



Northern Lights
LEARNING TRUST

**APPLICATION
PACK**



DEPUTY HEAD

**Permanent position required as soon as possible
for Northern Lights Learning Trust**

Based at St. Helen's Primary School, Hartlepool.

L6 – L10 £50,122-£55,360

**Per annum, salary starting point subject to experience
Teachers' Pay and Conditions**

We are looking to appoint a new Deputy Head of School.

We are seeking to appoint a dedicated and inspirational Deputy Head of School for Northern Lights Learning Trust, to work at St. Helen's Primary School to support the leadership team and drive improvement across the school.

We are looking for a motivational, enthusiastic leader to work closely with the Senior Leadership Team and staff to drive the school forward. We are keen to appoint a creative individual who is an excellent teacher across the primary phases. We are seeking a leader who demonstrates proven analytical skills and uses an effective coaching approach to secure improvements in teaching and learning.

The position is open to teachers who have senior leadership experience. The post is likely to be non-class based.

All candidates must be able to demonstrate high standards of classroom practice, good inter-personal skills and be supportive of Northern Lights and St. Helen's Primary School's values and ethos. Candidates should be able to work well with parents and external services.

If this is you, we would really welcome your application

In return you will receive:

- **A supportive working environment that puts people at the heart of the organisation.**
- **Continuous professional development, including the opportunity to undertake related qualifications.**
- **National Terms and Conditions of Employment.**
- **Teachers' Pension Scheme.**
- **The opportunity to work as part of a supportive Trust that places professional development at the heart of the organisation, with a DfE Teaching School Hub, and offers opportunities across the Trust.**

CLOSING DATE:

Applications must be received by Wednesday 11th January 2023

Short Listing will take place on Friday 13th January 2023

Interviews will take place on Tuesday 24th January 2023 & Wednesday 25th January 2023

HOW TO APPLY:

Letters of application should be returned with application forms to info@nllt.co.uk or by post to Emily Sanger, HR Assistant, Northern Lights Learning Trust, Spectrum Business Park, Building 2, Lighthouse View, Seaham SR7 7PR

Applications will only be considered on receipt of a completed application form, CVs and other forms will not be accepted.

For further information, please contact Emily Sanger, HR Assistant on Emily.Sanger@nllt.co.uk or 01915947033 (Option 2)

If you are interested in the post and would like to arrange a time to visit the school, please contact Marcus Newing (Head of School) on marcus.newing@nllt.co.uk or 01429 267038

Details of the school can be found on the school website [St Helen's Primary School - Home \(sthelensprimaryschool.co.uk\)](http://StHelen'sPrimarySchool-Home.sthelensprimaryschool.co.uk)



Northern Lights
LEARNING TRUST

JOB DESCRIPTION

POST: DEPUTY HEAD OF SCHOOL

RESPONSIBLE TO: BOARD OF NORTHERN LIGHTS LEARNING TRUST, CEO, EXECUTIVE HEADTEACHER, HEAD OF SCHOOL AND LOCAL GOVERNING BODY

RESPONSIBLE FOR: ALL STAFF AND RESOURCES

SALARY BAND: L6-10

START DATE: As soon as possible

KEY PURPOSE:

To provide vision and leadership for the life and work of the Trust, so that the designated schools' aims are implemented in accordance with the policies of Northern Lights Learning Trust and the local governing body.

To deputise and undertake any professional duties of the Head of School reasonably delegated to him/her by the Head of School, in accordance [but not exclusively] with Teacher's Pay and Conditions.

To deputise and undertake to the extent required by the Head of School, the CEO, the Board and the governing body the professional duties of the Head of School in the event of her absence from school.

The duties outlined within this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the CEO, in consultation with the post holder to reflect or anticipate changes in the job role.

KEY RESPONSIBILITIES:

LEADERSHIP

To assist the Head of School in:

- Sharing in the leadership of the school, sharing the vision and transferring the vision into reality.
- Developing, implementing and monitoring management structures and procedures so as to ensure that the school achieves its curriculum and pastoral aims through the attainment of the school development plan.



- Deal successfully with situations which may include tackling difficulties and conflict resolution.
- Advising governance on the formulation of policy and its implementation so as to ensure the enhancement of the quality of learning in an efficient and cost-effective manner.
- Ensuring that the statutory requirements for the curriculum are met and curriculum provision is appropriate and relevant to the needs of all children.
- Managing the performance of the school's staff through the provision of appropriate procedures of appointment, induction, performance management so as to maximise effective learning.
- Develop inspirational leadership within Northern Lights Learning Trust.
Develop a knowledge of risk management and produce and manage risk assessments across the school working with support staff.
- Support the development of the school through seeking external funding and accreditation.
- Promoting effective relationships through networking with other schools in the Trust, external bodies, notably parents, other schools and the wider community which promotes a positive image of the school and all other partners as appropriate.
- Promote culture of inclusion where pupil and staff's opinions and well-being are valued.

LEADING TEACHING AND LEARNING

- Support, motivate and inspire others through leading by example.
- Responsible for planning, delivering and reviewing lessons which are appropriate to the age and ability of the children so as to facilitate progression in children's learning.
- Setting and assessing appropriate work and recording results in accordance with the school's assessment and marking policies so as to provide regular feedback and monitoring of progress.
- Managing the classroom and teaching environment so as to create a positive learning environment which makes effective use of available resources.
- Monitoring and evaluating standards of teaching, learning, resource usage and management effectiveness and implementing appropriate change strategies where required.
- Working alongside staff using a coaching approach, to achieve success.
- Creating a vibrant learning environment across the school to scaffold learning and celebrate achievements.
- Analyse and interpret school data to improve performance and have a thorough understanding of assessment procedures.
- Managing pastoral and welfare systems for all members of the school community so as to create a positive and caring ethos. Carry out the role of Designated Safeguarding Lead.
- Challenging underperformance and assisting with coaching to improve outcomes for pupils.
- Support the Head of School undertaking self- evaluation across the school, identifying with the Head of School school improvement areas, writing subsequent action plans and Self Evaluation Forms.
- Lead whole school curriculum development and be accountable for improvement.
- Plan for and support Early Career Teachers, ensuring all statutory procedures are met, supporting mentors and holding staff accountable for their performance.

- Where necessary, act as designated Teacher for Looked After pupils and those with social care involvement, where required, with responsibilities for their education, monitoring performance and championing excellence in order to close the gap.
- Lead initiatives across the Trust working collaboratively to improve outcomes for all pupils in the Trust and developing staff across all schools in the Trust.

OTHER DUTIES

- Carry out any other duties commensurate with the role that the Head of School may direct from time to time.
- Participate in the Performance Management system for the appraisal of own performance.

Additional responsibilities- the post holder must:

- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers;
- Demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment;
- Act in compliance with data protection principles in respecting the privacy of personal information held by the Trust;
- Comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information;
- Carry out their duties with full regard to the Trust's Equal Opportunities Policy, Staff Code of Conduct, Child Protection Policy and all other Trust Policies;
- Comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

PERSON SPECIFICATION

DEPUTY HEADTEACHER

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
APPLICATION	<ol style="list-style-type: none"> Well-presented and well written application form. 		Application form
QUALIFICATIONS AND KNOWLEDGE	<ol style="list-style-type: none"> Relevant degree Qualified Teacher Status Record of successful class teaching with substantial teaching experience 	<ol style="list-style-type: none"> Evidence of recent and relevant senior leadership CPD/qualifications e.g. NPQSL 	2-5 Application form 2,3,5 Certificates
EXPERIENCE	<ol style="list-style-type: none"> Evidence of excellent teaching across Key Stages Experience of working successfully as a senior leader, Evidence of successful major whole school responsibilities Experience of turning policy into effective and successful practice Leadership of a significant area including responsibility for raising standards across school Proven impact of developing staff and trainees, NQTs/ECTs, subject and middle leaders including the use of coaching and mentoring 	<ol style="list-style-type: none"> Experience of working collaboratively across other schools, supporting the development of practitioners 	6 Lesson observation 6-12 Application form 7-12 Interview



PROFESSIONAL DEVELOPMENT

- 13. Sustainable development as a senior leader**
- 14. Commitment to using research to further develop professional skills and practice**

- 15. Sustained improvement over an extended period**
- 16. Willingness to complete professional development related to the role.**

13-16 Application form

KNOWLEDGE, SKILLS AND ABILITIES

- 17. Be an excellent practitioner and have a clear understanding of learning and teaching,**
- 18. Proven skill in ensuring that all pupils have the opportunity to achieve the highest standards**
- 19. Ability to offer skills to develop the wider curriculum offer.**
- 20. Ability to analyse data, evaluate the performance of pupil groups, pupil progress and plan an appropriate course of action for whole school improvement and closing gaps**
- 21. Ability to lead and manage effective teams and work with external agencies to achieve agreed goals**
- 22. Can communicate effectively to a wide range of different audiences, including governors**
- 23. Is a team player, supports, motivates and inspires colleagues, pupils and parents by setting and maintaining high standards and expectations**
- 24. Contribute effectively to the work of the SLT and**

- 26. Have an up-to-date knowledge of statutory regulations and guidance relating to curriculum and assessment developments across EYFS, KS1 and KS2**

17-21 Application form
22-26 Interview
17 Lesson observation



remain positive while dealing successfully with challenging situations
25. Current understanding of the Ofsted Framework

PERSONAL ATTRIBUTES

- 27. Ability to work collaboratively as part of a school/Trust team
- 28. Ability to make decisions and take responsibility
- 29. Demonstrate a commitment, understanding of regard for the safeguarding, protection of and equalities all children at the academy.
- 30. Promote the school and trust's vision and ethos
- 31. Approachable and enjoys being highly visible to children and parents
- 32. Energetic, adaptable, enthusiastic and reliable with personal impact and presence
- 33. Enthusiastic about working in, and contributing to, partnerships in a multi-academy trust

- 34. Thinks creatively to anticipate and solve problems
- 35. Demonstrate an ability to build good relationships with vulnerable families

27-31 Application form
32-35 Interview

REFERENCES and DBS

- 36. Fully supportive without reservation
- 37. Fully enhanced DBS clearance with children's barred list check

References
Enhanced DBS certificate

