



**SOUTHLANDS**  
HIGH SCHOOL  
Endeavour for Excellence

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Interim Headteacher: Paul Bousfield

## Deputy Headteacher Candidate Information Pack



MULTI ACADEMY TRUST

Standing Together, Learning Together





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## Who we are

The Mosaic Multi Academy Trust was established in 2017. The schools in the Trust are Standish Community High School, Southlands High School and Golborne Community Primary School. The work for all in the Trust is to serve the educational interests of students in becoming successful learners, confident individuals and responsible citizens, irrespective of background or ability. We have set our Trust on achieving:

- Ambitious expectations with successful outcomes so that no child is left behind in achieving all they can
- Academies committed to excellent teaching and learning with highly performing personnel
- Well led academies across all levels working within well-established staffing structures
- Self-evaluation built around accountability, development and improvement. Each academy will have data astute and responsive management systems
- Academies that offer engaging, relevant and well-considered curricula
- Excellent Trust governance that will ensure we are a Trust that is financially viable and forward thinking
- Academies that provide safe and positive learning environments by dedicated members of support.



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Southlands High School believes in being a strong and loyal community in which every student and every member of staff is supported to achieve their very best and reach their fullest potential. Through high quality teaching, strong pastoral systems and a focus on personal development, we seek to prepare each and every student for the bright and optimistic future ahead of them.



At Golborne Community Primary School, our constant aim is to facilitate children's learning in a warm, encouraging and respectful community existing in a quality and stimulating environment. Our ethos relies heavily on the concept of independent learning and self-discipline. We hope to develop in all children the desire to learn and the ability to apply their full knowledge. At the same time, we want to help each child find the self-esteem and confidence that are so necessary to live a full and happy life.



**Standish Community**  
High School

At Standish Community High School, we are committed to the highest levels of academic achievement, personal growth and lifelong fulfilment. Our motto 'Be Outstanding' captures our determination and belief that all of our students deserve the very best education and opportunities that enable them to flourish and grow in confidence and develop the skills and expertise, to become happy and well-rounded, successful individuals.



January 2022

Dear Applicant

On behalf of the Governors of Southlands High School and Trustees of the Mosaic Trust, may we thank you for taking the time to consider applying for the post of Deputy Headteacher. Southlands was a founding member of the Trust with the clear intention of ensuring that Endeavour for Excellence became the standard by which we, and our students, would be judged.

The students, staff, parents, governors and local community are working alongside the Trust to deliver the highest quality educational and personal development opportunities to all who attend our school. When our students progress to college or apprenticeships after their five years with us, we are proud to see responsible future citizens going out into the world, able to support themselves and their communities, whatever changes occur in society and the economy.

We are looking for a Deputy Headteacher who can participate effectively in the Senior Leadership Team to take the school to outstanding achievements be they sporting, cultural or academic. As part of the committed Senior Leadership Team you will support developing middle leaders and enthusiastic and knowledgeable teachers with well-motivated students eager to learn and participate. In addition, there will be opportunities for you to contribute to the development of the Trust, to both give and receive support from other Trust schools and our central team, led by the CEO, Andy Pollard.

Southlands is a well-resourced school, with a new sports centre, recently upgraded buildings that ensure a comfortable learning environment and with an expanding catchment population. Our commitment to inclusive education is shown by the breadth of curriculum offered to all our students. We believe that every student deserves to be given the chance to fulfil their aspirations, which will doubtless change whilst they are in our care.

We look forward to receiving your application and to meeting you in due course when we will be able to explore the nature of the relationship, growth and success we can jointly bring to our students.

Yours faithfully

Richard Hughes  
Chair of the Governing Body

Adrian Hardy  
Chair of the Trust Board



January 2022

Dear Candidate

Thank you for your interest in applying for the post of Deputy Headteacher at Southlands High School, an academy within the Mosaic Multi Academy Trust. The Mosaic MAT's vision is to ensure our students become successful learners, confident individuals and responsible citizens. You will be joining a team committed to improving outcomes for students, whilst working with, and inspiring, a staff body of dedicated professionals.

We are looking for a Deputy Headteacher to join the leadership team who will add great value, expertise and passion for school improvement at Southlands and further across the Trust. This is an exciting time to be joining the school and your contribution will be critical. This Deputy Headteacher post presents an opportunity for a professional with drive, energy and dedication and gives a mandate for someone who wants to make a real difference to the lives of our students, the broader community and the Trust's academies.

You will:

- Be either an experienced Deputy Headteacher/Vice Principal seeking new challenges or an ambitious Assistant Headteacher/Assistant Principal with a proven track record of strong leadership
- Assist the Headteacher, and our other Deputy Headteacher, in building on recent improvements and continue to move the school forward
- Support our school's values of respect and a strong work ethic to 'Endeavour for Excellence' and be confident in living these values through your work
- Be a key player in delivering the school's vision: 'to be a strong and loyal community in which every student and every member of staff is supported to achieve their very best and reach their fullest potential'
- Be looking to lead and teach in a professional environment with a truly comprehensive intake
- Be an outstanding classroom practitioner
- Have a mandate to shape the future path for the school, with the Trustees, Senior Leadership Team, Governing Body and middle leaders.

We have:

- An enthusiastic and committed staff driving improvement forward
- Respectful and hardworking students who are eager to succeed
- A large, green and well-maintained site, with a number of recent improvements to the learning environment
- Excellent sports facilities
- A supportive community with student numbers that continue to grow year on year
- Trustees and Governors who are committed to supporting the school achieve its full potential.





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Our ideal candidate will be someone who:

- As a leader with vision, dedication and is focused on improving school leadership
- Takes a thoughtful, evidence-based approach to school improvement
- Has a proven track record of raising standards of behaviour and in developing a positive culture
- Has a clear understanding of how to use data to track progress and plan interventions
- Has experience of teaching all abilities and ages, from Year 7 to Year 11
- Has excellent communication skills
- Is able to inspire, engage and support staff and students
- Is tenacious, demonstrates attention to detail and is creative.

Please note: Applicants who have a slightly different skill set to the job description may be considered, as long as they can evidence strong leadership experience. In return for your commitment and energy, the Trust will support your continued development as a school leader, including opportunities to gain recognised professional qualifications.

If you would like to be part of our Trust improvement journey, we welcome hearing from you and we very much look forward to receiving your application.

Yours faithfully

Andy Pollard  
Trust CEO

Paul Bousfield  
Interim Headteacher







## JOB DESCRIPTION

### 1. INTRODUCTION

<b>Post Title:</b>	Deputy Headteacher
<b>Status:</b>	Permanent
<b>Overall purpose of the post:</b>	<ul style="list-style-type: none"><li>• To work closely with the Headteacher to provide excellent, strategic leadership and high-quality management at a whole school level with responsibility for Behaviour and Attitudes, enabling the school to realise its strategic intentions as determined by the Governors and Headteacher</li><li>• To support the Headteacher in monitoring and evaluating the quality of overall educational provision, thereby securing the improvement and success of the school</li><li>• Ensure the smooth day-to-day organisation and operation of the school</li></ul>
<b>Line Management:</b>	Reporting to – Headteacher  Responsible for – Student outcomes for Behaviour and Attitudes
<b>Liaising with:</b>	Headteacher, Senior Leadership Team, School Business Manager, teachers and support staff, students, parents/carers and outside agencies
<b>Working time:</b>	Full time (1.0 FTE) as specified within the STPCD
<b>Salary /Grade:</b>	Deputy Headteacher L18-L22 £64,143 - £70,745
<b>Disclosure Level</b>	Enhanced
<b>Conditions of Employment</b>	No holidays are permitted during the 190-day teaching year.





## **2. Strategic Responsibilities**

- Lead and inspire others to make an impact on the educational progress of all students
- Act as an excellent role model to promote the school's ethos and vision both within school and to our wider community
- Communicate well with all stakeholders to secure the success of new initiatives.

## **3. Behaviour and Attitudes**

- Develop behaviour leadership and management
- To foster a positive culture of professional reflection and sharing of good practice, within the school and with the Trust's other academies
- Develop our educational vision and strategic direction and ensure this vision for behaviour and attitudes is clearly articulated, shared, understood and acted upon effectively by all
- Ensure that the work of the Assistant Headteacher for Personal Development and the team of Year Managers supports the strongest outcome for all students
- Liaise with the Year Leaders on academic progress of our students, particularly the vulnerable
- Take part in the cycle of self-evaluation, improvement planning, monitoring and review, specifically in the area of attendance and punctuality analysis
- Act as a key driver of development, change and improvement using strategies drawn from successful analysis of behaviour and attitudes
- Act as an excellent role model to promote the school's ethos and vision both within school and to our wider community; especially in the area of Year 6 transition, representing the school to the community
- Ensure that the school's dealings with multi-agency issues is professional, effective and sustainable
- Create and maintain an effective partnership and good communication with parents and carers to support and improve students' achievement and personal development
- Support the Headteacher to build a school culture and curriculum which reflect diversity and promote positive strategies for challenging discrimination of any kind
- Ensure learning experiences for students are linked to and integrated with the wider community
- Collaborate with other agencies and develop strategies to provide for the academic, spiritual, moral, social, emotional and cultural well-being of students
- 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

## **4. Professional Development**

- Coach and support the development of leadership and management skills in others
- Ensure staff have access to professional development opportunities in line with whole school improvement, team and individual needs.
- Ensure staff have access to professional development from across and beyond the Trust.

## **5. Management Responsibilities**

- Deputise for the Headteacher when appropriate
- To work with members of the Senior Leadership Team to develop, refine and implement systems, processes and policies for the school to operate effectively
- Support the Headteacher in recruiting, retaining and deploying staff appropriately and assisting in managing their workload to achieve the vision and goals of the Trust and Southlands High School
- Contribute to the production and implementation of clear evidence-based improvement plans and policies for the development of the school and its facilities
- Use and disseminate Ofsted intelligence/experience/understanding for the purposes of school self-evaluation
- Ensure that operational systems relating to teaching and learning, health and safety, student welfare and safeguarding are implemented and working effectively





- Fulfil the role of the school Designated Safeguarding Lead
- Ensure open and collaborative approaches are embraced to develop effective communication and teamwork.

#### **6. Holding Others to Account**

- Monitor, review and be accountable for the continued, effective work of all staff for whom the post-holder is responsible
- Rigorously ensure that students, staff, visitors and others associated with the School uphold the standards of personal conduct required by the Trust's and School's policies.

#### **7. Governance and General Responsibilities**

- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with Trustees, Governors, other schools and organisations
- Valuing and supporting the areas of leadership undertaken by all members of the Senior Leadership Team in order to ensure outstanding outcomes for students
- Demonstrating collaborative leadership, sharing good practices and upholding the values of the Trust
- In partnership with the Headteacher, ensure that rigorous self-evaluation work exists through the curriculum and pastoral areas, in order to raise standards for all
- Leading through the work of others as it relates to middle leaders of data and outcomes across the school
- Working in partnership with students, staff and parents/carers to ensure they are well informed about our approach to learning and that staff are kept fully up to date with developments that could lead to monitoring student attainment
- Advising the Headteacher and the Senior Leadership Team through research and review, as far as the national picture is concerned, the most effective models of practice to maximise students' outcomes at all levels
- Ensuring through leadership of change, that the needs of best practice are adopted across the school and successfully implemented
- Working closely with the Trust Board and Governing Body, through the implementation of the statutory policies, ensure the school effectively and efficiently delivers high standards across the school.

#### **8. Safeguarding**

- Support the School's commitment to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and Keeping Children Safe in Education.

#### **9. Signatures**

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Signed .....  
(Deputy Headteacher)

Signed .....  
(Headteacher)

Dated .....

Dated .....







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### **Safeguarding of Children and Young People**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from the Headteacher / SLT link to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but in consultation with you it is liable to variation by Management to reflect or anticipate change in, or to, the job commensurate with the grade and job title.





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**Person Specification**  
**Deputy Headteacher**

Requirements	Essential / Desirable
<b>Training and Qualifications</b>	
A graduate with Qualified Teacher Status.	E
Recognised degree or equivalent.	E
Evidence of further professional study and a commitment to ongoing study e.g., Higher Degree or NPQH.	E
<b>Professional Development</b>	
A strong commitment to the quality of professional development of staff and leaders.	E
The drive to develop others' capabilities and help them realise their full potential.	E
<b>Experience</b>	
Outstanding classroom practitioner.	E
Significant successful experience in leadership and management in education at a senior level.	E
Evidence of successfully leading significant school improvement work.	E
Experience of successfully challenging underperformance of staff and students.	E
Experience of using appraisal and effective continuing professional development to support all staff to achieve high standards.	E
Successful experience of managing change in an educational setting.	E
Proven ability to take on new areas of responsibility to support the delivery of the school's priorities.	E
Successful experience in the leadership of teams.	E
Dealing with day-to-day issues whilst remaining focused on longer-term goals.	E
<b>Knowledge and Skills</b>	
<b>Applicants should be able to provide evidence that they have the necessary skills and abilities required</b>	
A secure understanding of leadership and the contribution it makes to school improvement.	E
High level communication, organisational and management skills.	E
The ability to communicate vision and strategy effectively and persuasively in a variety of contexts.	E
Commitment to, and expert knowledge of, behaviour, personal development and safeguarding.	E
The ability to evaluate colleagues' work and provide supportive feedback securing improvement.	E
The ability to secure improvement in provision supported by the ability to set clear expectations and hold others to account for their performance and challenge under-performance.	E
Commitment to, and expert knowledge of, achieving a successful quality of education.	E
The ability to establish a positive ethos with a commitment to high achievement for all students.	E
Ability to enable and empower others.	E
Effective communication and interpersonal skills.	E
Ability to communicate a vision and inspire others.	E
The ability to think strategically but have an 'eye for detail.'	E
Undertake problem solving tasks such as data analysis.	E
Communicate effectively in a wide variety of forms to a range of audiences.	E
A clear vision for the future, based on an understanding of how a school can thrive through collaboration within a MAT, and the local and national educational framework.	E
<b>Personal Qualities</b>	
Commitment to safeguarding young people.	E
Commitment to principles of comprehensive and inclusive education and fairness to all.	E
Resilience, self-motivation, stamina and the ability to undertake a variety of roles in a pressured and demanding context.	E
A positive attitude to continuous improvement.	E



The ability to lead, inspire and motivate.	E
An unequivocal positive role model to staff and students.	E
The skills to work with hard-to-reach parents and members of the community.	E
Good humoured, warmth and moral purpose.	E
Ability to work under pressure and prioritise effectively.	E
Able to work collaboratively, taking a genuine interest in the opinions and values of others.	E
Strong moral compass and personal integrity.	E
<b>Application</b>	
Accurate completion of school application form.	E
Letter which addresses person specification, evidence in letter and application.	E
High standards in spelling and writing.	E
<b>Legal Issues</b>	
Legally entitled to work in the UK.	E
Enhanced DBS Clearance.	E
Valid UK Driving Licence, access to a vehicle with business insurance.	D





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### Arranging a visit:

Candidates wishing to visit the school can contact Casandra Taylor, the PA to the Headteacher/Office Manager, who will arrange a suitable time: 01257 414455. The Headteacher, Paul Bousfield, is also available for a telephone discussion should you wish to call to discuss any aspects of the role or Southlands High School.

### Application process:

To apply, please download an application form, and return it to Caroline Mears, HR Officer, by email: [recruitment@southlands.lancs.sch.uk](mailto:recruitment@southlands.lancs.sch.uk)

Advertising date: Monday 17<sup>th</sup> January 2022

Closing date: Monday 7<sup>th</sup> February 2022 (12 noon)

Short listing: Tuesday 8<sup>th</sup> February 2022

Interview dates: Tuesday 22<sup>nd</sup> February and Wednesday 23<sup>rd</sup> February 2022

In line with Safer Recruitment guidelines, we will be taking up references in advance of the interviews and taking them into account throughout the interview process.

Southlands High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures. Enhanced checks through the Disclosure and Barring Service (DBS) will be required for this post.

The post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulation and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations and is also subject to medical clearance.

More information about the school can be found on the website. <https://www.southlands.lancs.sch.uk/>

When completing your application, please ensure that all sections are completed, gaps in employment history are accounted for and details of awarding bodies included. You should refer to the job description and person specification to guide your letter of application. Your letter should be no more than two sides of A4 completed in Arial/Calibri font size 11. Please note that late applications and CV's will not be considered.



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