



Stoke Newington School  
& Sixth Form

**Job Pack**

---

**Deputy Headteacher**

24<sup>th</sup> March 2021

Dear Applicant,

Thank you for your interest in the role of Deputy Headteacher at Stoke Newington School & Sixth Form.

This is an exciting time to be working with us. We have an oversubscribed 11-19 school with a diverse and enthusiastic student body and a highly skilled staff team who will welcome you and work with you in raising achievement for all our students. Our students past and present are strong evidence of our success. We are proud of their academic progress, sporting achievements, musical performances, drama productions and many have successfully achieved places at Russell Group universities, leading Art schools and high-quality apprenticeships.

Our year-on-year improvement at GCSE and A Level reflects our strong commitment to continually evolve and deliver on our pledge to provide a great education for all. Our recent OFSTED (2017) highlighted *"the Sixth Form as a particular area of strength, with students making significantly better than average progress year on year since the previous inspection, particularly in the academic subjects that form the vast majority of those on offer. Leaders are rightly proud of the success that students enjoy in the Sixth Form."*

We wish to appoint someone who shares our vision and values and is highly motivated to work with colleagues to build on our achievements to date, always pursuing professional excellence and committed to providing the highest standards of teaching for all young people within our care.

Within this pack, you will find information on how to apply, together with the dates for the various stages of the selection process. Please ensure that you respond as requested, as we have designed the process to make our review of all the evidence straightforward and time efficient. Candidates who are long and shortlisted will receive more information in order to help them prepare for the interview stage.

If all of the above interests, you and reflects your own professional ambition then we would be delighted to receive your application.

Best Wishes

Zehra Jaffer

Headteacher

## Job advertisement

---

### Deputy Headteacher L20-L25 (depending on experience)

Stoke Newington School and Sixth Form are looking to appoint an innovative leader to join our talented senior leadership meeting as Deputy Headteacher. We are a vibrant, diverse and inclusive school at the heart of our local community in North Hackney. We strive to provide an inspirational learning journey for every student. We have a culture rooted in high expectations for all, which cultivates a love of learning and ambition for success, together with a strong sense of belonging and civic duty. We have a highly skilled staff body who are passionate about achieving the very best for all students.

This is an exciting opportunity for a dynamic and exceptionally skilled candidate who has an excellent understanding of the current educational landscape as we move to a new era and build on our compassionate and ambitious response to the pandemic, together with the personal values which resonate with the School's mission to become a centre of great practice with regards to equity, diversity and inclusion.

#### Contacting us

If you are interested in joining us, you can visit our website: [www.stokenewingtonschool.co.uk/jobs](http://www.stokenewingtonschool.co.uk/jobs) and download an application pack, then please submit an application on [recruitment@sns.hackney.sch.uk](mailto:recruitment@sns.hackney.sch.uk).

If you would like to visit Stoke Newington School, please email [recruitment@sns.hackney.sch.uk](mailto:recruitment@sns.hackney.sch.uk) to arrange a visit on Monday 19th or Tuesday 20th April 2021.

The closing date for receipt of applications is **midday Monday 19<sup>th</sup> April 2021**.

Interviews will take place on **week starting Monday 26<sup>th</sup> April 2021**.

***We are an equal opportunities employer committed to ensuring diversity in our workforce.***

***As employers we are committed to the safeguarding and wellbeing of all students, an enhanced DBS check is a requirement for all staff.***

**Stoke Newington School & 6<sup>th</sup> Form  
Clissold Road  
London  
N16 9EX  
Tel: 020 7241 9600**

## Job description

---

**Title of the post:** Deputy Headteacher  
**Allowance:** Leadership Group Scale Points 20-25  
**Reporting to:** Headteacher

### Main Purpose

The deputy headteacher, under the direction of the headteacher, will take a major role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives

If the headteacher is absent, the deputy headteacher will deputise, as directed by the governing board.

The deputy headteacher will also be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

### Duties and responsibilities

#### *Qualities and Knowledge*

Under the direction of the headteacher:

- Support with the day-to-day management of the school
- Communicate the school's vision compellingly and support strategic leadership
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all students
- Build positive relationships with all members of the school community, showing positive attitudes to them
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Work with political and financial astuteness, translating policy into the school's context
- Seek training and continuing professional development to meet own needs

#### *Students and staff*

Under the direction of the headteacher:

- Demand ambitious standards for all students, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Ensure excellent teaching in the school, including through training and development for staff
- Establish a culture of 'open classrooms' as a basis for sharing best practice

- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice

### *Systems and processes*

Under the direction of the headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the governing board as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

### *The self-improving school system*

Under the direction of the headteacher:

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all students
- Develop effective relationships with fellow professionals
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education

### **General Requirements**

All staff are expected to:

- Follow the School's Safeguarding policy and procedures, to ensure the well-being of all students in their care is their highest priority
- Actively support the ethos of the School.
- Contribute to the day-to-day running of the School and follow its policies and procedures.
- Contribute to the extra-curricular provision in the School
- Organise and prepare for all lessons, and share good practice with colleagues wherever possible
- Take an active role in ensuring the realisation of the School Development Plan.
- Teach lessons which meet students' specific learning needs, assess, monitor and record progress and be up-to-date with curriculum developments
- Lead by example and embody the ethos of the School.
- Undertake any other duty deemed reasonable by the Headteacher

## Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS AND TRAINING</b>		
• Evidence of continued professional development at senior leadership level	✓	✓
• Graduate and Qualified Teacher Status	✓	
• A higher degree or qualification is desirable	✓	
<b>KNOWLEDGE AND EXPERIENCE</b>		
• Leadership & management experience (minimum of 3 years at senior leadership)	✓	
• Successful and proven track record of innovation and leading change with a demonstrable impact on school improvement	✓	
• Involvement in school self-evaluation and development planning	✓	
• Recent/ current experience of teaching post-16 with positive student outcomes across the Key Stages.	✓	
• Evidence of performance data to inform classroom teaching	✓	
• Ability to critically analyse student performance data and deal with issues of underperformance	✓	
• Experience of contributing to staff development	✓	
• Effective approach to behaviour management	✓	
• Understanding of high-quality teaching, and the ability to model this for others and support others to improve	✓	
• Professional proficiency and experience in the use of ICT	✓	
• Working with others including parents, governors and external agencies	✓	
• Successful line management of key areas of responsibility	✓	
<b>PERSONAL QUALITIES</b>		
• High professional standards and expectations	✓	
• Inspiring role model for students and staff	✓	
• Collaborative approach to working with all colleagues based on strong relationships	✓	
• Excellent communication and interpersonal skills	✓	
• An effective self-manager who can prioritise and adapt as required	✓	
• Decisive, consistent and focused on solutions	✓	
• Dedication to school improvement	✓	
• Commitment to getting the best outcomes for all students and promoting the ethos and values of the school	✓	
• Willingness to work hard and do whatever it takes to give our students the best experiences and opportunities	✓	
• Clear vision, ability to think creatively and innovatively	✓	
• Ability to work long and hard under pressure to meet a wide	✓	

range of deadlines across a complicated work schedule		
• Ability to monitor and review, analyse, use data and make strategic decisions to improve learning	✓	
• Ability to inspire confidence in students, colleagues and parents and show empathy for young people	✓	
• Commitment to Equal Opportunities	✓	
• A commitment to leading extra-curricular activities		✓
• A high sense of self-motivation	✓	
• Personal integrity	✓	
• Creative and innovative	✓	
• Flexible and adaptable to suit the school's needs	✓	

This job description may be amended at any time in consultation with the postholder.