



## **Broughton High School**

### **Recruitment Pack for the Post of Depute Head Teacher**

**Permanent**

**Salary: £79,461 subject to job-sizing**

#### **Section 1: Background information**

<b>Headteacher:</b>	<i>Mrs Roberta Porter</i>
<b>School Address:</b>	29 East Fettes Avenue, Edinburgh EH4 1EG
<b>Tel:</b>	0131 332 7805
<b>Website:</b>	<a href="http://www.broughton.edin.sch.uk">www.broughton.edin.sch.uk</a>
<b>E-mail:</b>	<a href="mailto:Admin@broughton.edin.sch.uk">Admin@broughton.edin.sch.uk</a>
<b>School Roll:</b>	1262

#### Background Information

##### ***Our School Vision and Values***

**● Respect ● Inclusion ● Integrity**

***These core values underpin our decisions and actions. They guide us individually and as members of a whole school community.***

A rare opportunity has arisen within the Senior Leadership Team at Broughton High School for an additional senior leader with vision, fresh ideas, energy and passion for the education of children and young people. Broughton High School is a successful and thriving community. Our student cohort is the most socio-economically diverse in the City of Edinburgh. We integrate the three specialist schools: centres of excellence in Music, Dance and Football.

We are proud of every one of our students. Our staff are skilled, conscientious and caring. We know that together, we achieve more. We believe in enabling every young person to fulfil their potential as an individual and as a member of their wider community. We emphasise the importance of excellent classroom practice and relationships, and we adapt our curriculum according to our students' interests in ways that enhance their life chances.

#### **Section 2:**

Remits of Depute Headteachers at Broughton High School are expected to be interchangeable. The current remit for this vacancy will be finalised following interview.

#### **The Job Outline for Depute Headteacher**

The DHT will be an active member of the senior management team responsible for leading on identified priorities within our school improvement plan. The DHT needs to remain aware of current leadership and management theories and practice as they focus on school, council and national priorities.

The DHT will undertake the duties outlined for all teachers as set out in 'A Teaching Profession for the 21<sup>st</sup> Century'. The DHT will teach for no more than 5 hours per week.

The DHT will deputise for the Head Teacher as required.

The DHT will undertake specific duties related to the following:

a) responsibility for the leadership, good management and strategic direction of colleagues across the school

- to oversee action plans related to whole school improvement. Leading self-evaluation, monitoring and evaluating in areas of responsibility.
- to be responsible for the planning and strategic direction of specific curricular areas in relation to whole school priorities.
- to contribute to the preparation, development, promotion and implementation of whole school improvement action plans.
- to be involved in the recruitment of staff.

b) curriculum development and quality assurance

- to lead good practice within identified whole school improvement priorities.
- to work with and advise colleagues in a professionally supportive and practical manner to ensure best practice in the classroom.
- to oversee improvement plans of associated faculties and monitor their progress.
- to promote active participation of students in classroom experiences and their participation in self-evaluation and target setting exercises in line with school policy.

d) the management and guidance of colleagues

- to support and challenge colleagues.
- to oversee health and safety responsibilities for specific areas.
- to ensure that colleagues are familiar with whole-school policies and the whole school improvement plan.
- to contribute to the wider life of the school.
- to lead and manage the staff within allocated Faculties as agreed with the Head Teacher, including first stage absence management.
- to lead and manage tracking, reporting and parents' nights with specified groups.

e) reviewing the CPD needs, careers development and performance of colleagues

- carry out professional reviews for managed staff and other line management responsibilities.

f) the provision of advice, support and guidance to colleagues

- to initiate professional discussion, as appropriate, relating to theories, practices and research information for identified school priorities.

g) working in partnership with colleagues, parents, other specialist agencies and staff in other schools as appropriate

- to promote and implement effective links with staff, parents and partners.
- to look outwards and seek improvement partnerships both locally and nationally.

h) the management and guidance of pupils

- to lead with regard to overall student conduct and support for a House/Year group including attendance and late coming.
- to contribute to maintaining good order and discipline within the school.

i) to carry out all other duties as agreed with the Head Teacher

If you have a successful track record in a promoted post in education and wish to further develop your contribution through the ongoing improvement of an excellent school, we want to hear from you.

## DEPUTE HEAD TEACHER EMPLOYEE SPECIFICATION



**BROUGHTON HIGH SCHOOL**

	<b>Essential</b>	<b>Desirable</b>
Experience	<p>Management experience including the management of resources, staff development/curriculum development</p> <p>Contribution to educational curriculum improvement planning/development at school/learning community level</p> <p>Lead role in the development of cross curricular areas and whole school issues</p> <p>Leading review and implementation of school policies</p> <p>Demonstrate effective leadership in defining and communicating whole school, team, individual aims and objectives.</p> <p>Evidence of motivating and leading others to achieve whole school, team, individual objectives.</p> <p>Analysis of attainment data and development of appropriate action plans with Curriculum Leaders</p> <p>Working in partnership with parents, other authority services and external agencies</p> <p>Wide and highly effective teaching experience with knowledge of all stages and all levels of learning need.</p>	<p>Relevant experience in more than one school</p> <p>Lead role in participating in school/learning community/local authority/national working parties</p> <p>Experience of leading and managing staff and working with partners</p> <p>Experience of supporting young people to positive outcomes</p> <p>Experience leading or contributing to an aspect of PEF related improvement.</p>
Knowledge, Skills and Understanding	Evidence awareness of appropriate leadership and management theory and demonstrate effective management and leadership skills	Level 4 Child Protection

	<p>Sound knowledge of current national curricular developments, teaching and learning theory and practice</p> <p>Understanding of current Child Protection guidelines</p> <p>Comprehensive understanding of the principles of pupil support strategies including an understanding of the Additional Support for Learning Act and the Equalities Act</p> <p>Well-developed communication and presentation skills</p> <p>Evidence of organising, prioritising and managing workload effectively, planning to ensure efficient use of resources and priorities are met.</p> <p>IT skills to support learning and teaching, and for school administration and management purposes</p>	<p>Knowledge of GIRFEC structures and procedures.</p> <p>Knowledge of Seemis, including reporting, monitoring and tracking</p>
Qualifications and Continuous Professional Development	<p>Educated to degree level or equivalent</p> <p>Appointment subject to current &amp; full GTCS Registration</p> <p>Leadership and Management training</p> <p>Demonstrate commitment to and evidence of recent professional development appropriate to the role as a senior manager in a school</p>	<p>Selection and recruitment training.</p> <p>GIRFEC training.</p> <p>All other relevant training for the post of DHT</p>
Competencies (Governed by GTCS)	<p>Professional knowledge and understanding</p> <p>Professional skills and abilities</p> <p>Professional values &amp; personal commitment</p>	
Job Specific requirements	Evidence of self-evaluation on a personal and school level	Experience conducting PRD meetings with

	<p>Demonstrate operating on a strategic level</p> <p>Evidence of initiating and managing change and supporting others in this process</p> <p>Evidence of setting high standards which challenge and inspire pupils and staff to high achievement</p> <p>Takes personal responsibility for specific projects, either individually or by leading a team</p> <p>Ability to work in partnership with other colleagues and professionals from other organisations on a wide range of matters relating to teaching and learning</p> <p>Evidence of negotiating and building consensus to allow shared responsibility for decision making</p> <p>Ability to demonstrate initiative and make decisions in emergency situations</p> <p>Evidence of forming effective relationships with pupils, staff, parents and members of the wider community in order to create a purposeful working environment</p> <p>Demonstrate understanding of the purposes and processes of professional review and development</p>	<p>Staff</p> <p>Evidence of developing Pupil Voice.</p> <p>Evidence of leading significant whole school improvement including measuring impact.</p>
--	--	---

