

# PINNER

## HIGH SCHOOL



## DEPUTY HEADTEACHER (CURRICULUM IMPLEMENTATION) CANDIDATE INFORMATION PACK

Inspiring Learning



# LETTER FROM THE HEADTEACHER

Thank you for your interest in the Deputy Headteacher (Curriculum Implementation) position at our school. At Pinner High School, we strive to be a model of educational excellence and inclusivity, fostering a safe, supportive, and engaging environment where students are challenged to reach their full potential and become compassionate, innovative leaders. Our core values of Trust and integrity guide us in growing these principles in "Myself, My School, and My Community"

We strive to develop not only the academic abilities of our students but also their personal character. Our motto, "Inspiring Learning," forms the foundation of our teaching approach, guiding us to create a rich, broad, and balanced curriculum. We aim to foster intellectual curiosity, critical thinking, and a lifelong love of learning. Our comprehensive extra-curricular activities and pastoral care provide students with opportunities to develop leadership skills, build resilience, and cultivate a strong sense of care and compassion. Furthermore, we believe in the intrinsic value of every student and their capacity to make a positive impact on our world.

Our staff are highly qualified, dedicated, and committed to providing a safe and inclusive environment. We work together to ensure that our students receive the very best education, in an inspiring environment that prepares them for lifelong success. We are proud of our calm, friendly, and disciplined environment, which is built on positive relationships and mutual respect.

As a valued member of our team, you can expect a wealth of benefits and opportunities, including access to comprehensive training, career development, secondments, and additional duties with financial benefits. We also prioritise your well-being with benefits such as a pension, 3 weeks break at christmas and free gym access. All of this is underpinned by a collaborative and supportive environment that values your contribution.

If you share our commitment to high standards, personal development, and community partnership, we would love to hear from you. We look forward to the possibility of welcoming you to our team and working together to inspire the next generation of learners and leaders.

Mr Raj Patel

Headteacher

# DEPUTY HEADTEACHER (CURRICULUM IMPLEMENTATION)

<b>Reports to:</b>	Headteacher
<b>Start date:</b>	September 2024
<b>Salary:</b>	£79,075 (L20) – £84,811 (L23) dependent on experience
<b>Contract:</b>	Permanent

The following job description is not necessarily exhaustive; it will be reviewed as appropriate and may be subject to modification or amendment at any time after consultation with the post holder.

The Harrow Academies Trust is fully committed to the principles of equal opportunity, diversity and inclusion. We want to attract and retain the very best staff in all areas of the trust, ensuring our staff body reflects the diversity of our students and local community

## INTRODUCTION

Pinner High School is seeking an experienced, dynamic, and visionary leader to join our senior leadership team as Deputy Headteacher (Curriculum Implementation). This pivotal role comes at an exciting time in our school's development, following significant investment in new facilities and a period of sustained academic achievement. The successful candidate will play a crucial role in shaping the future of our academic programmes, ensuring the highest standards of teaching and learning, and fostering an environment where every student can thrive.

Our Deputy Headteacher (Curriculum Implementation) will be instrumental in driving forward our educational vision, working closely with the Headteacher and senior leadership team to implement innovative and effective curriculum implementation strategies. This role demands a strategic thinker and a dedicated teacher who can inspire both staff and students, promote continuous improvement, and uphold the school's ethos and values.

# JOB DESCRIPTION

## KEY RESPONSIBILITIES

### **Purpose of post:**

- Provide Strategic Leadership: deliver outstanding leadership and high-quality management to drive the school towards achieving its strategic objectives as set by the governors
- Enhance School Performance: collaborate closely with the Headteacher to ensure continuous improvement and sustained success across all aspects of the school

### **Shaping the Future**

- Develop and Implement Vision through collaboration with the leadership team to craft our educational vision and strategic direction, ensuring it is clearly articulated, shared, understood and effectively enacted by all stakeholders
- Drive Development and Change by acting as a key driver of development and transformation within the school, leading innovative initiatives that enhance educational outcomes
- Lead School Improvement through identifying and implementing comprehensive school improvement strategies, fostering a culture of continuous growth
- Inspire and Innovate by leading, innovating, and inspiring staff and students to make a significant impact on the educational progress of all student groups
- Model Authentic Leadership through embodying the school's values and vision, setting an example of integrity, transparency, and commitment and demonstrating authentic leadership both within the school and to the wider community
- Coach and Develop Others by providing coaching and mentoring to colleagues, helping them develop their skills, achieve their professional goals and enhance their leadership capabilities
- Model the School's Ethos by acting as a role model to promote the school's ethos and vision, demonstrating authentic leadership within the school and in the wider community.
- Foster a High Expectation Culture through motivating and collaborating with others to create a culture of high expectations and a positive, supportive climate.
- Encourage Creativity and Innovation by ensuring that creativity, innovation and transformational activities are integral to raising standards across the school.
- Maintain Effective Communication with all stakeholders to ensure the successful implementation of new initiatives.

### **Leading Learning and Teaching**

- Be an Outstanding Practitioner by serving as an exemplary role model for teaching and learning, demonstrating best practices and high standards in your own classes (number to be discussed with the Headteacher)
- Promote Equality of Opportunity to ensure that all students have equal opportunities to excel and can achieve their maximum potential.
- Focus on Achievement by maintaining a consistent and relentless school-wide emphasis on student achievement, utilising data and benchmarks to monitor and enhance progress for every student
- Enhance Teaching Practice by leading, developing and improving the teaching practices of others, fostering a culture of continuous professional development
- Strategic Planning and Resource Management to ensure that learning remains at the core of strategic planning and resource allocation, aligning all decisions with educational goals
- Innovative Approaches by establishing and promoting creative, innovative, responsive, and effective approaches to learning and teaching across all areas of the curriculum
- High Standards of Behaviour and Attendance by implementing strategies to uphold the highest standards of behaviour and attendance, creating a conducive learning environment
- Monitor and Improve Classroom Practice by continuously monitoring, evaluating and reviewing classroom practices, promoting strategies for improvement and professional growth
- Address Underperformance by identifying and challenging underperformance at all levels, ensuring effective corrective action and follow up to drive improvement and accountability
- Engage in and promote academic research to inform and enhance teaching
- Keep abreast of developments in the educational landscape, incorporating best practices and emerging trends into the school's teaching strategies
- Improve Pedagogy and Innovation by driving improvements in pedagogy and fostering a culture of innovation in teaching, ensuring that the school continually evolves and adapts to meet the needs of its students

### **Developing self and working with others**

- Build capacity amongst colleagues to deliver and sustain the highest quality outcomes
- Treat people fairly, equitably and with dignity and respect to create and develop a positive school culture of personal responsibility and the celebration of excellence
- Take a lead role with other senior leaders across the school to ensure that staff CPD needs are both identified and supported
- Coach and support the development of leadership and management skills in others
- Develop and lead CPD linked to your areas of whole school leadership

- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals; ensure clear delegation of tasks and devolution of responsibilities
- Develop and maintain a culture of high expectations for self and for others
- Regularly review own practice, set personal targets and take responsibility for own personal development

### **Managing the organisation**

- Maintain and develop the highest quality systems to ensure that all events, activities and day to day management run smoothly and efficiently
- Produce and implement clear evidence-based improvement plans and policies for the development of the school and its facilities
- Ensure open and collaborative approaches are embraced to develop effective communication and teamwork
- Ensure that operational systems relating to teaching and learning, health and safety, pupil welfare and safeguarding are implemented and working effectively
- Develop and promote policies and procedures that ensure the school's distinctive ethos and aims are reflected in our practice
- Deputise for the Headteacher when appropriate
- Deputise for other members of the senior leadership team and assist other members of the school's wider leadership group as appropriate
- Undertake specific, significant roles in the leadership and management of the school

### **Securing accountability**

- Monitor, review and be accountable for the continued, effective work of all staff for whom the postholder is responsible
- Identify areas of underperformance and/or further development and ensure that colleagues are supported and challenged appropriately
- Contribute to the whole school review, monitoring and evaluation cycle including lesson observations, learning walks, data analysis and review meetings
- Contribute to the relevant sections of school self-evaluation and improvement planning
- Report to the Headteacher and governors regularly and attend governor meetings and various committees as directed

### **Strengthening community**

- Create and maintain an effective partnership and good communication with parents and carers to support and improve students' achievement and personal development
- Develop communication both within the school and the wider community

- Build a school culture and curriculum which reflects diversity and promotes positive strategies for challenging discrimination of any kind
- Ensure learning experiences for students are linked to and integrated with the wider community
- Support the events and activities which involve students, families and communities beyond the school day
- Collaborate with other agencies and develop strategies to provide for the academic, spiritual, moral, social, emotional and cultural wellbeing of pupils
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community

This position will also involve taking on other appropriate roles and duties as and when directed by the Headteacher.

#### REASONS TO WORK AT PINNER HIGH SCHOOL

- Ofsted rating 'Outstanding'
- A friendly, respectful and collaborative environment
- The opportunity to work with a number of skilled professionals
- The opportunity to contribute to extra-curricular activities as part of the 'Heads Challenge' scheme; our own Duke of Edinburgh style award
- The opportunity to work with independent, resilient pupils who take pride in their community and themselves
- Commitment to development of teaching and learning
- Excellent CPD opportunities and access to training, including schools within the Trust across the Borough including completion of national qualifications (eg, NPQ's)
- Opportunities to access and experience senior leadership positions

#### BENEFITS

- Three weeks Christmas break in December
- Supportive line management
- 1:1 coaching/supervision sessions available
- Regular staff wellbeing events
- Continuous professional development
- Employee Assistance Programme (support to protect, promote and enhance staff wellbeing)
- Paid lunch break duty with free lunch whilst on duty
- Free tea and coffee
- Free onsite parking
- Free onsite gym access

- Free eye care voucher
- Salary sacrifice scheme for Cycle to Work
- Refer a friend
- All teaching staff provided with their own laptop
- Priority admission for qualified children of staff (minimum 2 years' service)
- Excellent transport links

## SAFEGUARDING & DATA PROTECTION

All staff employed by the Trust are required to be fully aware of and understand the duties and responsibilities arising from the Children's Act and associated Government guidance in relation to child protection and safeguarding young people.

All staff employed by the Trust are required to reflect and model the ethos and values of the Trust. All staff employed by the Trust are required to respect the confidentiality of information relating to students, their families, and staff.

Pinner High School and Harrow Academies Trust are committed to safeguarding and promoting the welfare of students. Successful applicants will be required to undergo an enhanced Disclosure and Barring Service (DBS) check.

### **Offers of employment**

Pinner High School reserves the right to assess candidates online social media presence.

Offers will be subject to receipt of two references (one of which should be the most recent employer).

For more information about our safeguarding policies, please visit our school website:

<http://www.pinnerhighschool.org/page/?title=Safeguarding&pid=44>

## NOTES

The job description is current at the date shown but in consultation with you, may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

All postholders are expected to be aware of and comply with policies and procedures relating to health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher and/or Line Manager as appropriate; ensure compliance with your responsibilities as laid out in the Pinner High School Equal Opportunity Policy and take an active role in promoting equality and diversity; promote the school's policy on behaviour and punctuality for learning, and a commitment to providing a caring and stimulating environment and improving standards for all pupils within the school.



The postholder may be asked by the Board of Trustees, Local Governing Body or Headteacher to undertake other duties that are reasonably regarded as falling within the duties and responsibilities of the post

## APPLICATION PROCESS

If Pinner High School sounds like it is right for you:

Please visit [www.mynewterm.com](http://www.mynewterm.com) and search for the corresponding link or follow the direct link on our school website [www.pinnerhighschool.org](http://www.pinnerhighschool.org)

If you have any questions, please email [careers@pinnerhighschool.org](mailto:careers@pinnerhighschool.org) or call 020 3096 0769

*The school reserves the right to appoint at any stage of the recruitment process; early applications are encouraged.*

## PERSON SPECIFICATION

The successful candidate will share a commitment to:

- the Pinner High School Values and our inclusive ethos
- high standards of academic achievement and progress for all students
- first class pastoral care, support and guidance
- equipping our students with an understanding of themselves, an appreciation of the world around them and a desire to innovate and solve problems as active contributors to society

<b>Education, Qualifications and Training</b>	<b>Essential</b>	<b>How Identified</b>
Graduate and Qualified Teacher Status	Yes	Application
Evidence of continued professional development at senior leadership level A higher degree or qualification is desirable	Yes	Application
<b>Experience</b>	<b>Essential</b>	<b>How Identified</b>
Experience at senior leadership level	Yes	Application Interview
Successful and proven track record of innovation and leading change with a demonstrable impact on school improvement	Yes	Application Interview
Understanding of key educational issues/change and experience of managing their impact	Yes	Application Interview

Working with others including parents, governors and external agencies	Yes	Application Interview
Successful line management of key areas of responsibility and holding others to account	Yes	Interview
<b>Knowledge, Skills and Abilities</b>	<b>Essential</b>	<b>How Identified</b>
The ability to inspire and motivate others – both staff and students	Yes	Application Interview
Outstanding presentation and communication skills	Yes	Application Interview
Highly tuned ability to analyse and use information to drive school improvement	Yes	Application Interview Reference
Excellent problem solving	Yes	Reference Interview
Outstanding classroom practitioner	Yes	Application Interview
Clear vision for raising standards	Yes	Application Interview
To lead by example and provide support and challenge to others	Yes	Application Interview
Well developed sense of school advocacy	Yes	Application Interview
The ability to think and act strategically	Yes	Application Interview
<b>Personal Qualities</b>	<b>Essential</b>	<b>How Identified</b>
A passion for enabling young people to develop and learn	Yes	Reference Interview
Integrity in relation to their own and the school's practice	Yes	Application Interview Reference
Decisive, consistent and focused on solutions	Yes	Reference Interview
Dedication to school improvement	Yes	Interview
A positive, professional role model for staff and students	Yes	Interview

An effective self-manager who can prioritise and adapt as required	Yes	Reference Interview
Self-reliant and independent worker	Yes	Reference Interview
Someone with high expectations of themselves and others	Yes	Reference Interview
An ability to complete tasks to a high standard	Yes	Reference Interview
Enthusiastic and hardworking	Yes	Reference Interview
Resilience and perseverance	Yes	Reference Interview
Reflective and self-evaluative – individually and within the context of a team	Yes	Reference Interview
Energy, drive and a sense of purpose	Yes	Reference Interview
Flexible and adaptable to suit the school's needs	Yes	Reference Interview
Creative and innovative	Yes	Reference Interview
An excellent communicator	Yes	Reference Interview
Aspiring to Headship	Yes	Reference Interview