



# Appointment of Deputy Headteacher

September 2024

# Welcome from the Head



The school has undergone a great deal of change since I arrived in 2018. Some of these changes have been as a result of our own analysis and reflections on what we needed to do better, some have come about through the amazing new building project, and others have evolved as we have addressed our vision, ethos and purpose as educators.

As we have built our vision, we have demonstrated our commitment to our students' growth and success. It's my belief that each student entrusted to our care deserves not just an education, but an enriching journey filled with boundless opportunities and transformative experiences. My passion lies in enhancing the quality of teaching and learning, ensuring that every student flourishes under our guidance. Together, we aim to shape a future where every individual is empowered to thrive and reach their fullest potential.

We want our students to **ASPIRE**; to want to be the best they can be, to seize opportunities, be prepared to take risks and not be frightened of failure. We want them to **INNOVATE**; to think outside the box, be creative and curious, to be proud of who they are and to be able to work both collaboratively and independently.

We want them to show **RESPECT**; to be thoughtful and kind citizens who support each other, members of our school and local community.

Our motto, **Ad Astra**, to reach for the stars, represents the high expectations that we have for each member of our school community. Having dreams, goals, targets and a vision is an important driver to help keep us all motivated and make the learning journey purposeful and exciting. We want excellence in everything and we support and encourage everyone to be the best they can be in all that they do.







## Who We Are

- › We are a 11-16 comprehensive school
- › We are a 7 form entry, 210 PAN
- › We are central to Redhill and have great access from the train station, easily accessible to the coast and London
- › We are in SESSET along with The Ashcombe School and Therfield School
- › Our last Ofsted Inspection was rated 'Good' in May 2023
- › Our students make good progress and we continue to work hard to ensure their outcomes continue to improve

*"Pupils are proud of their school. They know that the staff work very hard to support them"*

(Ofsted 2023)

# The Role

We are seeking to appoint an enthusiastic, innovative and ambitious leader eager to join us in our mission to continue our school improvement journey.

We are looking for someone:

- who is an aspiring Headteacher
- who has a proven track record of leading whole school initiatives, managing change and implementing whole school-evaluation
- who is an analytical and strategic thinker with the capacity to lead on data, academic target setting and intervention strategies, leading to strong outcomes for all students
- who has the ability to deputise in the absence of the Headteacher
- who has the ability to use research to drive all aspects of school improvement
- who is an outstanding classroom teacher
- who has an innate ability to know what outstanding teaching and learning looks like and can bring about change in practice where needed
- who has the skills and ability to inspire and motivate staff, students and other stakeholders
- who has initiative and ideas, who is flexible, creative and good humoured with a integrity and a strong ethical and moral purpose for leadership

This is an exciting opportunity for an ambitious educator who can demonstrate they have the ability to take on agreed responsibilities to support the strategic direction of the school.



# Benefits

- > **Above average PPA** allocation
- > Strong Induction Programme
- > Great CPD and training opportunities
- > Teaching staff **finish early on Fridays**
- > Two-week October half term
- > ECTs paid from June throughout summer for a September start
- > Opportunities to **accompany visits locally, nationally and internationally**, such as skiing in Italy, hiking in Morocco and community project work in Uganda
- > Modern, spacious and well-equipped staff room and teaching spaces
- > On-site parking
- > Confidential membership of Smart Clinic, our employee support service that covers legal, health, financial and lifestyle support for all staff
- > Annual pay progression within your pay grade
- > Laptops for all teaching staff and tablets for all teaching assistants
- > Start the day with free morning porridge!
- > Complimentary refreshments when attending evening events such as Parent-Teacher meetings and Open Evening
- > £1000 finders fee for staff who recruit other appropriate staff for us
- > London Fringe Allowance
- > **Annual flu vaccinations**
- > Paid lunch duties available

“Our people really are what sets us apart, with a warm and positive culture that challenges and supports us to be our best every day.”

“Our holistic approach is evident in our innovative Excellence Programme designed to provide cultural capital, a beautiful Ecology Area that stretches alongside the Earlswood brook where we run our Forest School, and extensive enrichment opportunities.”



# Role Description

**Post Title:** Deputy Head  
(key responsibilities to be agreed once appointed)  
**Line Manager:** Headteacher  
**Line Management of:** Senior & Subject Leaders  
**Salary:** L20 to L24 Fringe

**Aim:** To support the day to day running of the school in the absence of the Headteacher and Senior Deputy Headteacher. To support the overall ambition to improve outcomes and opportunities for all of our students.

## Key Accountabilities

These accountabilities are based on the professional responsibilities of teachers outlined in the School Teachers' Pay and Conditions Document (STPCD). They are supplemented as relevant by reference to the DfE Teachers' Standards (2012).

## General Responsibilities

- To interpret the range of available data, across all aspects of the school and translate this into priorities for school improvement
- Support the Head in dealing with complaints made of staff or students, delegating where appropriate
- To support with the maintenance of high standards of behaviour, appearance and performance and the promotion of all-round school improvement
- Support all events relating to life in the school including: inductions, assemblies, Parents' Evenings and other relevant information evenings, social and cultural events. Demonstrate a 'whole-school' approach towards school life
- To ensure that within your remit the management, finance, organisation and administration of the school supports its vision and aims
- To participate in and lead on, as appropriate, the appointment of staff
- To be a strong, collaborative, positive, well-informed, credible and solution-focussed school leader
- Provide a high profile professional model for others, clearly demonstrating effective teaching, classroom organisation and display high standards of achievement, behaviour and discipline; demonstrate personal commitment to quality and excellence, and resolution in achieving them.

- To work within the Senior Leadership Team to create, implement and review whole school policies and procedures
- To promote Equal Opportunities at the school
- To facilitate the smooth day to day running of the school as a positive, vibrant learning environment where all students are encouraged to take responsibility for their own learning and behaviour
- To develop partnership working with governors, local authority staff, local and wider community and outside agencies as appropriate, and contribute to Governing Body and other meetings as required
- To undertake professional conversations around performance and offer mentoring / coaching, as necessary to staff.
- To lead on aspects of whole staff continued professional development as appropriate;
- To undertake any professional duties delegated by the Headteacher and deputise for the Headteacher as and when required.

## Teaching

- The post will have a teaching allocation of between 10 - 12 periods/fortnight
- There may be a need to teach out of subject depending on staffing across the school

## Safeguarding

- The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS)
- Carrington School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

*This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the duties listed above are in no order of priority and are not exhaustive. The job description or the duties therein may vary or be amended from time to time without changing either the level of responsibility or the financial remuneration associated with this post.*



# Person Specification

The successful candidate will need:

## Qualifications & Training

- Qualified teacher status
- Relevant specialist qualifications in subject
- Have undertaken further professional qualifications or training
- Commitment to CPD and improving practice through reflection
- Thorough knowledge and understanding of curriculum, assessment and examination requirements and developments within a number of subject areas
- Successful teaching experience across a range of student abilities within secondary school(s)
- At least 3 years experience as a senior leader

## Personal Attributes

- Excellent communication skills with the ability to relate well to students and adults
- Integrity, honesty, consistency of approach and a respect for others
- Energy, enthusiasm, determination, aspiration and an insistence on high standards
- Leadership by example
- To be able to work under pressure, prioritise and manage time effectively
- Good health and attendance record
- Stamina to cope with the demands of the job

## Educational Philosophy

- Commitment to an inclusive education
- Commitment to the concept of lifelong quality first teaching and learning
- Commitment to a school culture sensitive to ethical values, spirituality in its broadest sense and celebration of the achievements of all

## Skills & Abilities

- To teach lessons which consistently meet or exceed the Teacher Standards
- Exemplary knowledge of what makes effective teaching and learning
- To be successful in using a variety of strategies to engage students and promote a stimulating environment
- To work well in a team, contributing ideas and supporting the school development plan
- To know what a great lesson looks like and be able to support and guide staff to achieve this consistently
- Ability to motivate staff, students and parents/carers
- To be a confident and innovative user of IT as a teaching tool
- To contribute to the wider life of the faculty and whole-school, supporting extra-curricular and intervention initiatives

Aspire Innovate Respect





Closing date for applications is  
**12 noon on**  
**Monday 13 May 2024**

Interviews will be held on:  
Monday 20 May 2024

For an informal discussion about the  
role please contact the HR manager,  
Karen Ehren  
[kehren@carringtonschool.org](mailto:kehren@carringtonschool.org)







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