



GREENSHAW
LEARNING TRUST



Orchard Park
High School

Deputy Headteacher

Recruitment Pack

**ALWAYS
LEARNING**

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Dear candidate

Thank you for taking an interest in working at Orchard Park High School, one of the most successful schools in the area, well above the national average for progress 8.

We are thrilled to share with you this exciting opportunity to join us as **Deputy Headteacher** and we are pleased to provide you some information about our school community, which is aspirational, welcoming and supportive.

Due to the popularity of our school, we are seeking to expand our leadership team. We are open to a senior leader who has a proven record of success, and the role will be determined with the successful candidate. We are particularly interested to hear from leaders whose portfolio to date covers any of these areas:

- Curriculum, teaching and learning
- Pastoral leadership

This is a unique and exciting opportunity for an inspirational leader to join our school and further contribute to the life chances of young people in the school and across the Trust.

Orchard Park is highly a successful school, proud of its ambitions and diverse community. We pride ourselves on routines, systems and excellence. We are a calm, happy and high achieving school.

The successful applicant will be fiercely passionate about the improvement of life chances for our children and committed to continuing to develop the foundations we have already built here at Orchard Park High School. They will also be someone who is great to work with; honest, passionate, supportive, reliable and collaborative.

Our school will be disruption free every minute, of every lesson, of every day: it is the foundation of learning. We are relentless in our drive for high expectations. The successful applicant will have a clear understanding of this and will ensure that this is secured across the school to allow students and staff to truly flourish.

Working in senior leadership at Orchard Park High School takes dedication, resilience and tenacity. The successful applicant must be high performing and obsessive about education. As well as their whole school remit, all senior leaders contribute to the wider leadership of all aspects of daily life at school. This includes taking full part in our priorities for teaching and learning, outcomes, conduct and character and really values leading our community.

As my deputy, you will be integral to the security and development of the school. This is an excellent opportunity for a brilliant leader working their way towards Headship. You will also benefit from the expertise and constant feedback from Greenshaw Learning Trust. We work closely with them, sharing our own work and benefitting from their insightful, supportive communication and challenge that helps us constantly improve. If you are committed to getting better every day, this is the ideal role for you.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

I would welcome an informal conversation with any potential candidates; to arrange this, please contact Carly-Ann Walker, Office Manager via email: cwalker@orchardparkhigh.net



Carly Moran
Headteacher

Greenshaw Learning Trust – ‘Always Learning’

The GLT is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in the GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 2,700 people and educates over 17,300 students. We have approval to open a new secondary special school in South London and we are planning to grow further over the coming months and years. Further information about our schools can be found [here](#).

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer Contributions to Local Government or Teachers Pension Scheme
- Cycle to work scheme
- Gym membership scheme
- Employee Assistance Programme
- Eye Care Voucher scheme
- Childcare Voucher Scheme
- Car Benefit Scheme
- My Health discounts

Terms and Conditions

<i>Line Managed by:</i>	Headteacher
<i>Line Management:</i>	Assistant Headteachers, Middle Leaders, Support Staff
<i>Contract:</i>	Permanent
<i>Salary:</i>	Salary calculated in line with Leadership Pay Range 17-21 (£77,258 - £84,812)
<i>Hours of Work:</i>	This is a full-time post
<i>Place of Work:</i>	Orchard Park High School
<i>Medical Examination:</i>	The appointment is subject to a satisfactory medical report.
<i>Superannuation:</i>	Trust is an accepted organisation for the purposes of the Teachers' Pension Scheme administered by Teachers Pensions and governed by the Teachers Pensions Regulations 2010. Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements.
<i>Holiday Entitlement:</i>	Subject to Working Time provisions of the School Teachers Pay and Conditions Document your holidays coincide with periods of school closure
<i>Probation Period:</i>	New employees are required to complete a six-month probationary period.
<i>Disclosure & Barring Service Check:</i>	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check.
<i>Right to Work Check:</i>	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in last five years, such checks and confirmations may be required in accordance with the statutory guidance.

Job Description

Main purpose of the role

This leadership position is open to dynamic, inspiring, and outstanding middle and senior leaders who have a proven track record of excellence. The role requires strategic thinking and an ability to lead from the front whilst offering challenge and support to our staff, pupils, families and other stakeholders.

The successful candidate will;

- demonstrate a passion for education and the eradication of the disadvantage cycle with a clear desire to improve the life chances of all students
- have the ability to build a culture of continuous learning and development throughout the school community
- adapt rapidly to the challenge of building on the existing strengths of the school to achieve all round excellence in teaching and learning and behaviour
- continually assess their approach and style and challenge themselves to think differently about how to best align their leadership to the needs of the school
- have the ability to empower staff to trust in their vision
- maintain and develop the school's ethos of diversity, inclusivity and equality of opportunity
- be an excellent teacher

Key Purpose with the Headteacher

- support the school in the application of the Trust and school policies, decision-making and strategic planning
- promote and develop excellence in standards of teaching and learning and behaviour
- develop an ethos of extremely high expectations amongst others
- take full responsibility for key areas of the school's work
- manage staff and resources
- monitor progress towards achieving the school's aims
- be a highly visible presence around the school and model expectations at all times

Duties and Responsibilities

Strategic Leadership

Under the direction of the Headteacher, the Deputy Headteacher will:

- deputise for the Headteacher in their absence
- represent and promote the school and GLT
- maintain and develop an effective partnership with parents and carers to support student's achievement and personal development
- create and review an organisational structure which reflects the values of the school and enables management systems, structures and processes to work effectively in line with legal requirements
- produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities
- with the Headteacher, manage the school's finance and human resources effectively and efficient to achieve the schools' educational goals

- collaborate with other agencies to tackle the barriers to learning, to safeguard the health and happiness of every student and to promote strategies for challenging prejudice
- manage and organise the school environment efficiently to ensure that it meets the needs of the curriculum and health and safety regulations
- promote and safeguard the welfare of students in the school
- proactively develop among all staff effective professional relationships, high morale and an understanding of accountability that lead to the best possible student outcomes
- create an environment that encourages ideas and contributions from staff and values the achievements of individuals and teams
- lead on identified whole school remits
- manage the effective deployment of all staff within the school, supporting staff workload
- manage the work of the leadership team, promoting autonomy and delegating appropriate tasks and ensuring the support needed for each member's development is in place
- identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning

Managing staff

Under the direction of the Headteacher:

- assist with the selection and recruitment of new teaching staff
- performance manage middle leaders and support staff, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance
- create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge
- commit to their own professional development, proactively identifying development opportunities

Modelling best practice for teachers

- demonstrate excellent performance against parts one and two of the Teacher's Standards and the Greenshaw Principles of Teaching
- contribute to the development of the Greenshaw Learning Trust by sharing effective practice, working in partnership with other schools and promoting innovation

Systems and processes

Under the direction of the Headteacher:

- ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding pupils and extremely high expectations of exemplary behaviour

- implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and expecting excellent practice
- work with the governing board as appropriate
- support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- support distribution of leadership throughout the school

Key Contacts

- daily involvement with teaching staff, other support staff and pupils of the School.
- contact with parents/carers and other stakeholders

The post holder will carry out any reasonable tasks as direction by the local governing body, Headteacher or the GLT Director of Secondary Education.

Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
Training, Qualifications and School Experience: In their application, candidates will demonstrate that they have the following training, qualifications and school experience:		
	<ul style="list-style-type: none"> • degree • teaching qualification (QTS) • commitment to own self development • curriculum and pastoral experience at senior management level • experience of Senior Leadership 	<ul style="list-style-type: none"> • higher qualification in education and/or management • Level 3 Safeguarding certified, or willing to complete a relevant course
Criteria	Essential	Desirable
Experience of Educational Leadership and Management: In their statement of suitability and during the selection process, candidates will demonstrate that they have experience in:		
	<ul style="list-style-type: none"> • successful leadership • developing and implementing strategies for raising achievement and achieving excellence for students, staff and self • data analysis • using evidence-based information about effective learning and assessment, improving behaviour and identifying barriers to learning 	<ul style="list-style-type: none"> • experience in change management • school development planning and evaluation

Criteria	Essential	Desirable
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> ability to support the Headteacher to maintain and develop a school vision with quality learning for all at its centre 	
	<ul style="list-style-type: none"> lead by example and aim to inspire, motivate, influence and empower staff and students through personal commitment, maintain and develop the school's ethos of high aspirations and academic rigour. set priorities and agree and achieve ambitious goals and targets work collaboratively with others, delegating appropriately demonstrate emotional resilience, stamina, empathy and flexibility when dealing with challenge 	
Professional Knowledge and Understanding: In their statement of suitability and during the selection process, candidates will demonstrate professional knowledge and understanding of:		
	<ul style="list-style-type: none"> whole school teaching and learning leading on whole school projects relating to culture and ethos curriculum developments and design in all key stages current educational issues, including national policies, priorities and legislation effective strategies for maintaining and developing high standards of attainment, behaviour and attendance principles and practice of educational inclusion, diversity and access developing choice and flexibility to meet the learning needs of every student 	

The Recruitment Process

1. Application

To apply for a staff vacancy, please register for an online account to complete the application form.

Please visit our website www.greenshawlearningtrust.co.uk/join-us/staff-vacancies. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than **12 noon Monday 4 March 2024**. Applications received after this date and time will not be considered.

2. Tours/Visiting the School

Candidates are welcome to contact the school to arrange a tour with the Headteacher prior to applying. These will be held on **Monday 19 and Tuesday 20 February from 8:15am to 9:30am**. Please contact the Headteacher's PA on htpa@orchardparkhigh.net to book. When booking, please provide your name, current position and name of your school.

3. Shortlisting

Shortlisting will be finalised on the same day. Shortlisted applicants will be invited by telephone to attend an interview. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

4. Interview Process

Interviews will be held on **Tuesday 12 and Thursday 14 March 2024**. Applicants will also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

5. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback following the interviews.

6. Taking up post

The successful applicant will take up the post on **1 September, 2024**

7. Additional information

For further information, please contact Carly-Ann Walker, Office Manager on cwalker@orchardparkhigh.net

8. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expect staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.