

Stanborough



Deputy Headteacher Information Pack for Candidates

January 2025



Grow and Succeed

High Expectations | Mutual Respect | Quality Learning | Success for All

Welcome

January 2025

Dear Candidate,

Thank you for your interest in the role of Deputy Headteacher. We are delighted that you see Stanborough as a school where you can make an impact. We know that Stanborough will provide an outstanding opportunity as you seek to make the next step in your career. This position will offer an exciting opportunity for the successful applicant to work with us as we continue to develop our thriving and dynamic over-subscribed school.

It has been a privilege to lead Stanborough School since September 2018. My team share an educational philosophy which promotes the highest expectations and consistent pastoral care. Our core aim is to nurture enquiring minds and to inspire our youngsters to pursue their dreams, leaving our school ready to excel in a future which has limitless possibilities.

Our aim is simple, we want to be a truly outstanding school in every sense of the word and we want to be confident that our students get the best possible education that is ambitious, varied and stimulating. At the heart of everything we do is a desire to ensure that our students receive the highest standards of teaching and learning. Our curriculum is broad and academically challenging in order to prepare students for the rigours of further study or work.

In September 2019 we became an 8 form entry school. Raising our intake number is a reflection of the success and popularity of Stanborough School in the local area.

The successful candidate will be a committed educator with student-centred values, drive, ambition and a genuine love of learning. You may already hold a Deputy Head role yet be seeking a position which offers greater scope for personal development in a stimulating, intellectually challenging environment. Alternatively, you may be ready for a greater challenge and be passionate about teaching, learning and the development of others. You will have innovative ideas to inspire and lead our team and students to even greater success.

I would encourage you to visit the school and to meet with me for an informal discussion about this position. This can be arranged by emailing Kerri Taylor, Headteacher's PA, on ktaylor@stanborough.herts.sch.uk

If you are passionate about education and really feel you can make a positive difference to the school then we look forward to receiving your application to join us at Stanborough.



Mrs M John
Headteacher





Ofsted Report – March 2023

The school was delighted to be awarded an Ofsted 'Good' grade following an inspection held in January 2023.

The report emphasised the hard work of staff and students over the past four years since the last inspection. The full report is available at <https://stanborough.herts.sch.uk/wp-content/uploads/2023/01/2023-OFSTED-Report.pdf>. Below are some highlights from the report.

'Pupils behave well at Stanborough'

- 'Pupils behave well. They know and understand what leaders expect of them'
- 'Leaders set clear and high expectations for behaviour. Pupils are clear that disruption or discriminatory behaviour will not be tolerated'
- 'Pupils know staff will help if they have a worry or issue. They benefit from a range of effective support services such as counselling and well-being support'

'Leaders have redesigned the curriculum so that it is academically ambitious'

- 'Pupils study a broad and balanced curriculum which enables them to pursue their talents and interests'
- 'Leaders have ensured that in many subjects, the curriculum is planned well to build pupils' knowledge over time'
- 'Teachers present subject matter clearly, promoting appropriate discussion about what is being taught'

'Leaders ensure there is a wide range of opportunities for positive personal development'

- 'Pupils learn values such as mutual respect and tolerance through a well-planned programme of life skills, assemblies and tutor time'

'Leaders have taken clear and effective action to ensure the school has improved since the last inspection'

- 'Staff feel that leaders listen to them with regard to workload and well-being'

We are proud of the above comments and we would encourage all prospective candidates to read the [full report](#).

Stanborough School

[Stanborough School](#) is an oversubscribed 11-18 co-educational Academy that sits on the southern fringe of Welwyn Garden City. The school currently has 1250 students. Due to parental demand for places at the school, in September 2019 the school expanded to 8 form entry. This has required a substantial amount of new premises work to be completed which includes a new teaching block as well as a drama and music block.

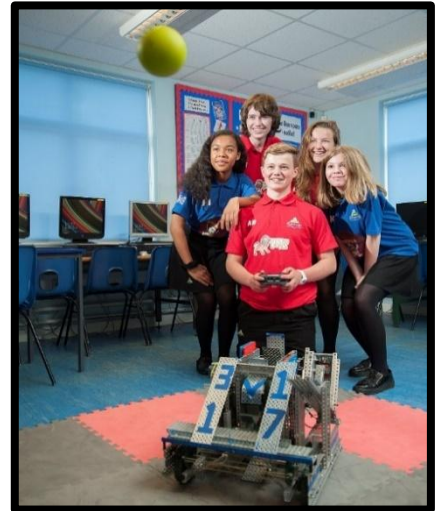
We pride ourselves in being a fully inclusive school that serves our local community and on being a school that does its best for each individual student so they can achieve their potential during their time at Stanborough.

Stanborough is proud of its community involvement. We work closely with the four other local Secondary Schools as part of the Welwyn-Hatfield 16-19 Consortium. We also take a leading role in hosting and developing a number of other key community developments such as the Handside Schools Partnership with a local special school and primary school.

The school boasts excellent facilities including our first-rate IT resources, a legacy of our Specialist Computing Status. With a dedicated Art, Design and Technology block, Sixth Form Centre and the recently constructed MFL and Humanities and Music and Drama teaching blocks the students enjoy some outstanding facilities. The exceptional sporting facilities include 9 netball courts and 5 football pitches as well as a purpose built sports hall. Our excellent resources in all curriculum areas also show our commitment to giving students a wide variety of curricular opportunities including technology, the performing arts and computing. All students in Years 7 and 8 now bring their own devices and this is being rolled out across the whole school.

Our greatest asset at the school is our staff. We want the best educators for our students and through exceptional retention and support we have a stable staff with very low turn-over. A number of staff who started at the school as NQTs and ECTs now find themselves in senior positions at the school. We have a strong support team and many staff have remained with the school for several years.

With the appointment of a new Headteacher in September 2018, this is an exciting time to join the school and become part of an ambitious and hard-working team dedicated to moving the school forward. We are looking for support staff and teachers who will embody our four principles of High Expectations; Mutual Respect; Quality Learning and Success for All.



What can we offer you at Stanborough?

- The chance to work in a thriving and developing school that puts the student at the heart of everything it does.
- The chance to work with amazing staff who are passionate about developing the young people in their care.
- Personally tailored training and CPD.
- An expanding school with great facilities including a new teaching block with 17 classrooms as well as a new Music and Drama block.
- An opportunity to be involved in the 16 – 19 Welwyn Hatfield Consortium, one of the oldest and well-established of its kind in the UK. This involves close links and collaboration with four local schools and offers our Post 16 students access to over 50 Level 3 qualifications.
- Great resources for staff, including free parking on site, good rail and road links to the school and an attractive edge of town location next to Stanborough Lakes and Gosling Sports Park.
- Staff can benefit from the school's children of staff admission rule.



Senior Leadership Team

Roles and Responsibilities 2024 - 2025

									
Headteacher	Deputy/Headteacher	Deputy Headteacher	School Business Manager	Assistant Headteacher	Assistant Headteacher	Assistant Headteacher	Assistant Headteacher	Assistant Headteacher	Associate Senior Leader
Responsibilities: School ethos & standards Strategic planning Deployment of finance & resources Leadership of SLT Support Governors / Consortium directors / Admissions Exclusions SIP SEF Performance appraisal Safeguarding Staffing & recruitment	Responsibilities: Enrichment/clubs Leadership programme Staff recruitment Exit surveys Educational visits DoE School promotion Consortium CDG RSH: Curriculum Parent evenings Primary school Partnership	Responsibilities: Teaching & learning performance appraisal Marking & feedback Homework KS4-5 recruitment Progression beyond KS5 UCAS & next steps Careers Consortium QA	Responsibilities: Budgetary management & control Site development ESFA Liaison Health & Safety School calendar Service contracts Tendering process Support staff Lettings FOSS Income generation / bids	Responsibilities: Student achievement Data analysis Examinations Assessments Census PIXL Raising Standards leader Pupil premium High Prior Attainment	Responsibilities: Teaching & Learning Staff performance and support Performance appraisal Staff training and external CPD Staff induction Staff handbook	Responsibilities: Teacher training ECT's RQT's Staff Absence and Cover IT Systems GDPR Quality Nominee KSS-4 Options Timetable Staff roles	Responsibilities: SEND Student support Stanborough Times Awards evenings Behaviour & rewards Staff well-being Mental health lead	Responsibilities: Safeguarding & child protection LAC & PLAC Attendance & punctuality Multi-agency co-ordination House system Student council Student leadership Student welfare Assemblies Life skills Deputy mental health lead	Seconded to SLT for 1 academic year
Line Management: SLT HR PA SLT PA	Line Management: Year 8 Social sciences PE Business studies Child development Eco Schools	Line Management: Sixth form T&L team Literacy Careers LRC	Line Management: School office team Finance team Site team	Line Management: MFL Maths English Exams team Data team	Line Management: Year 10 Humanities	Line Management: Year 11 IT Support Absence/Cover team Computer Science	Line Management: Year 9 Communications SEND/CO Student support ADT EAL	Line Management: Year 7 Science Music Drama Attendance officer Life skills	

Deputy Headteacher

Job Description



Grade:	23 – 27
Responsible to:	Headteacher
Responsible for:	Leading the strategic development of the school and student outcomes

Core Purpose and Accountability:

- To assist and support the Headteacher in the leadership and management of the school
- To embody and promote the school's ethos, values and principles
- To undertake, in the absence of the Headteacher, and to the extent required by her or the Governing Body, the professional duties of the Headteacher
- To be responsible and accountable for specific areas of school leadership and management as delegated by the Headteacher
- To provide professional leadership and management of School Improvement Plan priorities
- To oversee levels of student achievement, to ensure consistently high outcomes for all pupils
- To lead on whole school improvement using data analysis, monitoring student performance and implementing interventions

Key Areas of Responsibility:

You will operate as a Senior Leader and professional in the school sharing significant whole-school responsibility with other members of the Senior Team as well as having your own key responsibilities. You will model excellence in all aspects of teaching, leadership, conduct and organisation. You will be aware of the 'whole-school' perspective and the impact of actions across the school. You will be a part of the Senior Leadership team of the school and will also lead aspects of staff training and school development including leading working groups, committees, INSET days etc. and you will attend, contribute to and be a member of Governors Committees and full Governors Meetings as required.

Your role will be facilitated by administrative support from appropriate non-teaching staff and other teaching staff through whom you will lead many aspects of your work. Specific shared responsibilities with other members of SLT will include:

- Whole school strategic planning (including the School Improvement Plan) and Policy development
- Oversee curriculum design, ensuring its positive impact on student learning and progression
- Review the curriculum annually with key stakeholders
- Keep up to date with National Curriculum development, including guidance from the DfE and OFSTED
- Day to day management of the school
- The good order of the school and ethos for learning
- School assemblies
- School duties, including daily team leadership
- The performance management of certain middle leaders
- The appointment of new staff in conjunction with the Headteacher
- Undertake a range of leadership and management roles and responsibilities as agreed with the Headteacher
- Deputise for the Headteacher as required
- Work collaboratively within the SLT to create, implement and review whole school policies and procedures
- Adopt a high profile amongst staff and students, promoting high standards and achievements
- Represent and promote Stanborough School, both internally through assemblies and meeting with families and visitors, and externally within the local community including other schools and other agencies as relevant

- Participate in, and lead, professional activities for staff
- Undertake annual Performance Management, setting and agreeing objectives, linked to the school development plan priorities, with the Headteacher
- Promote high expectations for attainment
- Provide regular feedback for colleagues in a way which recognises good practice and supports their progress against professional and performance management objectives resulting in a tangible impact on students learning
- Provide effective organisation and management of the school and seek ways to improve organisational structure and functions based on rigorous self-evaluation
- Ensure the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment
- Work with the Headteacher to build a professional learning community which enables others to achieve
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities
- Carry out all professional duties commensurate with this post as directed by the Headteacher

How you do the job:

- Lead through strategies designed to support and challenge staff, and monitor and promote a positive, purposeful atmosphere around school
- Proactively seek to promote the school in a positive way in all contacts with staff, students, Governors and the local community
- Ensure the smooth running of the school on a day to day basis through forward planning, pre-emptive interventions and careful monitoring to ensure successful outcomes at all times
- Always conduct relationships with staff, students and outside agencies in a professional and emotionally intelligent way, modelling good practice and leading by example
- Adopt self-evaluative review systems to measure good practice, celebrate success and build robust, reportable systems to provide evidence of success across the school
- Report regularly and discuss issues with the Headteacher in a proactive way that shows initiative, drive, and purpose and aligned to core leadership principles and the values of the school
- Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all
- Plan, delegate and evaluate work carried out the team(s) and individuals
- Reflect on personal contribution to school achievements and take account of feedback from others
- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers

Knowledge, experience and training.

Senior Leaders should have the necessary experience and capabilities to be 'lead practitioners' in the school, specifically in areas of teaching, leadership and management. The specific skills are implicit in the expectations of 'how you will do the job'.

Your professional development and training will be met within the context of your needs and those of the school, supported by your line-management meetings with the Headteacher. You should be committed to your own professional development.

Additional information.

All staff at Stanborough have a comprehensive package of support, training and performance management, giving scope for personal and professional development. All teachers contribute to the development implementation of the annual Learning Improvement Plan.

It is a requirement of all staff that they sign the IT Acceptable Use Policy and all staff will be expected to attend Safeguarding and Prevent training.

January 2025

Whilst every effort has been made to explain the main responsibilities and duties of the post, each individual task to be undertaken will not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description is current to the date shown but, in consultation with you, it may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Deputy Headteacher Person Specification

Qualifications

Essential	Desirable
<ul style="list-style-type: none"> Graduate with QTS Evidence of continuing professional development 	<ul style="list-style-type: none"> Post graduate qualification in Education

Experience

Essential	Desirable
<ul style="list-style-type: none"> Leadership experience as an Assistant or Deputy Headteacher in a secondary school Experience of managing change effectively with positive impact on student outcomes Experience of analysis and interpretation of data which led to school improvement Successful teaching experience within the secondary sector Experience of successful development and implementation of strategies to improve the quality of teaching and learning Experience of subject and/or pastoral leadership Evidence of contribution to: effective performance management processes which successfully contributed to improvement; setting and achieving ambitious goals for self and others Experience of working with parents and carers Experience of leading staff training and development 	<ul style="list-style-type: none"> Successful partnership working with organisations outside of the immediate school community e.g. other schools and agencies. Experience of curriculum innovations, development, organisation and implementation Experience of resource management including budgetary involvement Experience of working with a management information system. Experience of supporting student interventions

Ability to:

Essential	Desirable
<ul style="list-style-type: none"> Demonstrate excellent interpersonal and communication skills Think strategically, innovatively and creatively Lead by example Creatively anticipate and solve problems Confidently analyse and evaluate data Deliver highly effective learning in the classroom through own outstanding teaching practice Demonstrate flexibility in a range of leadership styles including the ability to coach and mentor middle leaders Inspire, challenge and motivate others to contribute fully to the school's vision and values Understand the principles and the practice of effective school self-evaluation Establish successful relationships with stakeholders at all levels Demonstrate resilience and positivity in the face of challenges Acknowledge excellence and challenge underperformance Demonstrate an understanding of the principles of distributed leadership and management Contribute fully to the school's safeguarding culture and processes 	<ul style="list-style-type: none"> Lead on collaboration with other organisations outside of the immediate school community including local schools (both primary and secondary). Lead on strategic use of new technology

The above will be evidence by a variety of means including:

Application Form Letter of application References Interview process

How to apply and the Selection Process

6th January to 24th January 2025 **Application Window**

A visit to the school for a tour and a meeting with the Headteacher before applying is welcomed. The times allocated for the visits are:

13th January 9.10 a.m. – 10.30 a.m.

16th January 9.10 a.m. – 10.30 a.m.

22nd January 9.10 a.m. – 10.30 a.m.

23rd January 9.10 a.m. – 10.30 a.m.

Please contact ktaylor@stanborough.herts.sch.uk to make arrangements

24th January 2025 (9 a.m.)

Deadline for applications

Applications should be made via the MyNewTerm portal

<https://www.mynewterm.com/school/Stanborough-School/137847>

All candidates, both shortlisted and those not successful, will be advised. Shortlisted applicants will be invited to attend a formal interview at the school.

Tuesday 4th February 2025

Formal Interview

Candidates will be asked to demonstrate and outline, in a variety of ways, their ability to successfully lead change at Stanborough School.

