



**THE MISBOURNE**

INSPIRING MINDS • BROADENING OPPORTUNITIES

# Deputy Headteacher Vacancy

Close Date: 9am, 26 April 2021

Interview Dates: 5 & 7 May 2021



Dear Applicant,

I am delighted that you are interested in applying for the position of Deputy Headteacher at The Misbourne. I have been Headteacher since September 2018 and am extremely proud of our academy and what we have achieved in that time.

The current post-holder has been instrumental in taking the academy to where it is now and is moving on after 11 years at The Misbourne. We are now looking for a visionary, creative and strategic leader to help take our academy into the next exciting phase of our journey.

Our students are fantastic. We have just over 1,000 of them with a growing sixth form. They are polite, friendly and want to learn. Some of them lack the kind of self-belief we wish they all had and we want to employ the best possible teachers, support staff and leaders to provide the support and challenge they need in order to get the very best out of them.

Like all other schools, we face the very real challenge of moving on from the impact of COVID-19. But we are confident that with a collective and strategic approach to the curriculum and next steps in learning, alongside a focus on pastoral support and the mental health and wellbeing of all, we can overcome any challenges set before us. I am looking for a Deputy Headteacher who is up for that challenge and who will work alongside a committed, experienced and highly professional leadership team, as outlined below:

Core SLT Team:

- Headteacher
- Deputy Headteacher (vacancy)
- Academy Business Manager
- Assistant Headteachers (x3)

Extended SLT Team:

- Head of Sixth Form (Associate member of the SLT)
- Curriculum Leader for Maths (Associate member of the SLT)
- Curriculum Leader for Science (Associate member of the SLT)

I hope that you find the information we have provided useful. If you would like to find out more, I would be more than happy to have an informal conversation with you or to arrange for you to visit (within COVID restrictions). Seeing the school in action will give you the best possible sense of what it means to be part of our Misbourne community.

If you feel that this opportunity suits your skills and career aspirations and that we are the right place for you to develop as a leader, teacher and person, I look forward to receiving your application.

Thank you for your interest in The Misbourne,



**Ms Jo Meloni**  
**Headteacher**

## DEPUTY HEADTEACHER

Required September 2021

**Salary Range: L 16-20 (£62,333-£68,536 per annum, includes fringe allowance)**

This is an exciting and rare opportunity to join this successful 11-18 standalone Academy, situated in the picturesque village of Great Missenden. We are an ambitious, forward thinking and inclusive school, with high expectations in everything we do. We believe if something is worth doing, it is worth doing well and that both our staff and students, deserve a school that places wellbeing, kindness, respect and teamwork at the heart of its vision and values. We are looking for a new Deputy Headteacher to play a pivotal role in us realising our ambitious aims and for all members of our community to believe that 'anything is possible'.

You would be joining us at an exciting time in our development. We recently launched a unique 'smaller school' pastoral system; we have a multi-million-pound sports centre development underway, and are in our third year as the Careers Hub Lead School, for which we have gained national recognition. This is a good school, with good outcomes and our students want to learn, but there is more that we can do. You would be joining an ambitious and dedicated team of teaching and support staff, supported by a Trustee Board who share our ambition for the academy as we aim to provide the very best educational opportunities for all our young people.

This opportunity has come about due to the current post-holder moving on after 11 years with us. Although their responsibilities included oversight of the curriculum, teaching and learning and CPD, the specific portfolio for the successful candidate will be matched to the skillset of the candidate with the experience and attributes, we are seeking. For us, getting the right person for our school and our team, is our number one priority. We are a "harmonious school" (Ofsted 2017) and we want to attract the best staff and invest in them, as we see them as our most valuable assets.

### What we can offer you:

- Great students who want to learn
- A strong team ethos, with caring colleagues
- An opportunity to grow and develop your leadership skills and experiences
- Supportive families
- A school that genuinely believes in supporting staff and student wellbeing
- Personal laptop
- Free lunches, tea/coffee and regular staff 'chomp and chat' events

So, are you an inspirational leader with proven effective leadership? Do you share our philosophy of high aspiration and expectations for all students? Are you a leader who believes that by fostering positive and collaborative relationships between students, their families and school, there are no barriers to learning that cannot be overcome? If so, then we would love to hear from you.

### "The school's professional learning programme is exemplary" (Ofsted 2017)

This role would suit an aspiring Headteacher or someone who wants to be the best Deputy Headteacher they can be. If you think this could be the role for you we encourage you to come and visit to see for yourself or arrange to have an informal conversation with the Headteacher. Visits can be arranged by contacting [HR@themisbourne.co.uk](mailto:HR@themisbourne.co.uk) or telephoning 01494 862869. An application pack is available from our school website at [www.misbourne.co.uk](http://www.misbourne.co.uk).

Closing date for applications is 9.00 am Monday 26 April, 2021. Interviews will be held over two days on Wednesday 5 May 2021 and Friday 7 May 2021. **Letters of application** should be addressed to the Headteacher, Jo Meloni, and should demonstrate how you meet the person specification, and how you could contribute to continued school improvement at The Misbourne.

The Misbourne is committed to safeguarding and promoting the welfare of children and follow safer recruitment practices. All appointments are subject to an enhanced DBS check.

DFE NUMBER: 825/4042 Telephone: 01494 862869 [admin@themisbourne.co.uk](mailto:admin@themisbourne.co.uk) [www.themisbourne.co.uk](http://www.themisbourne.co.uk)   
@TheMisbourne

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## PERSONAL SPECIFICATION

### Deputy Headteacher

*Assessed at: Application (A), Interview (I), Reference (R)*

Criteria		Essential	Desirable	Assessed at
<b>Qualifications</b>	• Graduate (with a good honours degree)	✓		A
	• Qualified teacher status	✓		A
	• Higher degree		✓	A
	• NPQSL (or working towards this or similar professional qualification)		✓	A
<b>Experience</b>	• Minimum of five years teaching experience, at least three years as a middle or senior leader in a secondary school	✓		A
	• Evidence of continuous self-development and updated knowledge in the fields of education leadership, management, pedagogy, ICT/e-learning and post-16	✓		A, I
	• Widely Read: Evidence of wide-reading and a genuine interest in academic research in both pedagogy and school leadership	✓		A, I
	• Experience of presenting to a wide audience including staff, trustees, parents/carers and students	✓		I
<b>Professional knowledge, abilities and skills</b>	• Excellent classroom practitioner	✓		I, R
	• Knowledge of regulatory and inspection frameworks	✓		A, I, R
	• Knowledge and understanding of the national educational agenda		✓	I
	• Successful experience of using performance data to improve the quality of learning	✓		A, I, R
	• High level of ICT skills and both knowledge and experience of how new technologies can be used to transform learning and raise achievement	✓		I, R
	• Excellent communication and presentation skills	✓		A, R, I
	• Well presented – dress and conduct – in a business-like manner	✓		I, R
	• A high degree of personal and professional integrity, confidence and loyalty. Exceptional self-management	✓		R, A
	• A sense of perspective and of humour	✓		I, R
	• Emotional and social resilience and intelligence in the face of challenge	✓		I, R
	• Enthusiasm for and commitment to the realisation of the school vision	✓		I
	• Record of good attendance and punctuality	✓		A
	• Flexible, adaptable and resilient under pressure	✓		I, R
	• Knowledge and understanding of ICFP		✓	A, I

<b>Leadership experience/ People management skills</b>	• Evidence of leading, supporting and managing others, both individuals and teams ensuring high quality performance	✓		A, I, R
	• Evidence of experience in highly successful leadership to raise standards of behaviour across a school	✓		A, I, R
	• Successful experience of managing and implementing change successfully at whole school level	✓		A, I, R
	• Proven ability to identify and implement strategies to raise standards through line management	✓		I
	• Ability to lead and manage own work effectively and take responsibility for own professional development	✓		I
	• Ability to enhance performance by motivating and developing staff	✓		I, R
	• High profile presence in the school as a middle or senior leader	✓		A, R
	• Recognising that different employees will have differing working and behavioural predispositions and working to accommodate those styles for the benefit of the organisation	✓		I, R
	• Evidence of effective experience in supporting other schools and teachers.		✓	A, I
	• The ability to work 1:1 with colleagues to develop their practice (A,I)		✓	A, I

*Job Description for the current post-holder.*

*Subject to change depending on the skills and expertise of the successful candidate.*

**Deputy Headteacher – Teaching & Learning/Curriculum**

Job Purpose	To work with the Headteacher and Senior Leadership Team to provide professional leadership and management for the school, specifically to be responsible for the content and delivery of the curriculum in order to secure effective education for all students and the continuous improvement of teaching and learning in the school linked to a bespoke CPD programme for staff impacting on students' achievements.
Reporting To	Headteacher
Responsible for	<ul style="list-style-type: none"> <li>• Line management of middle/senior leaders and support staff as applicable to the role.</li> <li>• Communicating the school's vision and drive the strategic leadership, empowering all students and staff to excel.</li> <li>• Demanding ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on students' outcomes.</li> </ul>
Accountabilities	<p><b>LEADERSHIP</b></p> <ul style="list-style-type: none"> <li>• To deputise for the Headteacher as required</li> <li>• To be a lead professional and role model within our community</li> <li>• To support the Headteacher in providing a clear direction for the development of the school</li> <li>• To contribute to management decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the school's plans and School Evaluation</li> <li>• To support the Headteacher and staff in the review, implementation, development and monitoring of whole school policies which promote the academy's vision, values and objectives</li> <li>• To attend SLT meetings and chair its Operational Meetings</li> <li>• To plan, organise and chair other meetings as appropriate</li> <li>• To establish good relationships, encourage good working practices and support and lead teachers and support staff</li> <li>• To support the Headteacher in the implementation of the school's appraisal policy</li> <li>• To liaise with the FGB, when appropriate, to facilitate their overview of the academy</li> <li>• To encourage creativity, innovation and the use of new technologies to achieve academic excellence</li> <li>• To support the Headteacher in the appointment, deployment and development of staff to make the most effective use of their skills and expertise, ensuring all staff have a clear understanding of their roles and responsibilities</li> <li>• To act as a 'critical friend' and provide effective professional challenge and support to the Headteacher</li> <li>• To provide information and advice to the Headteacher, FGB and support proper accountability procedures throughout the academy</li> </ul>

	<p><b>TEACHING AND LEARNING</b></p> <ul style="list-style-type: none"> <li>• Leadership of T&amp;L has a decisive impact on the quality of teaching and students' achievements</li> <li>• Secure excellent teaching through an analytical understanding of how students learn and of the core features of successful classroom practice and curriculum design, leading to students' high achievement and well-being.</li> <li>• Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis</li> <li>• Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge and to support each other</li> <li>• To develop a classroom environment and teaching practice which secures effective learning across the breadth of the National Curriculum and beyond, and provide a professional model, clearly demonstrating good or better teaching, classroom organisation and display, and high standards of achievement and behaviour</li> <li>• To support the Headteacher in monitoring the quality of teaching and students' achievements, including the analysis of performance data, classroom observations, learning walks, work sampling and moderation</li> <li>• To lead by example as a teacher, manager and leader</li> <li>• To support subject teachers in the development and implementation of curricular and cross-curricular initiatives</li> <li>• To develop subject teachers through appropriate CPD so that high quality teaching is the norm throughout the school</li> <li>• To produce termly monitoring reports for the SLT and FGB on teaching across the school in order to identify whole school and individual training needs</li> <li>• To take the lead on co-ordinating external reviews of the academy</li> <li>• To use the best classroom practitioners to model good teaching</li> <li>• To organise a programme of coaching for weaker teachers</li> <li>• Ensure that NQTs develop into good teachers and that the new staff induction programme is effective</li> <li>• To ensure that there is a clear curriculum policy which is consistent with school policy and is understood and implemented by all subject teachers</li> <li>• To take overall responsibility for curriculum planning and reviews, liaising as appropriate with the Headteacher and Curriculum Leaders</li> <li>• To convene, chair and produce minutes of regular meetings of Curriculum Leaders for the purpose of developing the curriculum and disseminating and discussing curricular issues</li> <li>• Have complete oversight of the curriculum and timetabling, working with the timetabler to ensure staff are deployed effectively and efficiently across the academy</li> <li>• To have strategic oversight of the annual Year 8 Guided Choices Evening and Sixth Form Open Evening</li> <li>• To co-ordinate the work of SLEs, advisors and consultants</li> <li>• To oversee the school link with Astra Teaching School Hub</li> </ul>
	<p><b>CPD AND PERFORMANCE MANAGEMENT CO-ORDINATOR</b></p> <ul style="list-style-type: none"> <li>• Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff</li> <li>• To develop a whole school policy for CPD that is research informed and impactful</li> <li>• To promote a culture where both teaching and support staff take ownership of and give a high priority to professional development which enhances student attainment, school improvement and career progression for staff</li> <li>• To use a range of mechanisms to identify whole school and individual training needs, including self-evaluation, outcomes of monitoring, national and local priorities and performance management</li> <li>• To alert staff to external INSET courses, online courses and other means of development such as inter-school visits, paired observations, links with advisors and consultants, distance learning, coaching and mentoring and practical research</li> <li>• To manage the annual CPD budget</li> <li>• To manage in-house training on staff INSET days</li> <li>• To support accreditation of the professional development of staff</li> </ul>

	<ul style="list-style-type: none"> <li>• To monitor the 'value for money' of external courses through feedback on CPD Genie</li> <li>• To monitor the impact of all CPD on teaching and learning through termly feedback forms from Curriculum Leaders</li> <li>• To provide guidance to staff on producing and updating their own professional development portfolios</li> <li>• To report annually to the FGB on CPD</li> <li>• To lead and co-ordinate teachers' appraisal across the school</li> <li>• To ensure that appraisal lines of responsibility are in place for teachers</li> <li>• To equip appraisal managers with the skills necessary to be effective in their practice</li> <li>• To monitor that all appraisal management is completed appropriately and within its time frame and also that it is reviewed mid-year</li> </ul>
	<p><b>LINK WITH SMALLER SCHOOLS/SIXTH FORM</b></p> <ul style="list-style-type: none"> <li>• To work closely with one of the four Heads of School, ensuring that all students' welfare and progress is monitored and appropriate strategies of intervention are introduced to impact on their learning.</li> <li>• To oversee and attend the annual Sixth Form Open Evening, Consultation Evenings and Making the Grade events.</li> </ul>
	<p><b>STRATEGIC PLANNING</b></p> <ul style="list-style-type: none"> <li>• Inspire and influence others – both within and beyond school - to believe in the fundamental importance of education in young people's lives and to promote the value of education</li> <li>• To serve as a member of the Senior Leadership Team and assist with whole school strategic planning as required.</li> <li>• To ensure that the vision for the school is shared, understood and acted upon by all through your everyday practice.</li> <li>• To encourage creativity, innovation and the use of new technologies to achievement excellence.</li> <li>• To produce and implement clear, evidence-based improvement plans and policies for the further development of the school, as required.</li> <li>• To ensure that such policies take account of national and local circumstances and initiatives.</li> <li>• To be responsible for sections of the School Evaluation Form and School Improvement Plan as directed by the Headteacher.</li> </ul>
	<p><b>MANAGEMENT OF SELF AND OTHERS</b></p> <ul style="list-style-type: none"> <li>• To line manage and carry out the annual appraisal of the colleagues you directly line manage</li> <li>• To treat all people fairly, equitably and with dignity and respect, thereby supporting a positive culture in line with the aims of the school.</li> <li>• To build a collaborative learning culture within the beyond the school, actively engaging with other local schools to develop learning communities.</li> <li>• To set high expectations for self and others and take appropriate action when performance is unsatisfactory.</li> <li>• To regularly review own practice, set personal targets and take responsibility for own personal and professional development.</li> <li>• To promote an ethos in which success is celebrated, personal responsibility is expected and feedback from other is valued.</li> </ul>
	<p><b>STRENGTHENING COMMUNITY</b></p> <ul style="list-style-type: none"> <li>• To help build a culture and curriculum that takes account of the growing diversity of the school's community.</li> <li>• To promote positive strategies for challenging prejudices and dealing with discriminatory behaviour, if observed.</li> </ul>

	<ul style="list-style-type: none"> <li>• To ensure students' learning is linked into and integrated within the wider community.</li> <li>• To maintain an effective partnership with parents and carers in order to support and improve students' achievement and personal development.</li> <li>• To seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school so as to enrich learning and promote the worth of the school to the local community.</li> <li>• To present an account of the school's performance to a range of audiences, including the FGB, parents and carers.</li> <li>• To contribute to the wider development of education by sharing good practice, working in partnership with other schools and promoting initiatives, especially with the Astra Teaching School Hub.</li> </ul>
General requirements	<p>All school staff are expected to:</p> <ul style="list-style-type: none"> <li>• Work towards and support the School Vision and the current school objectives outlined in the School Action Plan.</li> <li>• Attend and oversee academy events and activities as required by the Headteacher.</li> <li>• Represent the school at external meetings and other events as required.</li> <li>• Contribute to the school's programme of extra-curricular activities.</li> <li>• Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, confidentiality and data protection, reporting all concerns to the Headteacher</li> <li>• Promote equality and opportunity for all students and staff, both current and prospective.</li> <li>• Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, carers, visitors and colleagues.</li> <li>• Engage actively in the performance review process.</li> <li>• Adhere to policies as set out in the Academy's Staff Handbook.</li> <li>• Undertake other reasonable duties related to the job purpose required from time to time.</li> </ul> <p>Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, these should be amended accordingly. The job description will, in any case, be subject to periodic amendment including at the time of the review if it reveals significant changes in the post holder's role within the school.</p>

Postholder: .....

Signature:.....

Printed Name:.....

Line Manager:.....

Signature:.....

Printed Name:.....