

# Sir John Thursby Community College



## Candidate Information Pack Deputy Headteacher

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Welcome from the Headteacher

Dear applicant,

I am delighted to welcome you to our thriving and popular school. We are incredibly proud of our students, community, staff and curriculum and we are excited by this appointment. This post has arisen due to my recent promotion to the role of Headteacher here at SJT. I took up this post in September when our former head moved to the role of CEO designate while we set up a local MAT. As the new Head I am looking to further strengthen our already well established and effective leadership team who secured an extremely positive inspection in April 2023.

Our school is characterised by the way we treat our people. We believe that all members of our school community should be known, valued and loved and we expect all to share this commitment. We are committed to development of our staff, high standards and ambition for our students alongside respect and kindness for all in our SJT family. We are looking for someone who is able to live out these values.

The responsibilities of the current post include leading on Teaching and Learning, Literacy, research and continuous improvement. However, we are keen to hear from exceptional leaders who may not have experience in all of these areas but who have the proven ability to act as sole deputy and drive our strategic vision, support our staff and provide leadership knowledge and capacity. We have a strong and well- established pedigree for developing leaders and myself and the Governors are keen to appoint the right person for this role.

We are a research driven school and we use the EEF implementation model to drive our school improvement. Our current implementation plans are around Assessment, Mixed Attainment Teaching and Literacy. As the new Headteacher, I am keen to further these with some work around Ambition and also look at our strategic vision to ensure we are a beacon for excellence.

At SJT we value our staff and have worked hard to enable all staff to have a good work/life balance in a supportive working environment. To enable this we give all our staff at least 20% non-contact time. We have made significant reductions to marking expectations and reduced the number of after school meetings for staff. In our last staff survey over 97% of staff were both happy working at SJT and proud to be part of the team here.

Leadership matters to us and we will appoint a successful and emotionally intelligent leader, who can demonstrate sustained school impact in their current role. We believe that great leadership is based on high expectations, clear and accurate self-assessment, building great teams, clear communication, care for colleagues and hard work. We are looking for a strategic thinker, who is able to challenge students and staff to constantly improve, whilst actively working to reduce staff workload and to simplify existing systems. As Deputy Head you will be given the autonomy needed to do the job well, but will be expected to deliver the great outcomes we are aiming for. You will model great leadership, listen to staff and students, work well with other leaders and be a strong presence around the school.

This post would suit an exceptional assistant head, aspirant or experienced deputy headteacher. We welcome applications from assistant headteachers, deputy headteachers or others with suitable proven records of school leadership. We have a commitment to your professional development and would expect you to share this commitment.

We encourage visits to our thriving school at your convenience and I would be delighted to welcome you and show you around. Please contact Susan Rigg ([s.rigg@sirjohnthursby.lancs.sch.uk](mailto:s.rigg@sirjohnthursby.lancs.sch.uk)) to arrange a convenient appointment.

I am excited about the scope of this post. If you like what you have read, and you feel you align with our values, we look forward to hearing about what you can bring to SJT on our journey to excellence.



Matt Renshaw

Headteacher

Sir John Thursby Community College  
Eastern Avenue, Burnley BB10 2AT  
Tel: 01282 682313  
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Headteacher: Mr M Renshaw

# DEPUTY HEADTEACHER

Teaching and Learning, Research and Continuous Improvement  
L19 – L23

Required from 1<sup>st</sup> September 2025 or sooner if possible.

## **“We are characterised by how we treat our people”**

We are incredibly proud of our ambitious, curriculum focused, research-driven school. Our vision is built around the principles of ambition, respect and belonging and we have a strong commitment to the development of our staff as outstanding professionals.

This is an outstanding opportunity for a proven leader to make a difference as Deputy Headteacher. We are looking for a great leader who is ready to drive our strategic vision. The specific responsibilities in this post are around Teaching and Learning, research and improvement but we are keen to hear from outstanding leaders who are able to contribute to our strategic direction and so the specific responsibilities will be discussed with the successful applicant. The role arises due to the promotion to headship of the current postholder. It will involve supporting the Headteacher in the oversight of the strategic vision for our school as well as the development and leadership of our talented team of Assistant Headteachers and Lead Practitioners.

We are looking for a driven and passionate leader with the inspiration, motivation, vision and expertise to:

- continue to develop, communicate and deliver the strategic vision for the school
- provide dynamic and professional leadership and management of the school
- ensure that achievement rises across all subjects based on the delivery of an appropriate and inspiring curriculum and evidenced through analysis of student performance and outcomes

It is our ambition to become a beacon of excellence where our learners don't just achieve great results but also grow and develop into successful and caring young people. We believe that all our students and staff should be known, valued and loved and our success as a school is built on strong positive relationships between all members of our community. We value our staff and invest in their professional development, believing that everyone has the ability to become great at what they do. This post would be ideal for anyone considering Headship. We are an oversubscribed secondary school and we are fortunate to work in a modern and well resourced learning environment. Our students are at the centre of all we do and our staff have a passion for improving the life chances of the young people and the community we serve.

We welcome visitors to the school - To arrange a time to visit and meet with the headteacher please contact his PA, Susan Rigg - [s.rigg@sirjohnthursby.lancs.sch.uk](mailto:s.rigg@sirjohnthursby.lancs.sch.uk). or telephone 01282 682313 ext: 21006.

Further details and application form are available from the school website or Lynsey Clayton (on behalf of the Headteacher) as detailed below.

**For application information please:**

- download from the 'vacancies' section on the college website: [www.sirjohnthursby.lancs.sch.uk](http://www.sirjohnthursby.lancs.sch.uk)
- or email [recruitment@sirjohnthursby.lancs.sch.uk](mailto:recruitment@sirjohnthursby.lancs.sch.uk)
- or telephone 01282 682313

**Send your completed Application form to: [recruitment@sirjohnthursby.lancs.sch.uk](mailto:recruitment@sirjohnthursby.lancs.sch.uk)**

**Closing date: 9am Monday 7<sup>th</sup> October 2024**

**Shortlisting will take place Wednesday 9<sup>th</sup> October 2024**

**Interview process date: Monday 14<sup>th</sup> and Tuesday 15<sup>th</sup> October 2024**

The school is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. You will be required to undertake an enhanced DBS disclosure and a range of other recruitment checks. Please note that in line with Keeping Children Safe in Education 2024 an online search will be carried out as part of our due diligence on shortlisted candidates.

## Sir John Thursby Community College – Job Description

**Job title:** Deputy Headteacher

**Salary:** L19 - 23

**Contract type:** Full time permanent

**Reporting to:** Headteacher

**Accountable for:** Teaching and Learning, research and continuous improvement.

### Main purpose

Our aim is to build on our achievements and move our school towards being a beacon of excellence. We want to create a school where achievement and progress put us in the top 10% of schools nationally. We want our school to have ambition for all, to show respect for all members of our community and ensure a sense of belonging. The role of the Deputy Headteacher, under the direction of the Headteacher is:

- To ensure that achievement rises across all subjects due to effective analysis of student performance and through the delivery of an appropriate and inspiring curriculum
- To provide dynamic and professional leadership and management of the school
- To develop, support, communicate and deliver the strategic vision for the school
- To manage staff and resources effectively
- To ensure that all members of the school community are effectively safeguarded
- To deputise for the Headteacher when and wherever appropriate.
- To model ambition for all members of our community and to show a commitment to continue research-led improvement.

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

The duties outlined in this job description are in addition to those covered by the latest Teachers' Pay and Conditions Document. It may be modified by the Headteacher with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Please note that we would expect to discuss these responsibilities based on the skills and experience of the successful candidate.

### Key Tasks (to be agreed with the suitable candidate)

Under the direction of the Headteacher:

1. Lead on curriculum design teaching and learning, quality of education, literacy, research and continuous improvement. Work with the assistant HT and lead practitioner team to develop our approach to quality assurance.

2. Ensure the quality of first teaching is maintained as a high priority
3. Working with the Headteacher, identify and lead on school improvement priorities around our implementation plans (currently literacy, mixed attainment and assessment)
4. Line management of assistant headteachers around their specific areas of responsibility
5. Create, implement and monitor strategic plans that lead to school improvement
6. Provide reports to the Leadership Team, Governors and external bodies on areas of responsibility
7. Line management of curriculum areas and year teams, including setting appraisal targets, supporting professional development and improving performance

**Key tasks - all leaders** (Under the direction of the Headteacher)

1. To lead by example, to be proactive, solution focused and a team player
2. To share and model the school's vision and values in everyday work and practice
3. To demonstrate a passionate commitment to the school, its pupils, staff, parents, carers and community
4. To know and support the staff that you lead
5. To effectively line manage leaders and teams as identified by the Headteacher, embed ambition, drive improvement, quality assure their work and share accountability for their effectiveness
6. To oversee and lead specific elements of the school improvement strategy as defined by the Headteacher
7. To develop, implement and review simple systems, that work with staff to drive school improvement
8. To embed learning and teaching strategies and raise achievement
9. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on developing exemplary behaviour
10. To contribute to our rigorous and on-going self-evaluation
11. To support with the day-to-day management of the school
12. To keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
13. To seek training and continuing professional development to meet own needs
14. To hold all staff accountable for their professional conduct and practice
15. To appraise the performance of staff as directed by the Headteacher
16. To establish a culture of 'open classrooms' as a basis for sharing best practice
17. To safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.



***This job description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time without changing the general character of the post or the level of responsibility entailed. Variations are a common occurrence and do not in themselves constitute additional responsibilities.***

***This job description will be used as a basis for appraisal. It will be reviewed annually or at any other time by agreement between the teacher and the Head Teacher.***

***Performance in this role will be the basis of references supplied in the support of applications made for other appointments.***

**Duty of Care**

***Within College each member of staff has a duty of care to themselves and others. Circumstances are likely to arise where staff are required to physically intervene to ensure the safety of themselves or others. Staff should not intervene where they may put themselves at risk. Educational programmes requiring physical interventions are carefully designed by teachers in collaboration with appropriate professionals in keeping with College and local education authority policy.***

***This post is subject to enhanced DBS checks***

Matt Renshaw            September 2024

## Personal Specification – Deputy Headteacher

Attributes	Essential	Desirable	How identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>QTS, Degree</li> </ul>	<ul style="list-style-type: none"> <li>Masters Degree/NPQH/Other leadership training</li> </ul>	Application form
<b>Experience</b>	<ul style="list-style-type: none"> <li>Clear evidence of outstanding teaching over time</li> <li>Successful senior leadership as a Deputy, Assistant Head or equivalent</li> <li>Evidence of successful leadership of change in a school setting</li> <li>Evidence of leadership of learning</li> <li>Involvement in school self-evaluation and improvement planning</li> <li>Line management of staff</li> <li>Holding staff accountable for outcomes</li> <li>Experience of safeguarding students</li> </ul>	<ul style="list-style-type: none"> <li>Experience of interviewing and recruiting staff</li> <li>Experience of working with multi agencies</li> <li>Experience of managing budgets</li> <li>Experience of CPD in schools.</li> <li>Experience of target setting</li> <li>Experience of working with Governors</li> <li>Experience of working in an ethnically diverse school</li> </ul>	Application form  Supporting letter  Selection process  References
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>A clear understanding of how to drive school improvement</li> <li>An ability to use student performance data to identify trends and patterns, and to direct interventions</li> <li>A strong understanding of how accurate and robust assessment can improve student performance</li> <li>A clear understanding of what makes an effective curriculum</li> <li>A strong understanding of what makes highly effective teaching, and the ability to model this for others</li> <li>The ability to communicate effectively</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of school finances and financial management</li> <li>Knowledge of primary to secondary transition</li> <li>Knowledge of strategies to support disadvantaged students</li> <li>Knowledge of the local community to the school</li> </ul>	Supporting letter  Selection process

	<ul style="list-style-type: none"> <li>• An understanding of strategies to reduce staff workload</li> <li>• A commitment to research led practice</li> </ul>		
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A passion to make a difference to young people's lives through education</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Ability to build effective working relationships</li> <li>• Enthusiastic, resilient &amp; solution focused</li> <li>• An effective team member, who works well with other people</li> <li>• An ability to build effective teams and motivate others</li> <li>• To like young people and to be liked by them</li> <li>• Ability to work flexibly to get work done</li> <li>• Ability to respond and deal with changing pressures</li> <li>• A commitment to safeguarding and equality</li> <li>• Confident using modern technologies</li> <li>• Sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• Aspiration for Headship</li> </ul>	<p>Supporting letter</p> <p>Selection process</p> <p>References</p>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Application form completed in full</li> <li>• Letter of application detailing experiences and achievements relevant to this role in this school (3 sides A4, font 11)</li> <li>• Commitment to the protection and safeguarding of children and young people</li> <li>• Enhanced DBS disclosure</li> <li>• Satisfactory health check</li> </ul>		<p>Application</p> <p>School checks</p>

## SIR JOHN THURSBY COMMUNITY COLLEGE STRATEGIC VISION AND VALUES 2022-2025

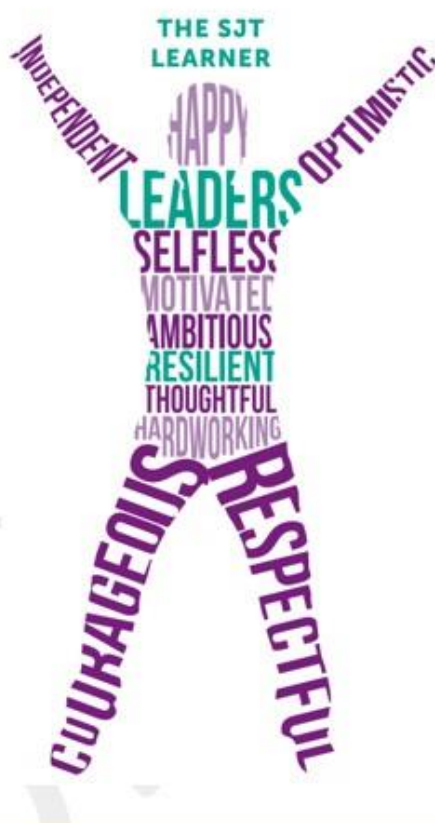
Being a truly great school through..

### OUR CORE PURPOSE

- To be a community-centred school, where all students achieve the academic & creative success needed for further study and employment
- To support social mobility and to make a positive difference in the lives of our students and their families
- To enable our young people to become confident, resilient, informed, adaptable and caring members of society

### MEASURING IMPACT

- Our students' outcomes place our school in the top 10% of similar schools
- Our teachers consistently deliver our curriculum effectively
- Our attendance will be at least 97%



### OUR VALUES

- We are ambitious for our students
- We value and invest in our staff
- Our students deserve great teaching every lesson
- Strong positive relationships make a great school
- We treat each other with care, respect and kindness
- All members of our school community are known, valued and loved
- We are inclusive & support diversity
- Our families play a key role in supporting our students to be successful
- A great education includes learning & experiences beyond the classroom
- All of us at SJT have the capacity to improve what we do

### OUR STRATEGIC PRIORITIES

1. To deliver a well-structured, knowledge-rich curriculum that enables our students to be successful in their next stages in learning and development
2. To ensure that all our students have the literacy skills needed to access the curriculum effectively
3. To ensure that our teaching is engaging and is responsive to the needs of all students
4. To ensure that the assessment of our students is accurate and enables gaps in learning to be addressed
5. To ensure that all our learners are 'Ready, Respectful and Safe'
6. To stop doing anything that prevents us from delivering great lessons and that creates unnecessary workload
7. To support the emotional well-being of our school community
8. To ensure that Leadership at all levels is highly effective



**BELONG BELIEVE ACHIEVE**

## Further Information

Thank you for your interest in joining our fantastic team here at Sir John Thursby Community College.

Application forms can be found on our website: [www.sirjohnthursby.lancs.sch.uk](http://www.sirjohnthursby.lancs.sch.uk)

Completed application forms should be returned by the closing date to:  
[recruitment@sirjohnthursby.lancs.sch.uk](mailto:recruitment@sirjohnthursby.lancs.sch.uk)

CVs will not be accepted. Please note that we are only able to employ nationals of European Economic Area (EEA) countries, citizens of Switzerland and those legally entitled to work in the UK. Lancashire County Council does not hold a sponsorship licence and is unable to employ non-EEA nationals under tiers 2 or 5 of the points based system. If you submit an application form and are shortlisted for interview, you will be required to produce documentary evidence of your right to work in the UK. Please note that we will seek references for shortlisted candidates prior to interview.

The school is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. If appointed you will be required to undertake an enhanced DBS disclosure and a range of other recruitment checks. Please note that in line with Keeping Children Safe in Education 2024 an online search will be carried out as part of our due diligence on shortlisted candidates.

Follow the link to watch 'Burnley By Drone' to see a beautiful area in which to live and work  
- [Burnley by Drone - YouTube](#)

For an interactive tour of SJT follow this link  
- [Sir John Thursby Community College - Interactive Tour of SJT](#)

If you have any questions please do not hesitate to get in touch.



Sir John Thursby Community College, Eastern Avenue, Burnley, BB10 2AT, 01282 682313  
[www.sirjohnthursby.lancs.sch.uk](http://www.sirjohnthursby.lancs.sch.uk)