



# Ibstock Community College

Respect and Pride brings Success

## Deputy Headteacher

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Dear colleague

### **Deputy Headteacher— L18-22**

We are delighted that you are interested in applying for this leadership role at Ibstock Community College, a successful and inclusive school of over 800 students, with a strong track record and exciting plans for the future, located in the heart of the National Forest. In 2025 Ibstock celebrates its 100<sup>th</sup> birthday with exciting plans for a rebrand and major site developments, creating an environment where students and staff are able to thrive.

### **Context**

Our students come from the Ibstock area and a catchment of surrounding villages in North West Leicester- shire. We are at an exciting stage in our development at Ibstock Community College. Historically an 11-14 High School, we welcomed our first Y10 students in 2022. This cohort are about to sit their final exams and give us our first GCSE examination results in August 2024, which is very exciting.

We are oversubscribed in Y7 for the new academic year and the majority of our Y9 students have chosen to stay with us to complete the next phase of their academic career. In July 2021 we became members of LiFE Multi Academy Trust, through choice as a strong and successful school. Since then we have been involved in a range of collaborative projects working with colleagues across the 6 secondary schools within the MAT, this has supported a successful journey through age range change.

RESPECT, PRIDE and SUCCESS are our key values and represent our commitment being an anti-racist school, who fully supports our LGBTQIA+ community – staff and students, and we celebrate all successes both inside the classroom and in our appropriate provision and Forest School.

This Deputy Headteacher role is an important addition to our relatively new senior leadership team, helping us to maintain our high standards and to continue our school improvement plan. This is a genuine opportunity to contribute to an ambitious, collaborative and creative senior leadership team. We are fortunate to work with a supportive, caring and dedicated team of staff and it is a privilege to work with our community of lively and talented students who want to do their very best. We also take our responsibility to look after and to develop our colleagues incredibly seriously. We are seeking someone who is an aspiring head, looking for the next step towards this goal. They will be an excellent teacher, who has the ability, experience and charisma to engage our staff, students and their families. The successful candidate will also have the skill and confidence to deputise for me as necessary to ensure the safe and smooth running of the school.

As with all schools, we have high expectations of those who are employed here, and this is a community in which you will be nurtured, challenged and trusted to implement change and to fulfil your professional potential. We are committed to professional learning and work closely with our local Teaching Schools and a range of networks through LiFE MAT and other local schools, including our primary partners.

## **The role**

Ibstock Community College is a good school and we strive to improve further in all aspects of our work. We want to appoint a Deputy Headteacher who can support the Headteacher and the senior leadership team to further develop our strategic priorities in a way that will ensure all our students can achieve their potential. You will be expected to lead by example and ensure



that student learning and progress at Ibstock Community College continues to improve and that ultimately, we achieve success for all at KS4.

Quite rightly, our community has the highest expectations of those of us who work here, and we all work exceptionally hard to inspire and support every member of our community to achieve excellence through a love of learning and a desire to succeed.

We challenge ourselves to continually improve and understand that endeavour and effort are central to meeting the highest of expectations.

We are committed to creating a happy, purposeful and secure environment which provides excellent education and the opportunity for all to develop and grow; to build confidence and self-belief; and to be enriched and stimulated so that we can all contribute significantly and positively to the Ibstock community and beyond. Everything we do is underpinned by our RESPECT ethos, which outlines clearly our expectations of ourselves and each other and has had a significant impact in generating a culture of respect and high standards.

We aim to achieve outstanding outcomes for our students as we develop into an 11-16 school with KS4 assessment and examinations. This role will focus on the further development of a positive culture where all students, no matter what their starting points, thrive and achieve success. The successful candidate will need to inspire, encourage and motivate our talented and committed staff to deliver the best possible outcomes for all our students, enabling each one to reach their maximum potential. You will also have opportunities to play a wider role, working collaboratively with school leaders in LiFE MAT schools and a key leadership role in school, coaching and developing members of our Leadership team.

## **About you**

This is a challenging and rewarding appointment and we are looking for a highly capable and experienced senior or middle leader to fill the post. You will be passionate about teaching and improving outcomes for children and young people and have a good understanding of the role that behaviour for learning and personal development can play. You will have practical knowledge of systems and processes in one or more secondary schools and understand how to develop expertise in others, developing a positive culture where students are happy and feel

safe, leading to success at GCSE. A good knowledge of Key Stage 4 qualifications and accountability measures is essential. You will be an excellent communicator who has experience of building strong, effective teams and effective partnerships beyond the school and in the community. You will be resilient, enthusiastic and energetic, plan effectively, listen to and involve people at every step of any changes.

### **The opportunity**

In return, we offer an exciting opportunity to shape and influence the college improvement work and future direction of Ibstock Community College; to innovate and lead change in this successful school that is committed to high expectations and success for all; to work with a supportive Headteacher, governors and dedicated, skilled staff; and the chance to make a very real difference to the lives of our students. You will become part of the LiFE MAT senior collaboration groups, seeing your role within our trust as integral to your success.

Please see the Job Description and Person Specification documents for further information. If this role sounds like the ideal next career step for you, we hope you will feel encouraged to apply. We advise you to look at our website [www.ibstockcollege.co.uk](http://www.ibstockcollege.co.uk) for further information.

Candidates are strongly encouraged to visit the college prior to making an application.

The following dates have been assigned for an informal visit:

- Thursday 16 May 2024 1.30pm
- Friday 17 May 10.00am

Please email: [principalspa@ibstockcollege.co.uk](mailto:principalspa@ibstockcollege.co.uk) to book onto one of the visits.

Alternatively, I would be delighted to discuss this role with you in further detail;

Please email: [principalspa@ibstockcollege.co.uk](mailto:principalspa@ibstockcollege.co.uk) to arrange.

We very much hope that you will choose to apply and we look forward to meeting with you.

Sophie Williams  
Headteacher





## About Ibstock Community College

Ibstock Community College believes that every student, no matter what their starting point, should have access to the same opportunities as their peers. Our broad curriculum and enrichment opportunities are the vehicles to achieve this. At Ibstock our aim is to develop and encourage all students to be well rounded members of the community, equipped for the next stage of their education and beyond.

Underpinning our ethos are **The RESPECT Standards**. These embody a mutual respect, built from trusting relationships between our staff and students, parents and carers, our governing body, our local community and partner schools. We communicate with each other calmly, politely and respectfully.

Resilience

Equity

Success

Pride

Encouragement

Curriculum

Trust



All students embrace their learning opportunities in a positive way. They have a thirst for knowledge and actively participate in engaging lessons, where they develop detailed subject knowledge. Teachers and support staff encourage them to be independent, whilst offering personalised support when required. They give feedback and advice for improving and developing further.

Across the college teachers set high expectations of effort and behaviour in the classroom. Communication with parents ensures that everyone is working towards the same goal.

All students are well cared for, supported and helped to develop resilience and good mental health. They are open minded, tolerant and well-informed young people who add value to the college, their families and the wider community.

All students enjoy a safe learning environment where anti-social behaviour of any kind is always challenged. They care for the college, making the most of the well-maintained buildings and facilities. They are proud to wear their school uniform and are great ambassadors for our college.

## Professional Development

At Ibstock Community College we value the critical contribution that continuous professional development makes to improve the quality of care and welfare of our staff, in order to raise the standards for our students. Ibstock Community College aims to provide a career development

programme that uses the best available evidence and research to ensure excellence is achieved together and in partnership with all colleagues. Utilising and developing the good and outstanding practice already present in the college in conjunction with the best research available, we value everyone by maximising the development opportunity of every member of the teaching staff.

#### **Aims:**

- Build a learning community where learning is a focus for all teaching and non-teaching staff. · Provide a quality programme of professional development that focuses on progression at each stage of a teachers' career.
- Develop a CPD programme where teachers take control of their learning and are continually involved in a process of research and development.
- Teachers who feel part of a school where talent is nurtured and good practice is shared, recognised and rewarded.
- Encourage collaborations with other local professionals.
- A Leadership team who use their knowledge of the strengths and weaknesses of teaching to mentor and coach staff.
- A clear and effective policy of Personal Improvement Plans which gives teachers the autonomy to develop professionally through collaboration and research.

**At Ibstock Community College we nurture talent and develop all staff at every stage of their career.** We have a whole range of professional development options and colleagues are encouraged to share good practice and collaborate in a range of ways from action research to subject knowledge enhancement to the latest action research led pedagogy. All staff are encouraged to have a Careers Conversation with the Headteacher, in order to personalise their professional development opportunities.



#### **Pastoral Care**

At Ibstock we pride ourselves on the quality of our pastoral care. We see all of our staff and students as part of our Ibstock family and our pastoral team are dedicated to providing students with a high level of support within school to help them cope with the demands of life and to enable them to have the opportunity to meet their academic potential.

Our pastoral team consists of our Assistant Headteacher for Culture & Expectations, form tutors, pastoral managers, Personal Development and Wellbeing Mentor, Attendance Improvement Officer, and a wider team of attached staff mentors. We pride ourselves in

knowing each child individually and working very closely with students and their families, to help each child grow into their full potential.

Our pastoral systems are tightly interwoven with our SEND interventions and our highly experienced staff build in further support through the extensive network of external support agencies. We have high expectations of our students' and their positive attitudes towards their learning. Ensuring every child understands and adheres to behaviour expectations, recognises and responds to our attendance and punctuality processes and is proud to represent our school community in retaining high standards of uniform, is a fundamental part of successful wider academic growth. Building the skills for students to be respectful towards all, resilient in their learning and proud of being Ibstock students, is something our pastoral team excels in nurturing.

### [Message from the Chair of Governors](#)

Dear applicant,

Thank you for expressing an interest in the position of Deputy Headteacher at Ibstock Community College. Our academy is an 11-14 school which joined LiFE multi-academy trust in July 2021 and has since transitioned to 11-16. The person who takes this role will be key to our success in this next stage of our development.

Governors have worked for several years to bring about this change and we are committed to providing the families that put their trust in us with the very best educational experience. This will result in their children becoming well-educated, well-rounded individuals, with excellent qualifications at Key Stage 4 that will give them real choices for the next stage of their education, and ultimately in their choice of careers.

The person who takes up this role will ensure that we assess students' growing understanding of our 5 year curriculum accurately across both key stages and that teachers are equipped to use this information to inform their teaching. They will also ensure our students' progress towards achieving the very best grades at GCSE is tracked accurately, in order to ensure every child reaches their potential.

Best of luck with your application.

Lee Donaghy

Chair of Governors

On behalf of the Ibstock Community College governing body.

## Applications

Please visit <http://www.ibstockcollege.co.uk/content/vacancies.php> and download the full Job Description and application form.

To apply, please write a letter of application to Sophie Williams, Headteacher, no more than 4 sides A4 font size 12, to address the following:

- Why you feel you are ready to take on a senior leadership role
- How your experience to date has prepared you for this role
- Your knowledge of current education and assessment research and practice at whole college and individual student level, and how you might apply this in the role
- Your initial thoughts on how you might approach the role and any ideas you would want to develop.

The closing time and date for this post is **10.00 am on Monday 20 May 2024**

Interviews will be held on **Wednesday 22 and Thursday 23 May 2024.**

### Safeguarding

“LiFE Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to a DBS check and an online search.”

### Data Protection

Should you be unsuccessful with your application, the college will confidentially destroy your application form after six months of its submission. If you are successful in your application, this information will be kept securely as part of your personal employment record.

### References

Applicants must provide the details of two referees. One reference should be from your current employer or if unemployed, your last employer. Where possible, references should be from separate sources and not from the same organisation or employer. All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation, or from someone with whom you live. The college will contact referees for verification. Please ensure that you have permission to provide their details on the application form.

### Equal Opportunities

We are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justified.



# Job Description

## Deputy Headteacher

Ibstock Community College is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

### Job details

**Salary:** L18-22

**Start Date:** August 2024

**Contract type:** Full-time, permanent

**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

*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).*

### Qualities

The deputy headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils

## Duties and responsibilities

Under the direction of the headteacher, the deputy headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

## Teaching, curriculum and assessment

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum

## Additional and special educational needs (SEN) and disabilities

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

# Organisational management and school improvement

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

## Professional development

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs

## Governance, accountability and working in partnership

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.*

# Person specification

		Essential	Desirable
Qualifications & Training	Qualified Teacher status	X	
	Degree	X	
	National Professional Qualification or equivalent	X	
Experience	Teaching experience leading to successful outcomes	X	
	Successful leadership experience across KS3 & 4	X	
	Successful involvement in self-evaluation and development planning beyond faculty level	X	
	A record of raising standards in pedagogy, provision and outcomes	X	
	Demonstrable impact on vulnerable groups		X
	Experience of education beyond one school	X	
	Experience of working with external partners including governors		X
Skills & knowledge	Skills, experience and ability to deputise for the Headteacher where necessary		X
	Effective communication and interpersonal skills	X	
	Ability to initiate and maintain innovative and effective curriculum design and delivery		X
	The ability to streamline data processes, to set targets, identify weaknesses and pursue improvement	X	
	Understanding of high-quality teaching, and the ability to model this for others and support others to improve	X	
	Understanding of resource management and finances		X
	Ability to communicate a vision and inspire others	X	

	<b>Ability to build effective working relationships through a range of leadership styles</b>	X	
	<b>Ability to hold courageous conversations where necessary</b>	X	
<b>Personal qualities</b>	<b>Relentless positivity to generate high expectations, aspiration, enthusiasm and commitment</b>	X	
	<b>A relentless commitment to safeguarding children</b>	X	
	<b>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</b>	X	
	<b>Ability to work under pressure and prioritise effectively</b>	X	
	<b>Commitment to maintaining confidentiality at all times</b>	X	
	<b>Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.</b>	X	
	<b>A sense of humour and humility</b>	X	

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