



Hill Top CE
Primary School & Nursery

 THE CHURCH
OF ENGLAND
Diocese of Leeds

Hill Top C.E. Primary School and Nursery
Deputy Headteacher
Application Pack

Closing date: Friday 6th October 2023 at 12 noon

Interview date: w/c 16th October 2023

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Post: Deputy Headteacher

Letter from the Head Teacher

Dear Applicant

Thank you for your interest in the vacancy for the Deputy Headteacher position at Hill Top C of E Primary and Nursery School. I hope you find this information pack useful, and that it will encourage you to apply for this exciting opportunity within our school.

The position of Deputy Headteacher is due to the successful promotion of our previous Deputy. Our school was last inspected in June 2023 and was judged to be Good. As a Church of England School, we also have a SIAMS Inspection, which last took place in November 2017, where we were judged to be Outstanding.

We are an oversubscribed, one form entry Primary School. Our children come from a range of backgrounds and we work hard to support all of our children, their families and the wider community.

Hill Top is a welcoming, happy school on the outskirts of Bradford, with amazing, enthusiastic children and hardworking and committed staff. We are a caring and nurturing school committed to providing the best possible learning opportunities and outcomes for our children.

We are looking for an outstanding and experienced individual, who can lead our school, forward in an innovative, nurturing and creative manner. Our school is looking to appoint someone who can utilise our many strengths and also see what is needed to drive our school forward to the next level. The ideal applicant should be able to use our embedded Vision and Values to work with our families, governors and the local community to ensure the best outcomes for our children.

Please feel free to contact the office to arrange a tour of the school and also to ask any questions that you may have.

The application pack contains an application form, job description and personnel specification.

The closing date for applications is: **Friday 6th October 2023 at 12 noon**
Interviews will be held: **w/c 16th October 2023**

Yours sincerely

Julie Ball
Head Teacher

Deputy Headteacher

About Hill Top C.E. Primary School

At Hill Top CE Primary and Nursery School, our vision 'Learning to LOVE, loving to LEARN and aspiring to SERVE', is rooted in the theology of the Church of England Vision for Education and the teachings and of Jesus Christ, which enables our children become global citizens and inspiring change-makers.

In Romans 12:2 we are called to 'be transformed by the renewing of our minds'. At Hill Top we believe changed thinking leads to changed behaviour and a changed world. Change-makers bring people and communities and together, they solve problems and create impact. This is what we want for all our children.

The following Bible verses help us to focus on the Christian foundation of our vision:

- We firmly believe love comes first. It is the foundation of who we are and all we do. We teach children to love first; 'Love your neighbour as yourself.' Mark 12:31 and to show love in their words and in their actions, treating everyone with dignity and respect.
- We value and celebrate the uniqueness of each individual made in the image of God, and challenge social injustice, as advocates for those without a voice. We show children how to forgive and how to reconcile. 'Be kind and compassionate to one another, forgiving each other, just as in Christ, God forgave you.' Ephesians 4:32.
- We belong to a community of learners who 'spur one another on toward love and good deeds' Hebrews 10:24. We aim to inspire children to learn with joy, curiosity and enthusiasm, and to strive for excellence in all they do.
- We develop children's wisdom, knowledge and skills – inspiring a love of learning that goes beyond knowing facts and being able to carry out tasks, to developing independence and resourcefulness so that children know what to do when they don't know what to do.
- We develop character virtues that take children beyond the school gates into an imagined future and help them to make good and wise choices when faced with tough situations.
- We promote the value of community and living well together, recognising the interconnectedness of all life and the importance of belonging, relationships and stewardship.
- 'Wise people are always learning, always listening for fresh insights.' Proverbs 18:15. We aim for children to become inspiring change-makers, who use their learning to serve others and make a positive difference in the world.

- We aim to instil in children a sense of hope and aspiration, for a healthy and happy future. We help them to develop the resilience to cope when things and people go wrong; and the ability to repent, forgive and reconcile, showing compassion, grace and generosity.
- We aim for children to develop virtues of good character such as respect, wisdom, courage and compassion so that they become socially aware and responsible global citizens who aspire to serve others as courageous advocates, making a positive difference in the world.
- 'Each of you should use whatever gifts you have received to serve others, as faithful stewards of God's grace in its various forms.' 1 Peter 4:10.
- In 'living out' our vision through our curriculum, the children of Hill Top will develop the academic skills and intellectual habits to flourish as individuals, who are equipped to live 'life in all its fullness' John 10:10.
- Our Christian Values support our vision to help each other to learn and to love through Hope, Generosity, Trust, Forgiveness, Reverence and Respect and Thankfulness, which are central to all aspects of our school life.

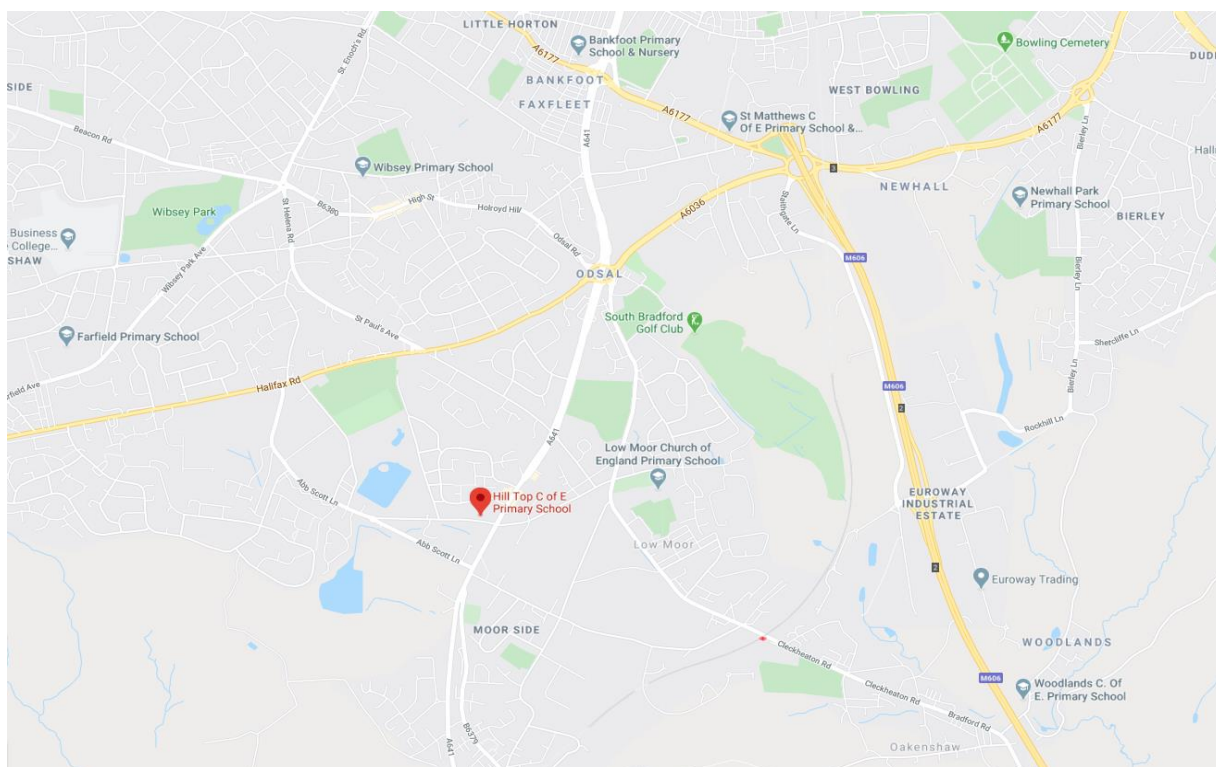
Hill Top is an adventure for the mind and a home for the heart where everyone is encouraged to 'Catch the Spirit'

We live our vision through:

- Providing nurture and care for our children's spiritual, emotional, moral, social and cultural wellbeing;
- Putting the child and their family at the centre of all decisions we make;
- Creating a warm, positive and loving environment in which to learn and work;
- Having our Christian values permeate a rich and varied curriculum resulting in excellent outcomes for all;
- Providing an inclusive education, developing resilience and independence
- Making the safety and well-being of all pupils, families and staff as important as our achievements in learning;
- We are a welcoming, friendly and caring inclusive school, committed to working in partnership with parents, governors and the Church
- The dedication and hard work of all involved at Hill Top helps to make our school a lively, happy and successful school for all.
- We are very proud of our school community and all of our achievements and we continually strive to improve even further.

Mrs Julie Ball
Head Teacher

Hill Top C.E. Primary School
Common Road
BRADFORD
BD12 0TL



**Deputy Headteacher
Full Time, Permanent
Required for January 2024
Salary L8-L12 (£52,659 - £58,105)**

The Governors at Hill Top C.E. Primary School and Nursery are seeking a Deputy Headteacher 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.

Hill Top 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
- ✓ 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

- ✓ a school and community ready for change
- ✓ a dedicated staff team committed to our school and our children
- ✓ high levels of school and Governor support
- ✓ a welcoming, friendly and vibrant school

The successful post holder will report to the Headteacher who will provide guidance and support.

Interested candidates are invited to contact Pam Cryer, School Business Manager via email – pam.cryer@hilltop.bradford.sch.uk for more information or to arrange a visit to the school.

Please apply via the Application Form on the school website <https://www.hilltop.ngfl.ac.uk/school-n/job-vacancies> and return the completed form to pam.cryer@hilltop.bradford.sch.uk

We are committed to safeguarding children and all posts are subject to an enhanced DBS check

Closing date: Friday 6th October 2023 at 12 noon
Interviews: w/c 16th October 2023

Deputy Headteacher

Job Description

Post title: Deputy Headteacher (L8-L12)

Whole school: Quality of Teaching and Learning, KS Coordinator, Core Subject Coordinator, Supporting the implementation of the School Development Plan, Safeguarding, including Attendance,

Responsible to: Headteacher

Job description:

All teachers are subject to the Conditions of Employment set out annually in the School Teachers' Pay and Conditions Document. These detail the professional and particular duties required of teachers, together with requirements for management time, working time, guaranteed planning and preparation time. The school complies with these requirements in order to make reasonable demands of teachers.

The Deputy Headteacher is accountable for:

- The effectiveness of teaching and learning strategies across the school.
- The provision of an engaging curriculum and the effectiveness of its impact on learning outcomes.
- Target setting with relevant key stage leaders / subject leaders.
- Contributing to the recruitment, deployment and impact of staff.
- Contributing to the completion of relevant school self-evaluation and self-improvement documentation.
- Leading on a Core Subject to ensure children and staff are working effectively.
- Delivering lessons and sequences of lessons which are highly engaging and disseminating this practice to coach and mentor others

The responsibility of the Deputy Headteacher is to work in consultation with the Headteacher and in co-operation with colleagues and governors for the overall direction and development of the school. As the Teaching and Learning Leader there must be collaboration with the Headteacher in order to monitor staff development throughout the school and maintain appropriate records. You will also be expected to exemplify outstanding teaching and learning.

The post holder is responsible for:

- * Teaching and Learning,
- * A Core Subject
- * Appraisal of MPG staff
- * Induction and support for new to profession colleagues
- * Curriculum policies/guidelines
- * CPD
- * Safeguarding (as a DSL in the first instance)

MANAGEMENT

- * The role of the Deputy Headteacher is to play a full part in the strategic and operational direction of the school. Ensuring in consultation with the Headteacher that a whole school approach to staff and curriculum development takes place.
- * Assist in the process of SEF and production of the School Improvement Plan.
- * Ensure that all record keeping procedures are understood and policies adhered to.
- * Assist and support the co-ordinators dealing with curriculum issues
- * Play a full part in the planning and organisation of all school activities, functions and events, including an active involvement in the extra-curricular life of the school.
- * Lead school assemblies and Collective Worship.
- * Ensure that the core skills across the school are maintained to a high standard.
- * Provide support to staff to ensure the whole school ethos and behaviour policy is fairly implemented
- * Be responsible to the Headteacher and to deputise when it is deemed necessary.
- * Organise and hold meetings when required with parents, carers and outside agencies.
- * Contribute to the creation of a supportive ethos and stimulating school environment.
- * Responsible for an over view of the budget in liaison with the Headteacher and School Business Manager.
- * Be responsible for the management of induction for new staff and Early Career Framework Teachers.
- * Contribute to the creation of a respectful and purposeful ethos and culture within a stimulating school environment and create a supportive environment for learning.

Curriculum Leader (a core subject in the first instance):

To inspire learners by creating a bespoke curriculum for Hill Top.

- To evaluate and review curriculum across the whole school.
- To outline new priorities for improvement in School Improvement Plan.
- To liaise with the whole school and the Curriculum Team in order to carry out action in line with School Improvement Plan.
- To report to the Head & Governing Body in relation to curriculum across the school.
- To lead the curriculum team in monitoring and evaluating the school improvement priorities, creating reports and resources to drive improvement forwards.
- Developing a curriculum from Nursery to Year 6 which is bespoke to meet the needs of the children at Hill Top.
- To ensure all curriculum areas are linked together effectively to develop skills across the curriculum.
- To ensure all topics include educational visits which provide the children with real life experiences.

The KS Coordinator is accountable for:

- The effectiveness of teaching and learning strategies across the phase.
- The provision of a curriculum which engages and captures children's imagination thus creating a visible impact on learning outcomes.
- Creating moments of magic and developing systems and structures which allow teachers to address misconceptions effectively and in a timely manner.

- Target setting with relevant teachers and staff.
- Recruitment, deployment and impact of staffing.
- Completion of relevant school self-evaluation documentation.
- Any other responsibility as directed by the Head Teacher as part of the SLT.
- Being a model of excellent practice and coaching and mentoring others - this role will have an approximately 50% teaching commitment.
- Teaching and modelling what an effective learning environment looks like to develop other learning spaces around the school.

KS Coordinator:

The responsibility of the Coordinator is to work in consultation with the Headteacher and in co-operation with colleagues and governors for the development of the school.

There is a responsibility for:

- * Teaching and Learning
- * Appraisal of MPG staff
- * Support and guidance for new to profession staff
- * Induction of new staff & students
- * Policies/guidelines
- * CPD
- * Co-ordination and promotion of all systems within the phase
- * Liaison with pupils & parents within the phase
- * Management of pupils and ensuring all procedures & policies within the school are adhered to within the phase
- * Report to the Headteacher & governors each term about the outcomes for pupil learning within the phase
- * Be an active member of the SLT to ensure the progress and development of the school

These accountabilities will be delivered though the following strategies:

- Formulating the aims and objectives of the school in partnership with the Headteacher and other Senior Leadership team members.
- Working with others to create a shared strategic vision for the school which motivates pupils and staff.
- Establishing the policies through which the school's aims and objectives can be achieved.
- Taking the lead in enhancing standards of teaching and learning and value enthusiasm and innovation in others.
- Managing staff and resources to that end.
- Inspiring confidence in teaching and other staff.
- Demonstrating the confidence and ability to make management and organisational decisions and ensure equity, access and entitlement to learning.

This job description will be supported by an annual appraisal which will define the accountable actions and leadership opportunities to drive outcomes sought from the post holder to fulfil the school development plan in the forthcoming school year. These will be derived from the School Improvement Plan and other school priorities.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Deputy Headteacher Personnel Specification

	Essential	Desirable	Evidence
Qualifications and CPD Record	<ul style="list-style-type: none"> • Qualified Teacher Status and Degree • Record of CPD relevant to Deputy Headship 	<ul style="list-style-type: none"> • Higher degree relevant to Headship • NPQH or equivalent • CPD record includes substantial relevant achievement in the last two years • Relevant safeguarding training 	Application form
Successful experience	<ul style="list-style-type: none"> • At least three years relevant and successful track record of Senior Leadership in a school • Experience of leading teaching and learning over at least 3 years • Successful track record in developing and coaching others • Has led a minimum of 2 whole school successful projects • Have successful experience of leading / supporting whole school developments in a core subject. • Supporting a school and colleagues through a successful OFSTED Inspection 	Experience of: <ul style="list-style-type: none"> • Developing a strategic view for the future needs and development of the school • Leading, motivating, supporting, challenging and developing staff to secure improvement • Efficient and effective deployment of staff and resources • Accounting for the efficiency and effectiveness of the school and other agencies • Effective liaison with other agencies for example, governors and local schools or support services • Substantial and successful teaching experience • Being a good role model of 	Application form

	Essential	Desirable	Evidence
		outstanding teaching and learning practice.	
Developing and working with others	<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.</p> <p>The ability to:</p> <ul style="list-style-type: none"> • Identify and prioritise key issues • Be a committed, confident individual with drive, ambition and the capacity for further personal development • Be enthusiastic, approachable, adaptable, personable and have a good sense of humour • Show consistency of judgement and inner integrity • Communicate clearly and effectively using a range of methods as appropriate, to a variety of audiences • Prioritise and manage time effectively 	<p>The ability to:</p> <ul style="list-style-type: none"> • Treat people fairly, equitably and with dignity to create and maintain a positive ethos • Experience of developing individuals and teams in order to achieve personal and shared goals in the drive for improvement • Develop and encourage the ethos and practices of a church school leading to a successful SIAMS 	Application form and interview

	Essential	Desirable	Evidence
	<ul style="list-style-type: none"> Supporting the ethos of a Church School 		
Securing accountability	<p>The successful candidate will not only have experience of working within Key Stage 2 and Key Stage 1 but will also be creative and have a vision for leading curriculum development across Hill Top. There will be a minimum 50% teaching commitment and willingness to be child focussed when balancing workload will be crucial to this role</p> <ul style="list-style-type: none"> Works to ensure the school's accountability to a wide range of groups, particularly parents, carers, governors and the LA Ensures that learners enjoy and benefit from a high-quality education, for promoting collective responsibility within the whole school community Accepts accountability for the school's performance Understands the need to take direction from the Headteacher 	<ul style="list-style-type: none"> Proven track record of securing accountability evidenced through OFSTED judgements Has experience of supporting or coaching underperforming staff 	Application form and interview

	Essential	Desirable	Evidence
	<p>and Governing Body.</p> <ul style="list-style-type: none"> • Is prepared to work with the Headteacher and Governing Body to enable it to meet its responsibilities • Understands the need to maintain a safe and healthy environment for all users of the school • Understands a Deputy Head teacher's responsibilities for safeguarding and equality • Has high expectations of all teaching and support staff and is prepared to deal with any underperformance in a firm and fair way 		
Application form and supporting letter	<ul style="list-style-type: none"> • Application form should be fully completed, accurate and legible • The supporting letter should be no longer than two sides of A4 (minimum font size 11) 		Application form

Deputy Headteacher Selection Process Guidance

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.

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 form the Disclosure and Barring Service.

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 pam.cryer@hilltop.bradford.sch.uk 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 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 Day

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 check
- Provision of proof of identity and qualifications

Time line

Closing date: Friday 6th October at 12 noon
Interviews: w/c 16th October 2023