

Rutlish School



Deputy Headteacher

Responsible for Pastoral & Extra-Curricular Provision

Job Information Pack

- Advertisement
- Job Description
- Person Specification



Deadline: Friday 29 January 2021 at 4pm



Deputy Head Teacher, Rutlish School, Merton Responsible for Pastoral & Extra-Curricular Provision

Remuneration: L23 to L27 (Inner London pay scale)

The Rutlish School Governing Body is keen to appoint a Deputy Headteacher responsible for the School's Pastoral Provision to include the Welfare of students, all Safeguarding and Child Protection Provisions and Behaviour Management systems, as well as the School's Extra-Curricular Provision. The candidate will form part of a Senior Leadership Team reporting to the Headteacher.

This opportunity arises following the retirement of one of the School's Deputy Headteachers with these responsibilities.

Pastoral Provision: The candidate will have extensive knowledge of the Pastoral requirements of a school and line management responsibility of those that deliver the provision. This might include a Head of Year structure. The candidate will also have significant experience of Behaviour Management and be able to demonstrate outstanding leadership and management of a number of staff, both within the Safeguarding Department (and possibly SEND) and at a Curriculum/Department level. As the Designated Safeguarding Lead extensive knowledge of this key role is essential.

Extra-Curricular Provision: The candidate will need to demonstrate inspired leadership and a proven track record of developing an Extra-Curricular Provision. Rutlish School is an 'Outstanding School' academically with the ambition to build further its capability across competitive (and non-competitive) sport, the arts - music and drama - and other creative disciplines. We strive for the correct balance between personal development for our students and the exam success that enables them to play a full part in society.

Whether the candidate is an existing Deputy Head or aspiring to such a role and beyond, they must be ambitious, dynamic and student-focused with a track record of driving success in significant areas at their current school. We are looking for proven experience in areas including academic excellence and teaching, advancing equality and helping students overcome disadvantage.

Rutlish School has a long tradition following its founding in 1895. We have been a non-selective Voluntary Controlled boys' school for the past 50 years and have strong links with the local community; your brief will include an ambition to develop these further. We currently have 1,200 students in year groups 7-11 plus 220 boys in a co-educational 6th Form of 400 via a soft partnership with Ricards Lodge High School. Our intake has become academically more able in recent years and we have attracted more local students to the School. Ours is a culturally diverse and mixed ability intake; half our boys have English as an additional language and we have strong numbers of SEN-K and Pupil Premium students.

We have made considerable advances in recent years, leading to improved progress levels and academic achievement that culminated in an 'Outstanding' Ofsted judgement in 2017. Key to our success is a rigorous focus on student behaviour, described by Ofsted as "impeccable".

If you feel you have the skills, drive and experience to help lead us to further success, then please make sure this comes across in your application. This is a role for an ambitious, driven individual who is keen to stamp their personality on the School and make a difference within our community.

This Deputy Head Teacher post is a permanent, full-time appointment starting no later than September 2021. An earlier start date may be negotiable. Background information about Rutlish School can be found on the School website. The job description, person specification and Deputy Head Teacher application form are available via <https://www.rutlish.merton.sch.uk/>

Completed application forms and any initial queries should be sent to clerktothegoverningboard@outlook.com

Closing date for applications: Friday 29 January 2021 at 4pm.

Interviews will take place the week commencing Monday 08 February 2021.

We are committed to safeguarding the welfare of children and all applicants are therefore required to undertake an Enhanced Disclosure & Barring Service check. We fully support the London Borough of Merton's Equal Opportunities Policy.

Deadline: Friday 29 January 2021 at 4pm

JOB DESCRIPTION



	Deputy Head Teacher – Responsible for School’s Pastoral & Extra-curricular Provision
Scale	Leadership Group Pay Spine L23-27 (Inner London pay scale)
Reporting to:	Headteacher
Responsibilities:	<ul style="list-style-type: none"> • Deputise for the Headteacher • Whole School Pastoral Provision • Whole School Extra-Curricular Provision • Whole School Behaviour Management • DSL & Lead on Safeguarding and Child Protection • With SLT, Teaching and Classroom lead • Responsible for the School’s House System • Implementation of the school vision, strategic direction and ethos • School improvement and evaluation • Student wellbeing and inclusion • KS2 to KS3 Transition • Student attendance • External agency liaison • Looked After Children Lead • Online Safety Lead • Effective day to day operational management of the school <p>Line management:</p> <ul style="list-style-type: none"> • All Heads of Year via AHTs • Head of Department of a core subject • AHT – Personal Development & Wellbeing • Deputy DSL and other DDSL team • Inclusion Manager
Liaising with:	Headteacher, Senior Leadership Team, Governors, teaching and support staff, outside agencies and parents/carers

MAIN DUTIES:	
Strategic	<ul style="list-style-type: none"> • Deputise for the Headteacher • Promote the ethos, vision and objectives of the school • Assist the Headteacher and SLT in determining the strategic direction and development of the Welfare of Students, Safeguarding and Child Protection Provisions • Assist the Headteacher and SLT in determining strategic direction and development across the Pastoral Provision including Behaviour Management and systems • Assist the Headteacher and SLT in determining strategic Intent and Implementation across Extra-Curricular Provision • Take a leading part in the development of policy and the management of the school • Lead key developments as set out in the School Development Plan (SDP) • Report to the Leadership Team and Governors, as appropriate, on the progress of designated tasks as set out in the SDP • Assist with the promotion of the school and fostering positive relationships with our local community and stakeholders • Ensure an effective online presence for safeguarding, child protection and KS2 to KS3 transition • Develop and implement the strategy for teaching and learning of safeguarding aspects • Develop the school's links with other schools and professional bodies • Monitor and evaluate students' progress through analysis of data and develop effective intervention strategies for KS2 to KS3 transition • Create and facilitate staff safeguarding and child protection training • Assist the Headteacher to ensure all statutory returns are completed • Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently • Ensure rigorous approaches to identifying, managing and mitigating risk • Make use of effective evaluation to identify and analyse priority areas for improvement • Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context • Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time
Operational	<ul style="list-style-type: none"> • Ensure the protection and safety of students and staff through effective approaches to safeguarding, as part of the duty of care • Liaise with external agencies, parents/carers and stakeholders on safeguarding and child protection matters to ensure we are working together effectively with other agencies • Be a visible presence in the school on a day-to-day basis • Ensure that school policies meet the statutory requirements are understood and implemented • Monitor student attendance including vulnerable groups • Enhance parental engagement • Organise arrangements for reporting to parents/carers and parent/teacher consultation meetings <p>With the other members of the SLT and Pastoral Team</p> <ul style="list-style-type: none"> • Use the review performance data to set challenging but realistic targets for students • Monitor the standards of attendance, behaviour and dress of all students • Work with subject teachers, form tutors, pastoral and learning support staff to develop safeguarding, inclusion and intervention strategies
Teaching and Learning	<ul style="list-style-type: none"> • Ensure high quality teaching of safeguarding aspects is consistent across subjects and keystages • Quality assure standards of practice of safeguarding and child protection in the school are highly effective, reliable and robust • Lead assemblies • Participate in the selection and appointment of the teaching and support staff of the school

Staffing and Resources	<ul style="list-style-type: none"> • Manage the resources of staff, accommodation, money and equipment effectively and efficiently and monitor budgets for areas you are responsible for • Line-manage designated staff within the school, holding regular meetings in line with agreed policy and practice, and monitoring the impact of initiatives • Undertake performance management reviews for identified teaching and support staff • Line-manage other staff as indicated by the Strategic Leadership Team roles • Actively monitor and respond to developments and initiatives at national, regional and local levels • Contribute to the recruitment and induction of new members of staff • Promote teamwork and effective working practices
	<ul style="list-style-type: none"> • Assist the integration of the Sixth Form with the lower school • Organise inclusion arrangements for students when staff are absent, ensuring appropriate support is provided • Assist the Headteacher to prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds • Assist the Headteacher to ensure staff are deployed and managed well with due attention paid to workload
Quality Assurance	<ul style="list-style-type: none"> • Report regularly to the Headteacher and Governors through appropriate committees on all aspects of line-managed responsibilities • Identify appropriate targets and monitor progress against school development priorities • Provide relevant information relating to student attendance and welfare • Lead on monitoring and support progress and development of students within areas of responsibility • Ensure attendance, safeguarding and behaviour is monitored so that effective learning can take place • Evaluate the impact of all improvement activities and report on the outcomes
Other Professional Requirements:	<ul style="list-style-type: none"> • Establish and maintain regular communication within the school • Communicate with parents/carers and external agencies where appropriate • Attend professional meetings and conferences as required • Carry out duties as required, according to the rota • Be responsible for personal professional development and keep up to date with educational initiatives that have an impact on the school • Attend Governors Committees when invited • Engage actively in the appraisal process and take part in the staff development programme • Attend and contribute to meetings called in accordance with the meeting schedule of the school • Work as a member of a team and positively contribute to effective working relations in the school • Take part in school events such as Open Evenings, Parents' Evenings and Information Sessions
Other Specific Duties	
<ul style="list-style-type: none"> • Uphold and demonstrate the principles of public life • Play a full part in the life of the school community to support its mission and ethos; encourage all staff and students to follow this example • Comply with the staff code of conduct • Comply with the school's Health and Safety Policy and undertake risk assessments as appropriate • Undertake any other specific duties as specified in the School Teachers Pay and Conditions Document not mentioned in the above <p>Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary.</p>	

PERSON SPECIFICATION – Deputy Headteacher



Your application should include evidence of your experience against the person specification as the interview process will be designed to assess.

Qualifications

- Degree and teaching qualifications (QTS)
- Recent and relevant professional development

Experience

- Pastoral leadership experience with significant Line Management responsibility for building effective inter-disciplinary teams
- A track record of driving strategies to ensure safeguarding is highly effective
- A track record of inspiring leadership to deliver excellent extra-curricular activities
- A track record of high performing Teaching and results at department level
- Recognising and meeting the needs of an Inclusive School
- A senior leadership role in an 11-18 School and successful track record of teaching across the age and ability range
- Recent experience of working effectively with external agencies, local community and Governing Body
- Evidence of leading and implementing change
- Strong safeguarding, curriculum, behaviour management and pastoral experience

Professional Knowledge and Understanding

- In-depth knowledge of developments in safeguarding, child protection and KS2 to KS3 transition, and the ability to use these to improve student achievement
- Commitment to collaborative and consultative working
- Extensive Year Group management experience
- Proven ability to design and implement innovative support strategies which are driven by the needs of the students
- Demonstrable experience of strategies to raise standards; an aptitude and enthusiasm for effective analysis of data and its use in setting targets for improvement
- Evidence of working in partnerships and effective collaboration with other schools, agencies and organisations.
- Strong strategic abilities that translate into clear and coherent plans and holding others to account

Skills and Attributes

- An innovative and collegiate leadership style with the ability to motivate staff towards that vision and to build on the existing high standards in the school
- An understanding of the importance of, and the desire to engage with and inspire young people whatever their challenges. The ability to deal sensitively with complex problems that can arise in child protection issues and/or similar matters
- A commitment to working in partnership with an enthusiastic, stable and experienced Governing Body and to ensure that they have the information and materials required for the proper discharge of their roles and responsibilities
- The ability to cope with the pressures of the Deputy Headship and to ensure that the demands of the post do not preclude a full and balanced life
- Ability to lead and inspire staff and students of all abilities and to communicate high expectations across all areas
- A leader with proven ability to manage change and to establish and maintain good working relationships with staff, students and parents – ability to work well with others is vital
- Recent involvement in providing training and development for staff
- Strong written communication and presentation skills; high order administrative and management skills
- Excellent organisational skills, ability to effectively manage competing priorities and adhere to a range of tight deadlines
- Strong emotional intelligence that is attuned to supporting students, parents and staff
- Experience of leading the use of data for school improvement
- A creative and innovative thinker, able to engage in debate with all stakeholders
- High degree of professionalism and integrity, who will uphold the values of the School and is student focussed

Personal Characteristics

- Visionary
- Committed
- Empathetic
- Enthusiastic
- Organised with the capacity to work hard under pressure
- Approachable
- Resourceful
- Resilient
- Determined
- Ambitious