

January 2024

Dear prospective Deputy Headteacher

I would like to introduce you to Southport Learning Trust which has grown to seven schools since its inception in 2017. Our vision is to empower our communities to positively impact the world and successful candidates will have a pivotal role in achieving this at our schools.

We are a small but growing Trust with our roots in the coastal town of Southport but spreading throughout Sefton. Each of our schools are unique beacons of aspiration while our connectivity and collaboration as professionals makes us stronger. You will be part of a wide team while having the opportunity to make a significant and sustained impact on ensuring pupils at our Trust have access to the highest quality of education through focussing on our four key pillars of academic excellence, inclusive education, investing in our people and realising aspirations.

We are seeking to appoint an ambitious, innovative, and nurturing leader with a proven track record of improving pupil outcomes. The successful candidate will be supported to grow by both school and the Trust Education Team who have all been Deputy Headteachers and Headteachers within the Trust and at other schools in a variety of contexts. This opportunity has arisen as a result of the succession of senior leaders at all schools into Headship.

We heavily invest in well-being as a community of schools. You will have access to high quality professional development exemplified by our annual Southport Learning Trust Conference: Ensuring Equity, held this year on 19<sup>th</sup> February, which has a blend of renowned national experts and internal talented professionals sharing and developing practice. We have an Employee Assistance Package and further benefits that support you and our retention of staff within Trust schools is very high. You will benefit from a community of school senior leaders to share and collaborate with.

As a Trust we have three vacancies for Deputy Headteachers at Birkdale High School, Greenbank High School and Maghull High School which are being advertised simultaneously. Internal and external candidates may apply for more than one vacancy, and I would encourage you to arrange a tour or meet with the Headteacher to ensure you understand the school, its needs and whether your skillset, vision and experience can drive school improvement forward leading to a challenging but fulfilling progression on your career journey.

Please do not hesitate to contact myself at [iraikes@southportlearningtrust.org](mailto:iraikes@southportlearningtrust.org) if you require any further information about our Trust in addition to using the contact details in the Application Pack.

Yours faithfully



Ian Raikes

CEO of Southport Learning Trust

**Headteacher** Ms Davina Aspinall BSc (Hons) NPQH

**Greenbank High School** Hastings Road, Southport PR8 2LT

**T** 01704 567591 **E** [enquiries@greenbankhigh.co.uk](mailto:enquiries@greenbankhigh.co.uk) **W** [www.greenbankhigh.co.uk](http://www.greenbankhigh.co.uk)

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Southport Learning Trust is a Company Limited by Guarantee Reg No 7790934

Registered Address — Mornington Road, Southport PR9 0TT

**Job role: Deputy Headteacher at Greenbank High School**

**Closing Date: Wednesday 28 February 2024**

**Salary: Leadership 20-24 (Group 7 school)**

**Contract type: Permanent**

**Start Date: September 2024 or sooner**

It is with great pleasure that I introduce you to Greenbank High School, a high-achieving, all girls academy. The information provided will enable you to make a decision about your suitability to join our journey and provide a world class education to all of our students. As a school and a member of Southport Learning Trust we are determined to **inspire** our students through learning both inside and outside the classroom, **care** for individual pastoral needs and **achieve** the highest academic standards.

Would you like to join a well-established and successful team in a consistently high performing, oversubscribed, 11-16 all-girls school that focuses on each child as an individual whilst fostering a sense of belonging to a rich and diverse community? Greenbank High School is committed to supporting every child to develop to their full academic potential whilst experiencing a wide and exciting range of opportunities to equip them with the skillset for a successful future as rounded, mature and confident members of modern British society.

Over many years Greenbank High School has consistently maintained an incredibly strong reputation of excellence; the highest performing school in the local authority and in the top 20% of schools nationally. Students at Greenbank High School consistently make very good progress, reflected in the Progress 8 scores and attainment is significantly above national averages. You will be jointly responsible for leading the school to the next stage as a centre of excellence and ensuring our students, parents, carers and staff know they are in the best school in the world! The school is fully resourced and follows a high challenge and aspirational in-house constructed 2-year KS3 programme of study and a 3-year GCSE programme, with the vast majority of students studying for accreditation in 10 GCSEs.

Due to excellent teaching and learning and extended provision at Greenbank High we have been verified through holding the Geographical Association Secondary Quality Mark since 2013. In addition, we were accredited as a Centre of Excellence for Geography in September 2022. We also hold Quality Marks for Music, Artsmark Gold and the International School Award for Outstanding Development of the International Dimension in the Curriculum. We are a Licensed Organisation for the Duke of Edinburgh's Award, with a large number of our students successfully achieving Bronze and Silver Awards during their time with us. Most recently, we celebrated Greenbank High's third accreditation for the National Association for Able Children in Education (NACE) Challenge Award. The award is given in recognition of school-wide commitment to high-quality provision for more able learners, within the context of challenge for all.

As Deputy Headteacher, you will be a role model to staff, who will look to you for outstanding line management, support and challenge. We recognise that as a senior leader, you will also need support and challenge yourself so that you can grow to be the best you can be and we will commit to making this happen.

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We need someone who is passionate about making a difference, who is a highly skilled, driven and a successful school leader with a range of recent experience ready to take on this crucial new role at Greenbank.

The successful applicant will join our ambitious and committed leadership team and will be responsible for leading on school improvement. This role offers an exciting prospect for an outstanding practitioner to take full advantage of the unique opportunities that our school brings and to make a significant impact on improving the life chances for all students across the school.

I am very proud of the school, its students, staff and governors. We are a dynamic learning community built on traditional values. Education at Greenbank provides much more than exam excellence. It aims to develop and nurture all students to take their place as caring and confident young women in the outside world.

You would be joining the Southport Learning Trust, a family of seven schools in the locality that is looking to grow. As an employer, our Trust will give you the opportunity to develop your career through an ambitious professional development programme, share and develop practice across several schools and look after your well-being in a supportive environment.

We would like to invest in the career of an exceptional candidate and would welcome visits from prospective applicants. Please contact Mrs Diane Murphy on 01704 567591 extension 124 to arrange a convenient time.

We look forward to meeting interested candidates.

*D. Aspinall*

Davina Aspinall  
Headteacher



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## Deputy Headteacher – Job Description

- Responsible to:** The Headteacher and the Governing Body of Greenbank High School and Southport Learning Trust.
- Responsible for:** Standards and specific tasks and whole school responsibilities as required by the Headteacher following analysis of the school's needs and candidate's strengths.
- Working Time:** As Deputy Headteacher, you will be expected to participate in extended day activities which may be of a pastoral /curriculum extension nature and to support our commitment to community provision.

### The Deputy Headteacher will:

- Lead on school improvement to maximise progress and aspiration for all students.
- Identify and drive the School Improvement Plan to raise standards and achievement under the overall direction of the Headteacher.
- Line manage members of the Senior Leadership Team.
- Lead and share responsibility for developing and implementing school policies, decision-making and strategic planning.
- Lead on effective performance management of all staff.
- Lead on student access and engagement to high quality extended learning opportunities.
- Lead on family and community engagement.
- Lead on learning and opportunity beyond the classroom.
- Create effective quality assurance opportunities.
- Undertake the professional duties of the Headteacher during her absence.
- Duties and responsibilities of the post will change over time as requirements and circumstances change. The post holder will be required to carry out such other duties consistent with the post and as directed by the Headteacher.

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### **Qualities and Knowledge**

- Holding and articulating clear values and moral purpose, focused on providing a world class education for students.
- Demonstrating optimistic personal behaviour, positive relationships and attitudes towards all stakeholders.
- Leading by example - with integrity, creativity, resilience and clarity- drawing on own expertise /skills, and that of others.
- Sustaining wide, current knowledge and understanding of education locally, nationally and globally, and pursuing continuous professional development.
- Working with political, business and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
- Communicate at every opportunity the school's vision and empowering all students and staff to excel.
- Use data and evidence-based research to make accurate and balanced decisions.
- Plan for effective change and review.
- Ability to use and calculate data as a measure of impact.

### **Students and Staff**

- Demanding ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on students' outcomes.
- Securing excellent teaching through an analytical understanding of how students learn and of the core features of successful classroom practice and curriculum design.
- Establishing an educational culture of 'openness' as a basis for sharing best practice.
- Creating an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identifying emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Holding all staff to account for their professional conduct and practice.
- Attend meetings and prepare reports for the Local Governing Body and Trust Board as required.

### **Systems and Process**

- Exercising strategic, curriculum-led and affordable financial planning to ensure the equitable deployment of budgets and resources to ensure positive student outcomes.
- Ensuring that the school's systems and processes are well considered, efficient and fit for purpose.
- Providing a safe, calm and well-ordered environment for all students and staff.
- Valuing excellent practice by establishing rigorous, fair and transparent systems and measures for managing the performance of all staff.
- Actively supporting the governing board to understand its role and deliver its functions effectively.

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### **The Self-Improving System**

- Working and collaborating across the Trust to improve outcomes for all students.
- Championing best practice and securing excellent achievements for all students.
- Developing effective relationships with colleagues in other schools, further and higher education and public services to improve academic and social outcomes for all students.
- Shaping the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Inspiring and influencing others to believe in the fundamental importance of education in young people's lives and to promote the value of education.

### **Safeguarding Children and Safer Recruitment**

- Maintain a collective responsibility, and an individual commitment to safeguarding and promoting the welfare of students and recruitment of staff.
- Ensure that the safeguarding policy is followed where there may be a concern.

### **General Duties and Responsibilities**

- Teaching the students assigned to him/her according to their educational needs, including the setting, marking and feedback of work to be carried out by the students in the academy or elsewhere.
- Provide cover teaching when required.
- Assessing, recording and reporting on the development, progress and attainment of all students.
- Supporting and promoting the school's provision of social, spiritual, moral and cultural opportunities.
- Promoting the general progress and wellbeing of individual students and of any class or group of students assigned to him/her.
- Providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions.
- Writing relevant records and reports.
- Maintaining records of and reporting on the personal and social needs of students.
- Communicating and consulting with the parents of students.
- Communicating and co-operating with relevant persons or bodies outside the school.
- Participating in meetings arranged for any of the purposes described above.

This job description is indicative in the first instance and precise roles and responsibilities will be agreed with the successful candidate at a later date.

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## Deputy Headteacher – Person Specification

Selection Criteria	Essential	Desirable
<b>Qualifications</b>		
Qualified Teacher Status	✓	
Good Honours Degree	✓	
Evidence of further professional study, for example: MA, NPQSL		✓
<b>Experience – The successful candidate will have:</b>		
School experience in more than one school		✓
At least 3 years' experience at senior leadership level	✓	
Understanding of key educational issues / change, combined with the ability to lead and co-ordinate their effective implementation	✓	
Successful and proven track record of innovation and leading change with a demonstrable impact on school improvement	✓	
A record of sustained progress in learning with improved outcomes for students	✓	
Successful line management of key areas of responsibility and holding others to account	✓	
Experience of developing quality assurance programmes and evidence of successful outcomes	✓	
Experience of effectively working with others including parents, Governors and external agencies	✓	
Experience as an outstanding teacher	✓	
Experience of successful school to school support		✓
Experience of budget setting		✓
Experience of HR Management		✓
Knowledge of whole-school budget management		✓
<b>Strategic Leadership – The successful candidate will have:</b>		
Ability to provide clear educational vision and direction	✓	
Ability to inspire and motivate all stakeholders	✓	
Evidence of developing effective strategies for school improvement	✓	
High level of involvement with school improvement planning and developing implementation plans	✓	
High level involvement in monitoring and evaluation procedures leading to clear impact	✓	
Ability to work in partnership with senior leaders and governors	✓	

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Ability to set challenging targets for children and staff	✓	
Ability to analyse and use pupil data on attainment and progress to raise standards	✓	
Secure knowledge of the Ofsted Inspection Framework	✓	
Understand the principles of effective teaching and learning	✓	
Use of assessment data management systems to improve standards	✓	
Successful experience of integrating British Values into school life	✓	
<b>Leading Teaching &amp; Learning – The successful candidate will have:</b>		
Successful experience of monitoring, evaluating and improving the quality of teaching and learning	✓	
Understanding the role and impact of assessment in children's learning	✓	
Secure knowledge of statutory requirements relating to curriculum and assessment	✓	
Experience of leading curriculum innovation	✓	
Successful experience of developing effective learning behaviours	✓	
<b>Leading &amp; Managing Staff – The successful candidate will have:</b>		
Ability to lead, manage and motivate across the school community	✓	
Ability to establish positive working relationships	✓	
Ability to plan, allocate, delegate, support and evaluate work undertaken by individuals and teams	✓	
Successful experience of identifying the need for, and leading, in-service training	✓	
Significant experience of taking a lead role in performance management of staff including leading lesson observations	✓	
Experience of dealing with staff when performance gives cause for concern	✓	
Experience of working with school governors	✓	
<b>Managing Resources – The successful candidate will have:</b>		
Successful experience of managing budgets	✓	
Ability to manage, monitor and review available resources, ensuring value for money	✓	
Budgetary management at whole-school level		✓
Experience of recruiting and deploying staff	✓	

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## Application & Interview Process

Application forms must be received by **9:00am, Wednesday 28 February 2024.**

**Interviews will take place on 20 and 21 March 2024.**

Applicants are welcome to visit the school before submitting their application. If you would like to do this please contact Diane Murphy, HR Officer, via [recruitment@greenbankhigh.co.uk](mailto:recruitment@greenbankhigh.co.uk) 01704 567591 ext 124.

**Southport Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check. At least one member of our recruitment team for this post is Safer Recruitment trained and we adhere to Southport Learning Trust's Recruitment and Selection Policy for Employees and Volunteers.**

We are proud to have an organisational culture where employees with varying perspectives, skills, life experiences and backgrounds – the best and brightest minds – can work together to achieve excellence and realise individual and organisational potential.

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