

The **Emmbrook** School



Learning Together, Succeeding Together

Deputy Headteacher Application Pack

February 2021

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Website: www.emmbrook.wokingham.sch.uk



Headteacher's Welcome

Dear Candidate,

Thank you for taking the time to look at the details for our Deputy Headteacher position. I hope that you will find the information useful in reaching a decision to make an application.

As I write this in late January 2021, it is the most challenging of times. The Covid-19 crisis is exacting a terrible toll on the wellbeing and prosperity of everyone. Schools and young people face challenges that nobody could have reasonably envisaged even a year ago. Despite this, I remain incredibly optimistic for the future as we are resilient and inventive. These qualities will take us to better times. The other source of my optimism is my confidence in the future of The Emmbrook; over the last two years we have taken huge steps forward on our journey to making this a truly exceptional school. We now seek an exceptional leader to bring additional capacity to our Leadership Team in order to sustain and accelerate our progress.

By September 2021, I expect our school to have grown to well over 1000 students (from around 800 three years ago). This growth in popularity is a strong indication of the progress that we have made and is an essential reason for the creation of this entirely new post. Presently, I am supported by a Deputy Headteacher, School Business Manager, two Assistant Headteachers and three Associate Headteachers. We seek the right calibre of leader rather than a specific skills set, so there is a degree of flexibility regarding the specific responsibilities of the post. I look forward to exploring this with candidates during the appointment process.

I would like to extend a warm invitation to visit us ahead of the interview process. It may be that circumstances locally or nationally ultimately make this option unviable. To arrange a visit please contact my PA Sarah Farndon (sfarndon@emmbrook.wokingham.sch.uk) and we will do our best to accommodate you within the government guidelines in place at the time. So that you can develop a greater sense of us, I have enclosed the Information for Prospective Candidates pack, which is always made available whenever we advertise a post. In addition to this you will find a letter from Ginny Rhodes, the Executive Headteacher of the Circle Trust and I am thrilled that we will be joining them this spring.

This is a genuinely exciting time for The Emmbrook. The appointment of such a senior post is utterly vital to the future of this school and I hope that you feel you have the skills, ambition and compassion to be able to make your contribution to our future.

With very best wishes,

Nick McSweeney

Headteacher



Join Us

Deputy Headteacher

Leadership Pay Scale 20-24

Required from 1st September 2021

We are seeking an exceptional leader to join our flourishing school at a crucial stage on the path to making The Emmbrook a truly exceptional school. If you believe that you have the skills and qualities needed to make your essential contribution then we would love to hear from you.

You will have a proven track record of inspiring others to reach challenging goals through effective communication and good judgement. You will be able to work successfully within a team and independently.

As Deputy Headteacher you will:

- Work in partnership with the Leadership Team to provide effective strategic leadership and operational management of the school.
- Share responsibility for driving up standards across the school.
- Embody and promote The Emmbrook's FAIR values (family, ambition, integrity and respect) in all aspects of your work and interactions.
- Collaborate with colleagues from Circle Trust schools.

We have a strong ethos of care and support for students and staff. All colleagues are valued for their contribution to the success of our students.

We offer:

- An ambitious learning community
- Opportunities for personalised professional development
- A supportive and forward looking staff
- Well-motivated hardworking students
- A calm and purposeful working environment

Closing Date 9am on Friday 5th March 2021

Interview Date 18th & 19th March 2021



Job Description

Shared Senior Leadership Responsibilities and Duties

1. To ensure ongoing school improvement.
2. As part of the senior leadership team to:
 - 2.1 Set and maintain clear expectations for staff and students.
 - 2.2 Be consistent in upholding agreed principles and practices.
 - 2.3 Be approachable and enable two way communication.
 - 2.4 Recognise success in achievement and development.
 - 2.5 Challenge unacceptable performance.
 - 2.6 Inspire others through a positive and enthusiastic approach.
3. To ensure effective action planning in realisation of the School Development Plan.
4. To integrate the use of the Self Evaluation Form as a diagnostic and planning tool.
5. To work with designated leaders in monitoring, supporting and reviewing self-evaluation.
6. To maintain links with relevant external agencies.
7. To advise the Headteacher and Leadership Team on matters related to areas of responsibility.
8. To support the implementation of school policy regarding appraisal.
9. To manage any given budget in line with school policy, practice and procedures.
10. To actively implement key aspects of the schools behaviour and inclusion policies.
11. To ensure the best possible representation of The Emmbrook in the community.
12. To attend, support and participate in school events as required.

Specific Responsibilities and Duties

- Roles and responsibilities for the senior leaders are reviewed each academic year in consultation with the Headteacher. The initial roles and responsibilities for this post will be determined based on the skills and experience of the successful candidate.
- The Deputy Headteacher will hold line management responsibilities in accordance with their role and status.
- To attend, prepare documentation and present information to the Governing Body (Local Advisory Board).

Line Management

- The Deputy Headteacher reports directly to the Headteacher.
- As a member of the Leadership Team this post is not subject to the directed time limitations attached to teaching positions outlined in the Teacher's Conditions of Employment.

This job description may be subject to annual review, after consultation, at the request of the Headteacher or post holder. Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.



Person Specification

		Essential	Desirable
Knowledge & Qualifications:	Qualified teacher status	✓	
	Degree in a relevant subject	✓	
	Post-graduate qualifications (e.g. MA, PHD).		✓
	Further professional study (e.g. NPQH)		✓
	Understanding of current developments in education	✓	
	Knowledge of school accountability measures	✓	
	Understanding of performance management and appraisal	✓	
	Knowledge of curriculum planning (including timetabling)		✓
	Strong understanding of inclusion		✓
	Understanding of mental health and wellbeing in a school context		✓
Abilities & Experience	Proven impact as a classroom teacher in a secondary school	✓	
	Proven record of impact as a middle leader	✓	
	Proven record of impact as a senior leader	✓	
	Budgetary management	✓	
	Effective positive behaviour management	✓	
	Ability to track and monitor student progress and use the information to inform school development priorities	✓	
	Ability to build strong working relationships with staff and students	✓	
	A strong communicator with all stakeholders (including via IT)	✓	
	Experience leading projects or initiatives	✓	
	Experience of leading significant whole school initiatives		✓
	Recent experience leading change	✓	
	Proven leadership of a team	✓	
	Proven record of good judgement	✓	
Proven record of participation in the wider life of the school	✓		
Personal Qualities	Communication skills (both orally and in writing)	✓	
	Ability to investigate, solve problems and make decisions	✓	
	Strong leadership qualities	✓	
	Clear sense of direction and purpose	✓	
	Personal impact, self-confidence and presence	✓	
	Energy, determination and perseverance	✓	
	Reliability and integrity	✓	



Recruitment Process

Safer Recruitment

The Emmbrook School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references.

School Visits

You are welcome to visit (depending on government guidelines at the time). Please contact Sarah Farndon (Headteacher's PA) to make an appointment. Email sfarndon@emmbrook.wokingham.sch.uk or call 0118 978 4406.

Making an Application

Please send your completed application form along with a short letter of application (a maximum of two sides of A4 at font 11) to vacancies@emmbrook.wokingham.sch.uk. The letter should detail your experience and reasons for applying.

References

We require two references from all candidates, one of which must be from your most recent employer.

If you are short-listed, the school will contact your referees ahead of the interview stage without further reference to you.

Closing Date

The closing date for application is 9am on Friday 5th March 2021.

Short-listing and interviews

All applications received by the closing date will be reviewed and those applicants that best meet the person specification and requirements of the role will be invited for interview on 18th and 19th March. Candidates not taken forward for interview will be notified by email.

Checks

If you attend for interview you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications.

Offer of Employment

We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written offer.

Any offer is made subject to satisfactory references, satisfactory DBS clearance, a satisfactory health check and any other safeguarding checks required.

Unsuccessful Candidates

Unsuccessful candidates will be notified by telephone.



The
Emmbrook
School

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