



DEPUTY HEAD

SEPTEMBER 2024

An exciting opportunity has arisen to join our forward looking, ambitious and happy school.

We are seeking to appoint a vibrant and dynamic Deputy Head to join our very successful Leadership Team.

We are looking for someone who is ambitious, not only for themselves, but also for those in the broader school community – who has ideas and is able to turn vision into reality – and for someone who also has outstanding personal and professional qualities.

It is an exciting time for an ambitious individual to be joining the Senior Leadership Team with the appointment of a new Headteacher for September 2024.

Dear colleague,

Thank you for your interest in the post of Deputy Headteacher - Director of Character Education and Personal Development at King Edward VI Handsworth School for Girls.

The position has become available due to promotion of the Deputy Headteacher to the post of Principal within another Academy Trust for September 2024. We are seeking to appoint someone to join our Senior Leadership Team who has high expectations of themselves, colleagues and students and with the energy and determination to make a difference. The successful candidate will be strategic, reflective and positive; someone who motivates and inspires confidence; a clear communicator who is collaborative and builds strong relationships. We are looking for a colleague who will share our positive, hardworking ethos and be committed to developing students.

We welcome applications from successful Senior Leaders with experiences that will enable them to advance character education and personal development. There is some flexibility regarding the specific responsibilities of the role depending on the experience, skills and strengths of the successful applicant. We do not have any preference regarding your subject specialism.

Students at Handsworth are highly motivated, have a thirst for knowledge and a desire to learn. Whilst we have a long history of excellent GCSE and A-level results, we provide students with so much more than mastery of examination syllabuses. Students are encouraged to embrace challenges and build their resilience.

There is strong pastoral support, and alongside the individual care given to students, there is strong focus on safeguarding and wellbeing. We celebrate diversity and through the assembly, tutor time and PSHCE programme, we build an understanding, kind and respectful ethos. We are looking to maintain our inclusive approach and develop character education to further support students. The wide variety of extra-curricular activities on offer at the School enable students to develop their existing skills, discover new ones and broaden their horizons. There are numerous opportunities including sport, music, drama, Duke of Edinburgh, STEM and various student-led clubs and activities. There are numerous residential trips including NASA in Texas, ski trips and trips to France and Germany.

The Senior Leadership consists of a Headteacher, two Deputy Headteachers, five Assistant Headteachers and a SENDCO. This is an exciting time to join the Senior Leadership Team with the appointment of a new Headteacher for September 2024 and the development of a new 3-year strategic plan. You do not need previous experience of a grammar school setting (either as a teacher or a student) to apply for this role. Our staff have a range of teaching backgrounds with many coming from co-educational and/or comprehensive settings. This is a really supportive and happy environment in which leadership, teaching and support staff work together to provide students with a high quality, broad and balanced education.

We have fantastic results (In August 2023 our Progress 8 was 0.6 and Ebacc entries were 82%. GCSE grades were 67% Grades 7-9 and at A-level 64% of grades were A*-B and we continue to reflect on ways we can improve.

We recommend that you visit the school prior to application at one of the designated times. Thank you for taking the time to consider King Edward VI Handsworth School for Girls and we look forward to receiving your application.

Yours sincerely

Miss C Berry
Interim Head

Mr D Goodwin
Head Designate



KING EDWARD VI HANDSWORTH SCHOOL FOR GIRLS

JOB DESCRIPTION – Deputy Head: Director of Character Education and Personal Development

Grade: Hours: Responsible to:	L18-22 Full time Headteacher
Main Purpose:	<ul style="list-style-type: none"> The postholder will be the member of the School Leadership Team responsible for Character Education and Personal Development at King Edward VI Handsworth School for Girls. They will have responsibility for delivering a strategy, which will develop pupil character through participation, partnership and the curriculum. They will oversee a programme of personal development that explicitly promotes the acquisition and strengthening of virtues: the traits that sustain a well-rounded life and a thriving society. In addition, the 'Deputy Head: Director of Character Education and Personal Development' will be responsible for ensuring equity and equality of opportunity for all students at the School.
Character Education:	<ul style="list-style-type: none"> To be responsible for the strategic oversight and continuous improvement of a Personal Development Curriculum through work with the Senior Leadership Team and teaching staff, reviewing current provision, ensuring that statutory responsibilities are met, and that national and local initiatives are incorporated appropriately. To lead the strategy for Character Education across Years 7-11 and measure the impact of this.
Personal Development:	<ul style="list-style-type: none"> To design and implement a careers strategy that meets the Gatsby benchmarks and encourages students to consider a broad range of options and opportunities which fit with their needs, skills, ambitions, interests and character. To co-ordinate the extra and co-curricular provision at the School including alternate Wednesdays for students. To oversee and plan the Equality, Diversity and Inclusion strategy. To regularly engage with current research and disseminate to staff to ensure the School remains at the forefront of exceptional personal development provision. To develop a structure for student leadership in Years 7-11. To work collaboratively with the Assistant Head (Safeguarding and Pastoral Care Y7-11) to design a model of rewards and sanctions across the School. To promote activities, which ensure that pupils are prepared for life in modern Britain and understand how to be responsible, active citizens that contribute positively to society. Lead the strategy and review SMSC and British Values in the curriculum, liaising with the Subject Leader for PSHCE. To be responsible for the design, implementation and oversight of charity initiatives and activities across the School. As the Educational Visits Coordinator, promote and approve the delivery of extra-curricular trips, ensuring a broad and varied range of opportunities are available and accessible by all. To support the work of the Headteacher in building strong partnerships with businesses, charities, arts and sporting organisations and universities across the West Midlands. To lead in the design, implementation and management of a House System. To have oversight of SEND provision and line manage the SENDCO. Line manage Assistant Headteachers

	<ul style="list-style-type: none"> • To lead a strategic approach to parental engagement. • To liaise regularly with student groups.
Senior Leadership Responsibilities:	<ul style="list-style-type: none"> • Teach within your specialist subject area and/or such other subject areas as may reasonably be required (c.10 hours per fortnight). • To carry out daily SLT duties which promote a purposeful and safe environment for all students. • Carry out 'Front of House' duties at school events as directed by the Headteacher as well as involvement in the planning of such events. • Where required, deputise for the Headteacher in their absence. • Assist the Headteacher and SLT in producing the annual School Development Plan and Self Evaluation Form (SEF). • Oversee staff adherence to the School's Code of Conduct. • Deliver Whole School Assemblies each term. • Attend Senior Leadership Team meetings and other Leadership Team meetings as appropriate. • Attend Full Governing Board meetings when required. Take part in the recruitment process for school staff as directed by the Headteacher. • Review the performance of members of staff in line with the School's Professional Review and Development system. • Working with the Deputy Head (Curriculum) oversee the strategy for Staff Wellbeing/Workload. • Act as the Senior Leadership Team (SLT) 'Link' for three/four academic departments.
Continued Professional Development:	<ul style="list-style-type: none"> • Take part in the school coaching and CPD offer. • Take personal responsibility for identification of learning, development and training opportunities in discussion with the line manager. • Lead professional development and training for staff on character education and personal development as required.
Support for the School:	<ul style="list-style-type: none"> • Participate in the performance and development review process and carry out performance reviews for the staff you line manage. • Be aware of and comply with all school policies and procedures in particular relating to safeguarding, health and safety, confidentiality, data protection and the staff code of conduct reporting all concerns to an appropriate senior member of staff. • Ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background. • Contribute to the school ethos, aims and development/improvement plan. • Work as part of a team, appreciating and supporting the role of other people within the team. • Attend and participate in meetings as required.

PERSON SPECIFICATION

REQUIREMENTS FOR THE ROLE	Essential = E Desirable = D	Evidenced by: A = Application I = Interview R = Reference
QUALIFICATIONS		
Honours degree or equivalent.	E	A
Qualified Teacher Status.	E	A
A range of professional development during the last three years.	E	A
Postgraduate qualification (M.A, PHD, NPQSL, NPQH or similar).	D	A
Up to date safeguarding training.	E	A
EXPERIENCE		
Experience of working in more than one school.	D	A
Experience as a Senior Leader or Assistant Head.	E	A
Proven record of exemplary teaching which has ensured good/outstanding progress for students across the full ability range.	E	I/R
Secure knowledge and understanding of all personal development, behaviour and attitudes requirements, new accountability frameworks and the national agenda in relation to this.	E	A/I
Evidence of leading change and innovation successfully	E	A/I
Experience of monitoring and evaluating an area of the school.	E	A/I
Knowledge and understanding of the Ofsted Framework for Behaviour and Attitudes and Personal Development.	E	I
Experience of leading CPD at a whole school level.	D	A/I
Ability to build a culture and environment of trust, high performance and accountability.	E	I/R
VALUES AND LEADERSHIP QUALITIES		
Strong, visible and collaborative leader with the vision, authority and energy to inspire, motivate and empower people and teams.	E	I/R
A strategic thinker and leader with outstanding analytical and planning skills.	E	I/R
Strong alignment with the values of the School and King Edward VI Academy Trust and its mission to widen access and improve the life opportunities of the children of Birmingham.	E	I

Ability to work through challenges, take difficult decisions and exercise sound judgement with integrity.	E	I/R
KNOWLEDGE AND SKILLS		
Ability to analyse data, develop strategic plans, monitor and evaluate progress.	E	I/R
Excellent written and spoken English.	E	A
Exceptional and versatile interpersonal and communication skills.	E	I/R
Excellent personal organisational skills and the ability to prioritise workload and work to specific deadlines.	E	I
PERSONAL QUALITIES		
Strong interpersonal skills, emotional intelligence and empathy.	E	I
A 'can do attitude' and an ability to solve issues as and when they arise.	E	I
A calm demeanour and the ability to work well under pressure.	E	I
A commitment to the protection and safeguarding of children and young people.	E	I/R
A commitment to equality, equity, diversity and inclusion.	E	I
Complete professionalism at all times.	E	I/R
Willing to undergo training and learn new skills as necessary.	E	I
Honesty and integrity	E	I/R

How to Apply

- Complete the Academy Trust application form from our School website www.kingedwardvi.bham.sch.uk
- Your application should include a statement, of no more than two sides of A4, addressing your reasons for applying for this post, address the requirements of the job description and person specification to outline your professional experiences, skills and strengths and how they are suited to the demands of this role.
- Completed applications should be emailed to vacancy@kingedwardvi.bham.sch.uk
- The closing date for applications is 9.00am on Monday 13th May 2024.
- Interview dates are Monday 20th May and the second day for shortlisted candidates would be Tuesday 21st May.
- You may arrange to visit the School at one of the following times and should contact Mrs S Harvey, P.A. to the Headmistress, to arrange a visit at one of the allocated times:
 - Friday 3rd May at 2pm, Tuesday 7th May at 10am, Thursday 9th May at 9am.