providing an example of excellence as the leading classroom practitioner, inspiring and motivating other staff. As detailed below, practice should be consistent with that of a UPS teacher:
  - Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation;
  - Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential;
  - Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas you teach, including those related to public examinations and qualifications;
  - Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs;
  - Have a more developed knowledge and understanding of your subjects/curriculum areas and related pedagogy including how learning progresses within them than a Main Pay Range teacher;
  - Have sufficient depth of knowledge and experience to be able to give advice to colleagues on the development and well-being of children and young people;
  - Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge;
  - Provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice in order to help them meet the relevant standards and develop their teaching practice; and
  - Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

## Leading and Managing Staff

- Working with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement; including her/his own continuing professional development.
- To be responsible for the performance management of teaching and support staff.

## Efficient and effective deployment of staff and resources

- In consultation with, and by the direction of the Headteacher deploy people and BDMAT's resources efficiently and effectively to meet specific objectives in line with the school's plans and financial context.

## Accountability

- Supporting the Headteacher in accounting for the efficiency and effectiveness of the school to all relevant stakeholders.

Undertake such reasonable activities as the Headteacher and Governors may, from time to time, require.

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed. The work of all MATs and schools change and develop continuously which in turn, requires employees to adapt and adjust. The functions/responsibilities above should not therefore be regarded as immutable, but may change commensurate with the grading of the post. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation. Any major changes will involve discussion and consultation, which if wished, may involve a Trade Union/Professional Association representative.



Person Specification DHT post  
A= Application; D= Documentation; I = Interview and tasks

	Essential	Desirable	
<b>Qualification and training:</b>			
Qualified Teacher Status	*		A/D
A degree or equivalent	*		A/D
Further relevant qualifications relating to education or leadership		*	A/D
Evidence of sustained participation in CPD	*		A/D
<b>Experience:</b>			
A variety of recent teaching experience across the Primary age range	*		A
Recent leadership and management experience in a primary school	*		A
Involvement in curriculum development within a school		*	A/I
Responsibility for developing, monitoring and evaluating an aspect of school provision	*		A/I
Managing people and resources	*		A/I
Working successfully in partnership with parents and the wider community		*	A/I
Active contributor to a Christian school		*	A/I
<b>Knowledge and Understanding of:</b>			
Current education issues and developments	*		A/I
National Curriculum, national strategies and assessment	*		A/I
Implications of equal opportunities and SEN code of practise and a understanding of working with higher ability children	*		A/I
Strategies for improving the quality of teaching and learning	*		A/I
Strategies for school improvement and raising standards of achievement	*		A/I
Understanding of appropriate strategies for managing pupils' behaviour	*		A/I

<b>Skills and Abilities:</b>			
A highly motivated, energetic and enthusiastic team leader who is approachable and promotes positive relationships	*		A/I
A proven track record as an excellent, creative teacher who motivates children	*		A/I
Able to relate well to children and share their interests and enthusiasms	*		A/I
Ability to communicate orally and in writing to a wide range of audiences	*		A/I
Working knowledge of ICT for teaching and administrative purposes	*		A/I
Ability to cope with the pressures of a demanding management position	*		I
<b>Personal Qualities</b>			
Commitment to providing an effective learning environment appropriate to the needs and abilities of all pupils	*		
Commitment to the development and maintenance of positive partnerships between the school, parents and the community	*		
Recent participation in professional development activities and willingness to undertake other training including for NPQH		*	
Uses assertiveness, warmth, humour and empathy appropriately to build and maintain good professional relationships with children, staff, parents and the wider community	*		
Display enthusiasm, energy, perseverance, confidence and resilience with diverse groups of people	*		
Well organised and able to manage time effectively	*		

