



**DEPUTY HEADTEACHER
CANDIDATE PACK**

WELCOME LETTER



Thank you for your interest in the Deputy Headteacher position at The Village School. We are thrilled you are considering joining our vibrant and forward-thinking school community. This is an exciting opportunity to become part of a dedicated team working toward fostering academic excellence, personal growth, and an inclusive environment that allows every student to thrive.

At The Village School, we are deeply committed to fostering a strong sense of belonging and empowerment among all members of our community. Celebrating diversity and promoting an inclusive environment are central to our mission as we strive to create a place where everyone can contribute meaningfully to the betterment of society. This commitment is embodied in our school motto: "It takes a village to raise the child."

As Deputy Headteacher, you will play a pivotal role in shaping our school's vision and supporting our outstanding staff in nurturing the full potential of each student. We are looking for a candidate who shares our passion for education and demonstrates inspiring leadership rooted in high standards, continuous improvement, and a commitment to the Seven Principles of Public Life. In this role, you will work closely with our staff, students, and families, building on our successes and pioneering new, innovative approaches to teaching and learning.

With our recent Outstanding status awarded in June 2023, we are poised to continue leading with excellence, and we are eager to welcome a Deputy Headteacher who will contribute to our positive trajectory. We hope the information in this pack provides you with a clear sense of our values, culture, and expectations and encourages you to apply with confidence that this role will be a rewarding step forward in your career.

Please review the details of the role and our school values in the application pack, and don't hesitate to reach out with any questions. We look forward to getting to know you and learning how you could enrich our school's journey.

To arrange a confidential conversation about the position or a school visit, please contact Human Resources at hr-tvs@compasslp.co.uk or via 0300 303 0610.

Karol Stelmaszczyk
Headteacher





IT TAKES A VILLAGE TO RAISE A CHILD

Welcome to The Village School, a special needs school in the London Borough of Brent.

Our school supports the needs of children with complex needs, cognition and learning difficulties. The school is a learning community of five villages, serving pupils aged 3 to 19, with a total enrolment of 315 students.

The Village School curriculum is our progression model and supports, challenges and encourages each young person so they are active participants at every stage in the learning journey with a real zest for experiencing all aspects of life to the full!

The Village School aims to develop personalised pathways for each student to meet their individual needs and aspirations. Each pathway responds to the needs of individual learners and promotes student engagement, enjoyment, confidence and the acquisition of life skills.

Parents, Carers and Guardians are actively encouraged to work in partnership with The Village School's teachers and multi-professional teams to secure positive outcomes, always with an unrelenting focus on equipping learners for the next in life and adulthood.

The school operates across three sites: -31 classes are based at the main site, The Village School; five classes are based at the neighbouring Kingsbury High School - The Kingsbury Village; and two classes are located at The Futures Village.

All students at the Village School have an education, health and care plan, and many of them have additional complex medical conditions or are diagnosed with Autism. The student body comprises learners from various ethnic backgrounds, cultures and faiths, reflecting the diversity of our local community. The proportion of pupils supported through the pupil premium is higher than the national average.

The Village School believes in a transdisciplinary approach focusing on developing communication skills, independence, and physical and artistic development. The school also provides enrichment opportunities for the students, with a clear focus on preparing them for adult life.

DEPUTY HEADTEACHER JOB DESCRIPTION



Post Title: Deputy Headteacher

Status: Full time, Permanent

Line Manager: Headteacher

Pay scale: Leadership Group, L18-22

Supervisory responsibilities: Curriculum and Standards Quality of Education, Behaviour, Safeguarding

Start time: September 2024 or sooner, if available

“It takes a village to raise a child.”

The Deputy Headteacher at The Village School is expected to prioritise the education of the pupils and be accountable for achieving the highest standards of work and conduct. The Deputy Headteacher should always act with honesty and integrity, with safeguarding at the heart of every action. Additionally, they should have strong subject knowledge, stay up to date with their knowledge and leadership skills, build positive professional relationships, and work with parents for the best interests of their pupils.

DEPUTY HEADTEACHER JOB DESCRIPTION



Core Purpose

The role and responsibility of the Deputy Headteacher is to support and assist the Headteacher with strategic planning and in managing, leading, and developing the school. The Deputy Headteacher will undertake professional duties delegated to them by the Headteacher and deputise for the position as and when the need arises. The Deputy Headteacher is a member of the School Leadership Team who, under the leadership of the Headteacher, work together to:

- Formulate the vision, ethos, and objectives of the school.
- Play a leading role in the school improvement and school self-evaluation planning process.
- Establish policies improving school organisation and effectiveness.
- Manage staff and resources.
- Promote a culture of inclusion within the school community where all views are valued and considered.
- Lead on developing and monitoring of the school curriculum.
- Lead by example to motivate and work with others.
- Monitor progress and achievement of all students.

Objectives

The Deputy Headteacher will also be expected to fulfil the professional responsibilities of a Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD) and have a significantly reduced teaching commitment to model best practice to others. To meet the National Standards of excellence for Headteachers as published by the DfE (2015)

To achieve any performance criteria, objectives or targets agreed with or set by the School's Governing Body in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.

To promote and safeguard the welfare of all children and young people within the school, by ensuring that the school's policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff. Ensure that resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils, parents, and others feel able to raise concerns, and that these are addressed sensitively and effectively.

DEPUTY HEADTEACHER JOB DESCRIPTION

Qualities

The Deputy Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour, and professional conduct in line with the seven principles of public life.
- Build positive and respectful relationships across the school community.
- Serve in the best interests of the school's pupils.
- Have high expectations of young people and be aligned to our belief that "It takes a village to raise a child".
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

Duties and responsibilities:

School culture and behaviour

In partnership with the Headteacher, the Deputy Headteacher will:

- Create a culture where pupils experience a positive and enriching school life.
- Uphold educational standards to prepare pupils from all backgrounds for their next phase of education and life.
- Ensure a culture of staff professionalism.
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in the school.
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.

Teaching, curriculum, and assessment

In partnership with the Headteacher, the Deputy Headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence.
- Ensure teaching is underpinned by subject expertise.
- Effectively use formative assessment to inform strategy and decisions.
- Ensure the teaching of a broad, structured, and coherent curriculum.
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.
- Use valid, reliable, and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.

Organisational management and school improvement

In partnership with the Headteacher, the Deputy Headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community.
- Establish and oversee systems, processes, and policies so the school can operate effectively.
- Manage HR and other leadership processes as appropriate e.g., sickness absence, disciplinary, capability.
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care.
- Be a proactive and effective member of the senior leadership team.
- Manage staff well with due attention to workload.

DEPUTY HEADTEACHER JOB DESCRIPTION



Organisational management and school improvement *continued*

- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context.
- Make sure these school improvement strategies are effectively implemented.

Professional development

In partnership with the Headteacher, the Deputy Headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities.
- Keep up to date with developments in education.
- Seek training and continuing professional development to meet needs.
- Organise and support the induction of staff new to the school and those being trained within the school.
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school in the absence of the headteacher.
- Lead the annual appraisal process for all identified support and teaching staff.

Governance, accountability and working in partnership:

In partnership with the Headteacher, the Deputy Headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility.
- Ensure that staff understand their professional responsibilities and are held to account.

- Support the headteacher in reporting the school's performance to its community and partners.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.

Safeguarding

- Experience of managing safeguarding in a school or other relevant organisation.
- Building relationships with children and their parents, particularly the most vulnerable.
- Working and communicating effectively with relevant agencies.
- Implementing and encouraging good safeguarding practice throughout a large team of people.
- Evidence of developing and implementing strategies to help children and their families.
- Experience of handling large amounts of sensitive data and upholding the principles of confidentiality.
- Knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies.
- Awareness of local and national agencies that provide support for children and their families.
- Excellent record keeping skills and attention to detail, to produce reports, take minutes of meetings, and document safeguarding concerns.

DEPUTY HEADTEACHER JOB DESCRIPTION



Specific areas of responsibility:

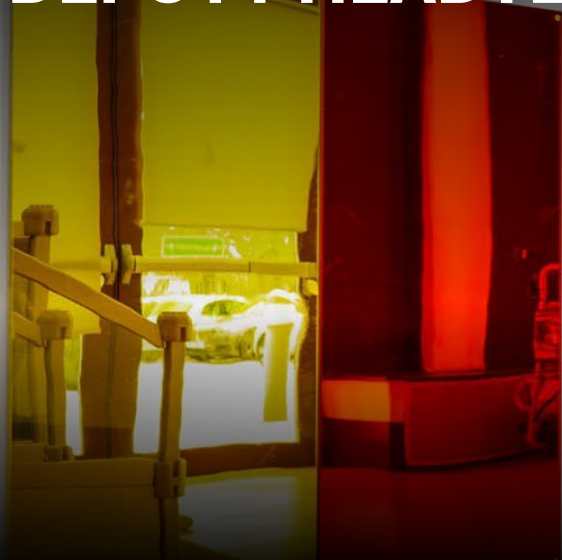
Curriculum and Teaching

- Lead on the implementation of the school's approach to curriculum planning and sequencing so that the intent is clear and gaps in students' knowledge and skills are addressed, and excellent progress is seen over time.
- Lead on teaching and learning to establish creative, responsive, and effective approaches to learning and teaching across the school.
- Promote a culture of development and coaching as part of our strategy to improve teaching.
- Lead the team responsible for careers, preparation for adulthood and transition to post 19 provision.
- Lead, implement and evaluate the strategy of formative and summative assessment to ensure that timely, efficient data enables staff to reshape the curriculum and leads to students gaining confidence in their knowledge and skills.
- Lead on curriculum planning, modelling, and the development of an appropriately rich and flexible curriculum to ensure excellent student achievement, linked to accountability measures.
- Have an expert knowledge of national curriculum trends, issues, and changes.
- Organise and produce the school timetable with support of the data manager and manage staffing needs, ensuring an appropriate timetable is in place that is financially viable.

Standards

- Contribute to the crafting, implementation and review of the SEF, SIP, and other wholeschool documentation, producing timely information on the quality of teaching.
- Lead on whole-school strategies from the priorities within the SIP and in agreement with the Headteacher.
- Challenge underperformance at all levels and ensure effective support and challenge is in place when standards are not met.
- Advise the Governors including preparing relevant papers and reports for meetings.
- Develop and embed a programme of self-evaluation within and across faculties so that insightful and timely self-evaluation leads to improved teaching practice for all staff.
- Lead on raising standards across the school including the monitoring, evaluation and review of classroom practice and promote improvements in teaching.
- Keep up to date with developments in education on a local and national level and bring new ideas and thinking into the school where this would benefit or enhance ways of working.
- Support the Headteacher and work in partnership with the Senior Leadership Team in the day-to-day management and smooth running of the school, maintaining high visibility and a proactive presence within the school community and when representing The Village school within the local community.

DEPUTY HEADTEACHER JOB DESCRIPTION



Standards *continued*

- Work closely with the school finance department and Human Resources Manager to ensure appropriate staffing levels are in place and that any staffing needs arising are met through effective recruitment.
- Work with the Cover Manager to ensure high quality cover arrangements are in place and that best value is achieved from Cover Supervisors and agencies.
- Manage aspects of school operations such as the school calendar, educational visits, and duty rotas.
- Take on necessary line management as directed by the Headteacher.
- Oversee, create, and update relevant policies related to the role as directed by the Headteacher.
- Support and be leader of the safeguarding across the school.
- Undertake any other reasonable duties as requested and delegated by the Headteacher.

All The Village School staff will:

- Promote equality of opportunity and regard.
- Follow safeguarding guidelines and child protection policy/procedures.
- Contribute to producing/delivering priorities in the school improvement plan.
- Keep the village school and their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal.
- Promote positive attitudes and behaviour.
- Contribute to the smooth day to day running of the school.
- Be committed to achieving the school aim.
- Work to develop the village school as a successful inclusive learning community.
- Respond promptly to concerns from parents, staff, or students.
- Promote the school in the community.
- Work in partnership with all colleagues including the governing body.
- Support codes of professional ethics/safe practice in the staff handbook
- Have regard for and act in accordance with health and safety policy/practice.
- Celebrate success of students and staff.

Place of work

- Primarily The Village School but there may be the need to support at other schools within Compass Learning Partnership and other locations from time to time.

Not all the above duties will need to be performed all the time and will vary according to the needs of the school at different points. The specific focus for the Deputy Head's work programme will be negotiated and agreed at the beginning of the appraisal cycle.

DEPUTY HEADTEACHER PERSON SPECIFICATION

The post holder will be subject to multiple demands and conflicting priorities on a very frequent basis.



QUALIFICATIONS

Essential:

- QTS
- Evidence of continuing professional development or further professional study
- Senior Leadership experience at Assistant Head level or above

Desirable:

- Evidence of leadership CPD at senior level.

KNOWLEDGE

- Understanding of the principles of effective learning for children with SEND and the ability to promote a culture of learning throughout the school.
- Understanding of the principles of good curriculum provision.
- Understanding of the role of assessment in children's Learning
- Understanding of the factors which create barriers to learning and ability to implement appropriate strategies for reducing inequalities and promoting social inclusion.
- Understanding of the principles underlying effective financial management

SKILLS

- Ability to provide clear direction and lead by example.
- Ability to formulate, monitor, evaluate and review plans and policies.
- Ability to work in partnership with the Local Governing Body and Trustees.
- Ability to work in partnership with Compass Learning Partnership schools and strategic partners.
- Ability to lead and motivate all staff and support them in their work.
- Ability to support the head in managing and enhancing the performance of all staff.
- Ability to work closely with and support the Headteacher and CEO in achieving the school's aims.
- Ability to support effective communication between the Headteacher and others within the school's community.
- Ability to contribute to the collection, analysis, and use of data on pupils' progress and performance to raise standards.
- Ability to support the Headteacher, governors and trustees in setting and achieving challenging targets for the school, Trust, teachers, and pupils.
- Ability to support the Headteacher in creating and maintaining an ethos of positive behaviour and discipline.
- Ability to support the Headteacher in deciding on the effective deployment of staff.
- Ability to form and maintain appropriate relationships and personal boundaries with children and families.
- Emotional resilience in working with challenging behaviours.
- Ability to manage time well and work under pressure to deadlines.
- Effective ICT skills
- Ability to write clearly and accurately and communicate effectively with an appropriate sense of audience.

DEPUTY HEADTEACHER PERSON SPECIFICATION

EXPERIENCE

Essential:

- Successful experience in a leadership and management role
- Successful teaching experience of the age range served by the school. Judged to be an outstanding teacher.
- Successful experience of monitoring, evaluating, and improving the quality of teaching and learning
- Successful experience of teaching SEND pupils and how to ensure progress for pupils with complex needs.
- Experience of promoting the personal, social, moral, cultural, and spiritual development of pupils
- Successful experience of creating and maintaining effective partnerships with parents, to support pupils' learning.
- Some experience of managing and monitoring a budget

The Village School and Compass Learning Partnership are committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment.

All offers of appointment are conditional on the following:

- Enhanced DBS check
- Satisfactory completion of a Staff Disqualification Declaration form
- Confirmation that you are not subject to either a Prohibition Order or Interim Prohibition Order
- The receipt of at least 2 satisfactory references
- Verification of identity
- Verification of medical fitness
- Verification of qualifications
- Verification of QTS where required.
- Verification of eligibility to work in UK.

The post holder will be subject to multiple demands and conflicting priorities on a very frequent basis.

HOW TO APPLY

If you would like to discover more about this exciting opportunity, need any further information or you wish to arrange an informal discussion, please contact Human Resources:

hr-tvs@compasslp.co.uk or 0300 303 0610

Please apply for the role by accessing our current vacancies at
<https://compasslearningpartnership.face-ed.co.uk/Vacancies/>

Closing date: 4th December 2024 at 12 noon

Shortlisting: Shortly after the closing date

Interview dates: Week beginning 16 December 2024



Grove Park,
Kingsbury,
London,
NW9 0JY



Woodfield School,
Glenwood Avenue,
Kingsbury,
London,
NW9 7LY