



SCHOOLS IMPROVING SCHOOLS

DEPUTY HEADTEACHER

CANDIDATE INFORMATION PACK

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DEAR  
APPLICANT

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Dear Applicant

Thank you for your interest in the position of Deputy Headteacher working in the Central Learning Partnership Trust.

We are seeking to appoint a charismatic and dynamic individual with exceptional leadership skills, who can naturally inspire others.

The successful leader will have the vision and commitment to drive excellence in order to move the Trust forward. With a clear focus on delivering excellence, you will ensure effective leadership is in place to guarantee the continuation of the high standards and aspirations, we presently deliver in all our settings. By delivering a broad and challenging curriculum, you will enable every child to reach or exceed their potential.

You will be joining a highly innovative and ambitious organisation, hence us seeking an outstanding leader who is strong and effective.

Opportunities for professional development are actively encouraged.

This is a very exciting time and we look forward to receiving your application.

Yours sincerely



Mrs Georgetta Holloway OBE  
Executive Headteacher



## ABOUT US

The Central Learning Partnership Trust is underpinned by a moral purpose: to change lives for the better. We are committed to improving the life chances of our young people, to optimise their feeling of self-worth, to develop their resilience and in turn their capacity to embrace the challenges that lie ahead. Above all else, we encourage pupils to be ambitious for themselves, their families and their communities.

Success is the birth-right of every individual, and schools must be relentless in their drive to ensure that this is delivered. We are determined to challenge the premise that education alone cannot break the cycle of deprivation – of low aspirations and resultant low outcomes. We want to eradicate the poverty of expectation and instil in every member of our school communities a personal resolve and drive to succeed – a ‘Yes We Can’ mentality.

### OUR AIM

As a Trust our main priority is to raise the attainment of young people. A significant number of pupils, of both primary and secondary age, are attending schools judged other than ‘good’ or ‘outstanding’. This fundamental failure to equalise opportunity has an adverse effect upon the life chances of these young people well beyond their school years. We are committed to addressing this inequality; believing that all schools and in turn their outcomes can improve incrementally, continually building on the improvements of the previous year.

We aim to ensure that each Academy within the Trust:

- adds value to the results of their students
- is capable of outstanding judgements from Ofsted within 4 years of becoming an academy partner within the Central Learning Partnership Trust
- is oversubscribed or on a significant upward trend
- works closely with other CLPT academies to create a sustainable model of education for all students
- fosters an inclusive culture where permanent exclusions are rare and every student leaving the school has a plan for the next stage of their learning/career
- is recognised nationally as organisations of high quality, producing outstanding results within a culture of innovation and achievement
- continues to develop their own unique characteristics and ethos; maintaining individual identities within their respective communities
- produces high quality committed professionals and future leaders for CLPT academies, through our Teaching School Alliance Professional Development Programme.



We are Heath Park - an inner city, ethnically diverse, success story. We are recognised as one of the most successful secondary schools in the country. However successful we are, we are relentless in our drive for continuous improvement. Central to this is our development of partnerships. Collaborative working with feeder primaries, secondaries, business and community groups and most importantly, parents. It provides us with opportunities to re-affirm our core aim: to provide a quality experience in which we are able to focus on our mission, 'every pupil always in focus'.

We are clear at Heath Park about our priorities. Firstly, that children should be happy. Secondly, that the school should offer a wide range of learning activities and opportunities in and out of the classroom. Thirdly, that all children are encouraged to achieve their full potential whatever their abilities. Only if the first two are promoted can this third and most important aim be fully realised.

Heath Park is one of the highest achieving, open-access comprehensives in the country. We have received both local and national recognition for our achievements. We are incredibly proud of the number of children achieving GCSE passes at the highest grades and the level of success overall is outstanding.

# DEPUTY HEADTEACHER ADVERT

**REQUIRED TO START: SEPTEMBER 2023**

**SALARY: SALARY IS NEGOTIABLE DEPENDING ON EXPERIENCE\***

**\*not suitable for ECTs**

Heath Park is looking to appoint a dynamic senior leader to support the development of a curriculum which meets the needs of our young people today, tomorrow and for the future.

The curriculum role encompasses:

- Curriculum Development
- Teaching and Learning
- Assessment and Data Management

The specific nature of responsibilities will be determined by the strengths of the successful candidate. That candidate may be an existing senior leader looking for a fresh challenge in an outstanding environment or a middle leader looking to use their experience to take the next step to senior leadership.

Heath Park is a large, outstanding secondary school which benefits greatly from a diverse community which believes in what we do. Students come to school to learn and expect the best from the class teachers and from their school leaders, and we meet these needs through an ambitious and supportive curriculum.

Heath Park is part of the Central Learning Partnership Trust (CLPT) and works closely with our other secondary colleagues in the City, as well as primary partners in Wolverhampton and across the country. This provides an enormous wealth of experience and opportunity for students and staff as we learn from each other to build even further.

The successful candidate will be someone who fits into a very strong senior team, who can develop a vision for the future of our students and who understands the need to reflect and continue to learn. The successful candidate will be very well placed to further their career within Heath Park and CLPT, as their capacity is realised.



If you wish to discuss this position then please contact Mrs Holloway (Executive Headteacher), [georgetta.holloway@clpt.co.uk](mailto:georgetta.holloway@clpt.co.uk), 01902 556360.

**CLOSING DATE:** 10am, Thursday 23<sup>rd</sup> March 2023  
**INTERVIEWS:** w/c 27<sup>th</sup> March 2023

An applicant pack can be downloaded from the Heath Park website, [www.heathpark.net/vacancies](http://www.heathpark.net/vacancies)

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete all sections of the Application Form as fully as possible.

Together with your application form please provide your letter of application, outlining your relevant experience to date, in as much as it pertains to your suitability for this post.

Please email your application form and personal statement to Mrs Helen Ward (Personnel Officer) at [helen.ward@heathpark.net](mailto:helen.ward@heathpark.net), no later than 10am, Thursday 23<sup>rd</sup> March 2023.

Thank you for your interest in this post with Central Learning Partnership Trust.

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# JOB DESCRIPTION

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**POST TITLE:** Deputy Headteacher

**CONDITIONS OF EMPLOYMENT:** Refer to School Teachers' Pay and Conditions Document

**DISCLOSURE LEVEL:** Enhanced

**LOCATION:** Wolverhampton

**RESPONSIBLE TO:** Executive Headteacher

**RESPONSIBLE FOR:** The provision of high quality leadership and management in all areas of the school to deliver quality first teaching and support, enabling all students to fulfil their potential and optimise their academic outcomes.

## MAIN (CORE) DUTIES & ACCOUNTABILITIES

- To be responsible for the operational, day to day running of the school and full responsibility for the school in the absence of the Executive Headteacher and/or Head of School.
- Be responsible and accountable to the Executive Headteacher for the Standards agenda in the school.
- Be responsible for the management of the school's target setting policy and practice and the monitoring of progress toward delivery.
- Proactively manage staff and resources.
- Carry out professional duties as a teacher when required.
- Promote safeguarding and the welfare of all the children in school, by ensuring that the school's policies and procedures relating to safeguarding and child protection are fully implemented and followed by all staff.
- Responsible for the management of effective teaching and learning and to identify the priorities for improvement and raising standards.
- Actively support the health and safety and well-being of staff and students.
- Create a culture that promotes excellence, equality and high expectations of all staff and students.
- Collaborate proactively with all schools in the Trust, the wider community, governors and external agencies to share expertise, bring positive benefits to the school and the best possible outcomes for the students.
- To establish and build on positive communications.

### **STRATEGIC (Shaping the Future)**

- In partnership with the Executive Headteacher and Senior Leaders, implement an ambitious vision for the future of the school, in line with the ethos of the Trust.
- Have a lead role in the school's self-evaluation and strategic development planning process.
- With other leaders, manage school resources.
- Lead by example to motivate and work with others to manage change.
- Promote a culture of inclusion within the school community where all views are valued and taken into account.
- Encourage and promote innovation in the education provision.
- Ensure that high quality provision is available to all students regardless of race, religion, gender, disability, background or SEND.

### **TEACHING AND LEARNING**

- Be an excellent role model to exemplify a high standard of teaching promoting high expectations to all staff.
- Work with other leaders to raise standards through staff performance management. Lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality.
- Lead and manage the development and delivery of training and support for staff.
- Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils.
- Work with other leaders to manage the school through strategic planning, the formulation of policy and the delivery of strategy, ensuring management decisions are implemented.
- Develop and review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements.

### **OPERATIONAL MANAGEMENT**

- Responsible for the day-to-day running of the school ensuring the deployment of staff is effective.
- Lead with the Executive Headteacher regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate.
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school.
- Be a proactive and effective member of the Senior Leadership Team.
- To undertake any professional duties, reasonably delegated by the Executive Headteacher.
- Promote and protect the health and safety, safeguarding and welfare of pupils and staff.

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

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

This job description is current at the date shown, but following consultation with you, may be changed by the Executive Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.



# JOB SPECIFICATION

## LEADERSHIP SKILLS

- An innovative leader, with a clear understanding of education and how this can be transferred into reality.
- An existing Deputy/Assistant Headteacher with a proven track record of managing change quickly and effectively.
- An excellent collaborator with the ability to forge positive relationships in order to promote success.
- An enthusiastic practitioner, committed to ensuring the best possible outcomes for students.
- A personable individual who can build a sustainable workforce of high quality staff and leaders.
- Someone who can set out a clear and shared direction for school improvement.

## COMMUNICATION SKILLS

- A commitment to working positively with all stakeholders and community.
- An outstanding communicator with excellent interpersonal skills.
- Someone who has very strong negotiations skills to the benefit of the Trust.

## EXPERIENCE AND KNOWLEDGE

- The ability to drive change in a positive way for the benefit of the school.
- A clear understanding of educational legislation and developments.

## MANAGEMENT OF FINANCE, PERSONNEL AND RESOURCES

- A proven ability to manage all resources effectively to provide the best possible outcomes for students.
- The ability to motivate and inspire staff to ensure stability and high performance.



THANK YOU FOR ACCESSING THIS  
CANDIDATE INFORMATION PACK

CONTACT US

T: 01902 55 6360

E: [info@heathpark.net](mailto:info@heathpark.net)

W: [www.heathpark.net](http://www.heathpark.net)



CENTRAL LEARNING  
PARTNERSHIP TRUST