

## Shipley C of E Primary Academy Deputy Headteacher

Recruitment Information Pack  
Required for 1<sup>st</sup> September 2021  
Salary L7 £49,019 - L11 £54,091



### **Timeline**

**Closing date:** Thursday 15<sup>th</sup> April 2021 at 9am  
**Shortlisting:** Friday 16<sup>th</sup> April 2021  
**Interview: Day 1** Thursday 22<sup>nd</sup> April 2021



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## Dear Prospective Applicant

Thank you for taking an interest in this role, which will be required for September 2021. This is an exciting opportunity for an outstanding leader who is highly motivated with successful leadership experience.

This position has a teaching commitment of 0.4 and will also involve supporting colleagues, to ensure high quality teaching and good outcomes for the children. The ideal candidate will have strong strategic leadership and management skills with proven experience in leading and coordinating effective and innovative practice. We are looking for someone with enthusiasm for all aspects of school life. In return we offer you the opportunity to help shape the future of ShIPLEY CE Primary.

ShIPLEY Primary is a 1 form entry Church of England primary academy and nursery and part of the Bradford Diocesan Academies Trust (BDAT), a growing, Christian, Multi-Academy Trust based in Bradford.

ShIPLEY Primary is a pupil-centred place of learning, fully committed to providing all the children in its care with the highest quality of education. Our goal at ShIPLEY Primary is to become an outstanding school that delivers educational excellence. You will be fortunate to be part of a new leadership team that demands the highest standards of teaching and learning and deliver this with commitment and enthusiasm. We are seeking to appoint a Deputy Headteacher who with energy and commitment is able to recognise the potential of the staff and children and will strive to develop this.

ShIPLEY is part of a Trust, a family of 17 schools. The 13 Primary schools have close working relationships supporting each other every day, you will become an integral part of the family. You will both support and be supported by the schools and the Trust central team both educationally and operationally, benefiting from the expertise within the Trust to challenge, support and give additionality.

There is a strong emphasis on relationships between all stakeholders. The Christian ethos of the academy supports and encourages students and staff to explore their own and other faiths and develop their spiritual awareness. This is integral to life at ShIPLEY Primary and was recognised in January 2020 by a SIAMS inspection which judged the academy as Good.

This is an exciting opportunity for a talented and forward-thinking professional to make a sustained and substantial contribution to the growth and development of the school and the wider BDAT family.

We hope the enclosed information is helpful and encourages you to apply; we look forward to meeting you and reading your application.

Yours sincerely  
**Olivia Kelly**  
**Associate Headteacher**



# ShIPLEY CE Primary School Vision and Values

## Nurturing Creative Thinking For Life-Long Learning

At ShIPLEY CE Primary School we are all working together to achieve our vision for the school. It is entirely focused around the belief that we are all unique learners of equal value and loved by God.

### We...

- Inspire confidence and creativity within a forward thinking environment.
- Equip all learners to develop their academic, emotional, spiritual and moral potential. Our pupils are happy, well-rounded life-long learners.

### ***Our vision is rooted in the bible***

Jesus said 'I have come that you may have life in all its fullness' (John 10:10) He calls us to a full life in mind, body, heart and spirit. Therefore, we believe the purpose of education is to nurture learners who: Don't stop learning. Don't stop being teachable. Don't stop growing. Who remain life – long learners and keep the wonder of the moments.

We all support and trust each other on our journey to realise the ShIPLEY School vision.

As a team, we instil in our children the values to support them in becoming confident, independent and successful lifelong learners. ShIPLEY CE Primary School values are:

**Love, Honesty, Thankfulness, Forgiveness, Resilience, Respect**



## About BDAT

Shipley Primary School is an academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

### General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting 17 primary and secondary schools in Bradford. We are a Trust which prides our self in delivering great education outcomes and life opportunities for all our children. We are an inclusive Trust working with children from a rich range of backgrounds who reflect our communities and the city we serve. We are proud to be all about Bradford and developing the future generation of lifelong learners who will go on to achieve incredible things.

BDAT is a Trust which recognises each of our schools is unique. We actively encourage and celebrate difference as we know each of our schools serves very different communities. However we also know that a key strength of being part of a Trust means together our schools can support each other, learn from each other and share great practice. As importantly we know from working our way through the COVID pandemic, that a problem shared really can be a problem halved, and by working together we can save ourselves time, money and lots of duplication of work.

We are a Trust which is value-led, and we know it is important that we consistently live these values. The Trust's mission is **"to provide education of the highest quality within the context of Christian belief and practice."** We strongly believe every child only has one chance at a good education.

Our core Trust values are **aspiration, inclusion, compassion, resilience and excellence**. We seek to model these values in all we do, including how we recruit and develop our staff, how we teach our students and how we liaise with our families, friends and partners. We are a proudly Christian organisation committed to providing high-quality education for all within our ethos. Whilst robust Christian principles underpin the work of the Trust, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. We describe ourselves as having inclusive values believing these are as appropriate and important to staff and students of all faiths (and to those without faith) as they are to those who practice within the Church of England. It is for this reason we choose to support and sponsor Non-Church of England Academies, as well as those within the faith. Therefore, we welcome applications for this role from employees of all faiths as long as they understand and can promote the values which we share.

BDAT is a large Trust, however we pride ourselves in knowing and understanding our schools. We are all part of the BDAT family, and we all have the same motivation – to see our children succeed. For more information about us follow us on twitter [@wearebdot](https://twitter.com/wearebdot) or visit [www.bdat-academies.org](http://www.bdat-academies.org)



## BDAT's Mission, Vision and Values

### BDAT's mission is:

**'To provide high quality education within the context of Christian belief and practice so that every child can fulfil their academic potential and accomplish their individual goals'.**

### Our vision is:

**'That every student in a BDAT academy gets a happy and high quality education enabling competence, confidence and character to thrive; and that our Academies become the schools of choice in Bradford.'**

### Our values are:

- Aspiration.** We set high expectation for ourselves, our children and our staff so that each of us is supported to achieve our own potential. We expect nothing but the best from ourselves and from others.
- Inclusion.** We understand everyone is equal, without exception. We value and encourage diversity and difference. We proactively seek to learn from others.
- Excellence.** We provide rigorous support and challenge to our schools and our students. We strive for excellence in all we do.
- Compassion.** We care for each other. We respect each other and treat our friends and colleagues how they would expect to be treated. We make sure we are safe, feel loved and are actively supported at all times.
- Resilience.** We are ambitious and reflective. We are determined and brave in making decisions and when facing challenges. We expect our schools to provide us with the skills and knowledge to guide us through our future as life-long learners.





## Shipley C of E Primary School

Otley Road, Shipley, BD18 2TP

### Deputy Headteacher

Full Time, Permanent, Required for September 2021

Salary L7 £49,019 – L11 £54,091

**Are you looking for a new challenge and the opportunity to be part of a new and exciting team? Do you want to have the opportunity to be innovative and creative? If so, then this is the job for you!**

The Governors at Shipley Primary are seeking to expand the leadership team to drive and sustain school improvement. We are looking for an outstanding leader with a proven track record of leading teaching and learning. The role of Deputy Headteacher is central to the school team, working with the Headteacher to accomplish the very best outcomes for our pupils.

This Deputy Headteacher post has a 0.4 teaching commitment

Shipley C of E Primary is a welcoming Church of England Primary School where the appreciation of others is encouraged and attitudes of tolerance, care, concern and self-respect are developed in a happy, safe and secure environment.

#### We need from you

- ✓ a strong commitment to achieving success through partnership and team work
- ✓ excellent interpersonal and communication skills
- ✓ drive, ambition and high expectations
- ✓ strong, innovative and creative leadership and management
- ✓ a commitment to learning and continuous improvement
- ✓ an outstanding classroom practitioner
- ✓ a passion for developing innovative approaches to the curriculum
- ✓ the desire and passion to initiate, lead and manage quick and effective strategies to support the development of the school and have impact on pupil outcomes

#### We can offer you

- ✓ The opportunity to work and get support from across a Trust
- ✓ The chance to complete your NPQH
- ✓ amazing children ready to learn
- ✓ a school and community committed to change and the best outcomes for children
- ✓ a dedicated staff team committed to our school and our children
- ✓ high levels of Trust and Governor support
- ✓ a welcoming, friendly and vibrant school
- ✓ a school that is part of a forward thinking Academy Trust

Visits to the school are welcomed and encouraged but are by appointment only. We are so proud of our school, we want you to have the chance to visit and see it for yourself. It will convince you so much more than any advert can. Please contact Jilly Geering (PA to the Director of Primary Education) to arrange your visit via email: [jill.geering@bdot-academies.org](mailto:jill.geering@bdot-academies.org)

We are committed to safeguarding and promoting the welfare of all our children and we require all our staff to share this commitment.

This post is subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS). Please see our Safeguarding and Child Protection policy on the BDAT website [www.bdat-academies.org/bdat-business/bdat-policies/](http://www.bdat-academies.org/bdat-business/bdat-policies/) For the Full Job Description and Application Form please visit <https://www.bdat-academies.org/employer-of-choice/vacancies/>



## Deputy Headteacher Job Description

<b>Post title:</b>	Deputy Head Teacher – Primary
<b>School:</b>	Shingley CE Primary School
<b>Pay range:</b>	Leadership Pay range
<b>Line manager:</b>	Headteacher

### Job Description

#### Core purpose:

- To be an inspirational leader that creates an ethos and culture of high staff morale
- Secure excellent teaching for all staff to achieve high standards of learning and attainment across the school.
- Lead on establishing and implementing a safe, calm and well-ordered environment for all students and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- Secure an excellent curriculum and assessment strategy providing a world class education system that achieves high standards for students
- Support the Governors and Head Teacher in producing and continually updating a strategic whole school development plan
- Promote excellence by providing structured support, coaching and strategic direction to all teachers and support staff
- Use external and internal research and development to innovate and improve teacher practice across the school providing a research-led approach
- Understand current curriculum and examination requirements to inform teaching and teacher planning and learning so that students are best prepared for external examinations.
- Implement, track, monitor and evaluate whole school quality assurance procedures, reporting regularly to the Head Teacher and Governors.
- Provide data analysis for students, parents, teachers and senior team members that directly impacts on the quality of provision and teaching
- Hold all staff to account for their professional conduct and practice.
- Lead by example to foster an open, transparent and equitable culture.
- Regular report directly to the Governing body providing information on quality assurance, innovation and strategic development planning.
- Build/develop and maintain effective relationships with parents and all members of the school and wider community to enhance the education of all pupils.
- To uphold the highest standards of professional and business ethics and support the Governors in ensuring that this impacts on all aspects of the school decision making processes
- To keep children safe and support the Head Teacher to implement and oversee the highest possible standards of child protection, prevent strategies and safeguarding throughout the school.
- To represent the school at panels, working groups and meetings as required by the Head Teacher. To undertake other duties and responsibilities as is reasonably directed by the Head Teacher





## Duties and responsibilities

- Hold and articulate clear values and moral purpose, focus on providing a world-class education for all pupils.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, trustees and members of the local community.
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on your own scholarship, expertise and skills, and that of those around you.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
- Support the Head Teacher in communicating a compelling school vision and drive the strategic leadership, empowering all pupils and staff to excel.
- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between Schools, drawing on and conducting relevant research and robust data analysis.
- Support the Head Teacher to create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Hold all staff to account for their professional conduct and practice.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- Support the Head Teacher to establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame a self-regulating and self-improving school.
- Support the Head Teacher to shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Inspire and influence others - within and beyond school - to believe in the fundamental importance of education in young people's lives and to promote the value of education.



## Deputy Headteacher Personnel Specification

PLEASE NOTE: When completing your application please demonstrate evidence of impact for each of the attributes below as appropriate.

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>Qualifications and CPD Record</b>	<ul style="list-style-type: none"> <li>Qualified Teacher Status and First Degree</li> <li>Record of CPD relevant to Deputy Headship</li> </ul>	<ul style="list-style-type: none"> <li>Higher degree relevant to Headship</li> <li>NPQH or equivalent</li> <li>CPD record includes substantial relevant achievement in the last two years.</li> <li>Relevant safeguarding training</li> </ul>	Application form
<b>Successful experience</b>	<ul style="list-style-type: none"> <li>At least three years relevant and successful track record of Senior Leadership in a school</li> <li>Experience of leading teaching and learning over at least 3 years.</li> <li>Successful track record in developing and coaching others</li> <li>Has led a minimum of 2 whole school successful projects.</li> <li>Have a deep insight into assessment for learning and how it can be used as a tool for school improvement.</li> <li>Experience of leading EYFS and KS1</li> <li>Substantial and successful teaching experience</li> <li>Being a good role model of outstanding teaching and learning practice.</li> </ul>	<b>Experience of:</b> <ul style="list-style-type: none"> <li>Developing a strategic view for the future needs and development of the school</li> <li>Leading, motivating, supporting, challenging and developing staff to secure improvement.</li> <li>Efficient and effective deployment of staff and resources</li> <li>Accounting for the efficiency and effectiveness of the school and other agencies</li> <li>Effective liaison with other agencies for example, MAT Trust board, governors and local schools or support services</li> </ul>	Application form
<b>Developing and working with others</b>	<p>A commitment to work with and through others, including our learners, staff, governors, parents and other members of the community to build a professional learning environment, which enables others to achieve.</p> <p>The successful candidate must be committed to restorative practice and show a willingness to lead on EYFS, Phonics and KS1.</p> <p><b>The ability to:</b></p> <ul style="list-style-type: none"> <li>Identify and prioritise key issues.</li> </ul>	<b>The ability to:</b> <ul style="list-style-type: none"> <li>Experience of developing individuals and teams in order to achieve personal and shared goals in the drive for improvement</li> </ul>	Application form and interview



	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
	<ul style="list-style-type: none"> <li>• Be a committed, confident individual with drive, ambition and the capacity for further personal development.</li> <li>• Be enthusiastic, approachable, adaptable, personable and have a good sense of humour.</li> <li>• Show consistency of judgement and inner integrity.</li> <li>• Communicate clearly and effectively using a range of methods as appropriate to a variety of audiences.</li> <li>• Prioritise and manage time effectively.</li> <li>• Treat people fairly, equitably and with dignity to create and maintain a positive ethos.</li> <li>•</li> </ul>		
<b>Securing accountability</b>	<p>The successful candidate will not only have experience of working within Key EYFS and Key Stage 1 but will also be creative and have a vision for leading teaching and learning at the Shipley CE Primary.</p> <p>There will be a 0.4 teaching commitment and willingness to be child focussed when balancing workload will be crucial to this role.</p> <ul style="list-style-type: none"> <li>• Works to ensure the school's accountability to a wide range of groups, particularly parents, carers, governors and the LA.</li> <li>• Ensures that learners enjoy and benefit from a high-quality education, for promoting collective responsibility within the whole school community.</li> <li>• Accepts accountability for the school's performance.</li> <li>• Understands the need to take direction from the Headteacher and Governing Body.</li> <li>• Is prepared to work with the Headteacher and Governing Body to enable it to meet its responsibilities.</li> <li>• Understands the need to maintain a safe and healthy environment for all users of the school.</li> <li>• Understands a Deputy Head teacher's responsibilities for safeguarding and equality.</li> <li>• Has high expectations of all teaching and support staff and is prepared to deal with any underperformance in a firm and fair way</li> </ul>	<ul style="list-style-type: none"> <li>• Proven track record of securing accountability evidenced through OFSTED judgements.</li> <li>• Has experience of supporting or coaching underperforming staff</li> </ul>	Application form and interview
<b>Application form and supporting letter</b>	<ul style="list-style-type: none"> <li>• Application form should be fully completed, accurate and legible.</li> <li>• The supporting letter should be no longer than two sides of A4 (minimum font size 11)</li> </ul>		Application form



## How to Find Us

### MAP



Otley Road, Shipley, BD18 2TP  
T: 01274 583900  
E: [office@shipley.bradford.sch.uk](mailto:office@shipley.bradford.sch.uk)  
W: [shipleyceprimary.org.uk](http://shipleyceprimary.org.uk)



2<sup>nd</sup> Floor, Jade Building, Albion Mill,  
Albion Road, Bradford, BD10 9TQ  
T: 01274 909120  
E: [info@bdot-academies.org](mailto:info@bdot-academies.org)  
W: [www.bdot-academies.org](http://www.bdot-academies.org)



## Selection Process Guidance

### Safeguarding

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service.

### Inclusion

As a Trust we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.

### Visits to the school

Visits to the school are warmly welcomed by prior arrangement, you will not be disadvantaged if you are unable to visit. Please contact Jilly Geering (PA to the Director of Primary Education), via email: [recruitment@bdat-academies.org](mailto:recruitment@bdat-academies.org) to arrange a mutual appointment. The visit will give you an opportunity to ask questions about the role and the school to assess if this is somewhere you would like to work.

### Applications

Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications can be submitted online, via email or via paper copy.

### Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff and governors. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

### References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last, employer.

### Interview Process

The interview day will consist of several tasks and activities including a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the day.



### **Final Selection**

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

### **Offer of Employment.**

We will make a verbal offer of employment by telephone on the day of the interview, and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us.
- A satisfactory DBS checks.
- Provision of proof of identity and qualifications

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