



QUEEN'S PARK HIGH SCHOOL



Post of: Deputy Headteacher Application Pack

Full-time, permanent contract to start September 2022

Salary Grade: L17-L21

Closing Date: Monday 23rd May 2022

Inspiring Individuals • Empowering Minds • Defining Futures



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Our Vision



As a school, Queen's Park High has ambitious outcomes for all its students and we aim to provide the very best learning and personal development opportunities for every young person that we serve. Our vision is founded upon the following principles:

- *Inspiring Individuals*
- *Empowering Minds*
- *Defining Futures*

Inspiring Individuals

We value the uniqueness of everyone in our school, and we have committed to make excellence in teaching the core value of our school, so that all members of our community are inspired to learn and achieve.

Empowering Minds

We believe that everyone has ideas to share, aspirations to realise, and opinions that matter. It is our mission to liberate young people to think freely, without constraint and beyond limits.

Defining Futures

In all that we do, we are guided by the knowledge that the foundations of every young person's tomorrow are laid today. By achieving excellence in all that we do, we aim to make today's young people tomorrow's era defining leaders, thinkers and pioneers.



“ Leaders and staff have high expectations of all pupils. ”
Ofsted 2020



Headteacher's Welcome

POST

Deputy Headteacher

Dear Candidate

On behalf of the students, staff and governors of Queen's Park High School can I thank you for your interest in our school. It's a very special place and we are justifiably proud of it, but with your help we know it can be even better. Students, staff and governors share a boundless ambition to be the best we can be and we are constantly searching for new ways to secure the best possible outcomes for all our young people.

Queen's Park High School, an academy within The Learning Trust, beautifully located to the south of the River Dee in the heart of Chester. We work in partnership with Christleton High School, Chester International School (CIS) and Belgrave Primary School to serve young people, to educate, enlighten and give them the expertise and confidence to succeed. More information about The Learning Trust can be found at <https://www.tltrust.co.uk>

Our expectations in terms of achievement and behaviour are very high. If our students are to reach their full potential as responsible citizens, we believe there has to be a culture of mutual respect, honesty and understanding; a culture which is at the heart of our school community.

We have hard-working, committed and dedicated staff, who regularly go above and beyond to ensure that all our students enjoy their learning, feel safe and are able to achieve to their full potential.

In January 2020 we received our first full inspection as a new academy since our conversion back in 2017. We are extremely proud that we are now officially rated as a 'GOOD' school. Whilst we felt very strongly that this was the case, this judgement brings welcome recognition and validation of all the hard work which has taken place across the school over recent years.

QUEEN'S PARK HIGH SCHOOL IS A "GOOD" SCHOOL 2020



"Leaders and staff have high expectations of all pupils"

"Pupils take part in many activities, which help to develop their confidence and resilience"

Ofsted 2020





Headteacher's Welcome

Continued...

Our strategic school objectives 2021-2023 are outlined below:

1. To ensure effective reading and literacy strategies are deployed across the curriculum to ensure students can effectively access the curriculum.
2. To ensure improved outcomes for all students, in particular for those who are disadvantaged & SEND.
3. To ensure student behaviour allows for effective teaching and learning.
4. To improve the attendance of students who are disadvantaged & SEND.
5. To ensure that a coherently planned and effectively delivered curriculum meets the needs of all students in particular those who are disadvantaged & SEND.
6. To ensure learning is deeply embedded in memory through quality teaching across all Key Stages to ensure students are effectively prepared for examinations and assessments post COVID.
7. To improve the provision within Sixth Form to ensure it is good as per the criteria in the Ofsted handbook.

The current Senior Leadership Team has experience and expertise in a wide range of areas. As Deputy Head, you will have a wide remit, supporting colleagues as and when appropriate, and encouraging their leadership of their own designated areas of responsibility. The specific role and areas of responsibility for this position, will be decided on the strengths of the candidate.

I hope that this application pack gives you a flavour of the many qualities and strengths of our school. As a prospective member of staff, I hope you are interested in applying for this post. Please complete an application form, available to download from the vacancies page of our website, together with a supporting letter of no more than two sides of A4, explaining why you believe you are the right person for the job.

The deadline for receipt of applications is 9.00am on **Monday 23rd May 2022**.

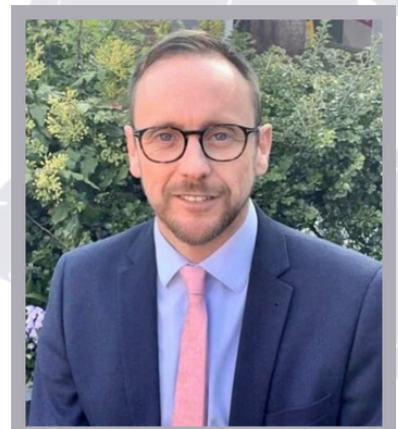
Please email your completed application to: jobs@qphs.co.uk

Interviews will take place on:

Wednesday 25th and Thursday 26th May 2022

We look forward to welcoming you to Queen's Park High School.

Tom Kearns
Headteacher



About Us

*Prepared
Engaged
Respectful*

Queen's Park High School is an inclusive school, where students are nurtured and supported to grow into active and responsible citizens. We have 3 basic principles on which we build our expectations and the pastoral team work alongside curriculum staff to ensure that all students focus on these principles which are:

Prepared • Engaged • Respectful

All members of teaching staff are allocated a role as a form tutor, which we believe is a fundamental key role within our school. Tutors are key members of staff who, by interacting with their tutees every day will be key in setting and maintaining high standards and expectations with their tutees. Tutors move with their groups through the school and are able to know students and families well. This means that they can recognise the strengths of each child, support and intervene where needed and celebrate success, both in and outside of school.

Each Key Stage is led and managed by a Key Stage Lead and supported by Assistant Key Stage Leads. We also have a small number of experienced non-teaching staff who support behaviour and wellbeing.

We believe that building and developing positive relationships are key to our core values and to building the community that is Queen's Park High School.



“ The atmosphere in the school is calm and welcoming. ”
Ofsted 2020

Our Curriculum

Our curriculum is the beating heart of our school and central to our provision. We aim to provide our students with a world class academic and personal development curriculum.

We want all of our students to be able to experience an innovative and dynamic curriculum that prepares them to take their place in the world of work, as articulate, literate and confident adults. At every level, and in every subject, our mission is clear: we want every child to discover their aptitudes and talents; to be supported to maximise their potential; and to achieve their very best.

Full details about our curriculum can be found on our website: www.qphs.co.uk



About Us

“ Pupils enjoy coming to school. ”

Ofsted 2020

Key Stage 3

In years 7 to 9 students are taught in ability sets in the core subjects of English and Maths, and in mixed ability groups in Science. They follow a broad and balanced curriculum including subjects such as: Art, Drama, Geography, History, ICT, Music, PE, RE, Spanish and Technology. These foundation subjects are taught in mixed ability sets to foster a sense of co-operation and collaboration between students. Cycles of learning and assessment points are carefully planned to ensure KS3 prepares students in the best way possible for the start of their GCSE courses. There is a well-developed and comprehensive guidance programme around option choices in Year 9. Students and parents are well informed, supported and consulted to ensure the right choices are made by each individual student to enable them to be successful in their GCSEs.

Key Stage 4

In years 10 and 11 students have carefully completed their option choices. We offer a wide range of GCSE qualifications well suited to students' interests and aspirations. We offer all the EBacc subjects of: Geography, History, Computer Science, French and Spanish. This is in addition to the prescribed core curriculum of: English, English Literature, Maths, PE, RE and Science (including the option of separate GCSEs in Biology, Chemistry and Physics). Additionally students can choose from a wide range of other options, including: Art, 3D Design, Drama, Food Technology, Music, Photography, RE, Sports Studies and Triple Science. Students are taught in ability groups in core subjects.

Key Stage 5

In years 12 and 13 the majority of our students choose to continue their studies here in the Sixth Form once they have completed Year 11.

Alternatively we support students to move on to full time college places or to take up an apprenticeship within the local and surrounding area.

We have a strong track record in preparing students for Higher Education and our Key Stage 5 curriculum offers a wide range of courses at Level 3 including traditional A Levels, alongside vocational BTEC courses in a variety of subjects. For further information about Queen's Park High School's Sixth Form, please visit our website or request a copy of our Sixth Form prospectus.



“ Leaders want pupils to become well-rounded individuals who understand the wider world. ”

Ofsted 2020

About Us

“ We learn a lot about working together in teams and challenging ourselves to do things we didn't always think we could. ”
Ben, Year 8 Student

Creative Curriculum

As a former Specialist Visual Arts College we benefit from an exceptional range of teaching resources, facilities and opportunities to deliver art education at an extremely high level.

Facilities include: two art studios, a ceramic studio, sculpture garden and art gallery. Our highly experienced staff deliver well-established and popular courses in the visual arts which represent the enthusiasm and diverse interests of our students. Results in the visual arts overall are frequently exceptional and the work of our students is regularly exhibited in our art gallery.

Perhaps the highlight of our performing arts calendar is the annual school production. With over 20% of the school population involved, it is clear to see how this popular extra-curricular opportunity is as successful as it is.

With students auditioning for roles from September, the six-month process challenges everyone involved to work incredibly hard as a member of a highly motivated and successful team which involves students from Year 7 right the way through to Year 13.



Students who are interested in the technical and backstage aspects of the production begin their work in October, with a range of opportunities available making use of our professional theatre equipment. Previous productions include: Hairspray, Fame, Beauty and the Beast, Les Misérables, Disco Inferno, Little Shop of Horrors, Rock of Ages, School of Rock, Grease and We Will Rock You.

In addition, students from all years have the opportunity to experience the arts internationally with recent trips to Colombia, West Coast America and New York enriching our curriculum.



About Us

Enrichment

At Queen's Park High School, we offer a wide range of extra-curricular activities, including sport, recreational and the performing arts, many of which take place at lunchtimes or after school.

In addition, we finish early on Tuesday afternoons to provide a further optional enrichment programme which is reviewed and changed each term.



Rowing at Queen's Park High School

As one of only four state schools in the country to have its own boathouse, we are immensely proud of our rowing club and its achievements. Our rowers regularly and successfully compete at a national level. In 2018 our rowers competed against over 70 teams to win gold and bronze medals at the British Rowing Junior Championships in Nottingham. Former rowers at the club have also been invited to join the Olympic GB training camp. Dry activities take place in our specialist fitness suite with water-based activities taking place throughout the week all year round.

“Pupils take part in many activities, which help to develop their confidence and resilience.”
Ofsted 2020

About Us

Our Staff

Our culture of continuous learning and development applies to our staff as well as our students. On Tuesday afternoons the school day finishes at 2pm allowing staff to engage in our highly effective CPD programme. This programme includes a whole range of CPD workshops and sessions focusing on: pedagogy and practice, safeguarding, leadership development and time ring-fenced for independent study and professional growth. It also facilitates regular meeting time for departments to share best practice and focus on the development of teaching and learning in subject areas.

Early Career Teachers

We offer an enhanced package of support for all of our Early Career Teachers (ECTs) which follows the Early Career Framework. Our delivery partner, Best Practice Network, facilitate a whole range of supportive modules to enhance the growth of professional skill sets including approaches to behaviour management, assessment and curriculum development.

“*There are many opportunities for professional development that are led by supportive leaders. There is an overwhelming sense of community spirit which runs through staff and students and this has helped me to settle in quickly and easily.*”

Emily, Teacher of Geography

We believe, that our ECTs learn best from each other and as such, offer two additional opportunities for sharing best practice and the development of professional skill sets:

- Weekly meetings with the Assistant Head for Teaching and Learning to share best practice and talk through the latest developments in pedagogy.
- Half termly meetings for ECTs and RQTs together to reflect on innovative practice and develop bespoke CPD sessions for the rest of the teaching staff.



“*I have had incredible support at Queen's Park High School as an ECT. Everyone is ready to help out and nothing is too big of an ask. The CPD and constant support have helped me to develop my teaching practice this year and I feel that working at Queen's Park for my ECT years will help me to form a strong foundation for my entire teaching career.*”

Heather, MFL ECT

About Us

Partnership with Parents

Our highest priority is to ensure that students are happy, safe and supported in school and we can only achieve this through a close partnership with parents and carers.

We recognise the importance of excellent communication between home and school to encourage closer links and better understanding. This is facilitated through Parents' Evenings, the school website, newsletters, e-mails, text messages and social media. As a result of this Queen's Park High School was announced winner of the Communication Award at the Trinity Mirror Cheshire Schools Awards 2018.

All parents can access real time student data online through EduLink One, including: registers, homework assignments and assessment information. We encourage our parents to access this information and to regularly discuss how things are progressing in school with their child. Parents also receive information about their child's assessment grades each term and a summative report annually.

The school also has a very committed Parent Teacher Association (PTA) which actively supports both the school and our students.



“ I'm so happy I picked Queen's Park High School for my daughter who is going into Year 8 . . . Queen's Park High School is just the best in every way. ”
Year 7 Parent



Further information

To find out more about school life at Queen's Park High School and keep up to date with all our news and events, please visit our school website and read our termly newsletters:

<https://www.qphs.co.uk/newsletters>
or follow us on social media:



www.qphs.co.uk



@qphschester



@qphschester



QPHS Chester

Job Description



Role: Deputy Headteacher
Responsible to: Headteacher

CLOSING DATE

9.00am
 Monday 23rd May

Main Objectives

- To support the Headteacher, maintain the vision and direction for the school and ensure that the school's vision and core values are clearly articulated, shared, understood and acted upon effectively by all.
- To help formulate the aims and objectives of the school and implement the Strategic School Development Plan (SSDP)
- To maintain the school SEF
- To help establish and review policies through which the aims and objectives of the SSDP may be achieved
- To help monitor student progress and attainment
- To contribute to the raising of standards of student progress and attainment across the whole curriculum

Leadership

- To support and deputise for the Headteacher
- To lead and inspire departmental / pastoral / extra-curricular initiatives within the whole school vision for school improvements
- To ensure the highest quality of teaching and learning
- To contribute to the formulation of whole school strategic development planning and to lead colleagues in its implementation
- Develop the leadership capacity of both senior and middle level leadership through coaching and challenge.
- To participate in formulating school aims and objectives and policies
- To ensure all whole school policies are adhered to
- To assist in recruitment and retention of staff, fostering good relationships and encouraging good working practices
- To contribute to establishing core values of the Senior Leadership Team (SLT) and their practical expression
- To attend SLT, Governing Body and other meetings, leading / supporting where appropriate to role
- To liaise with Governors and outside agencies
- To support and assist the SLT with curriculum design and implementation

Job Description



Management

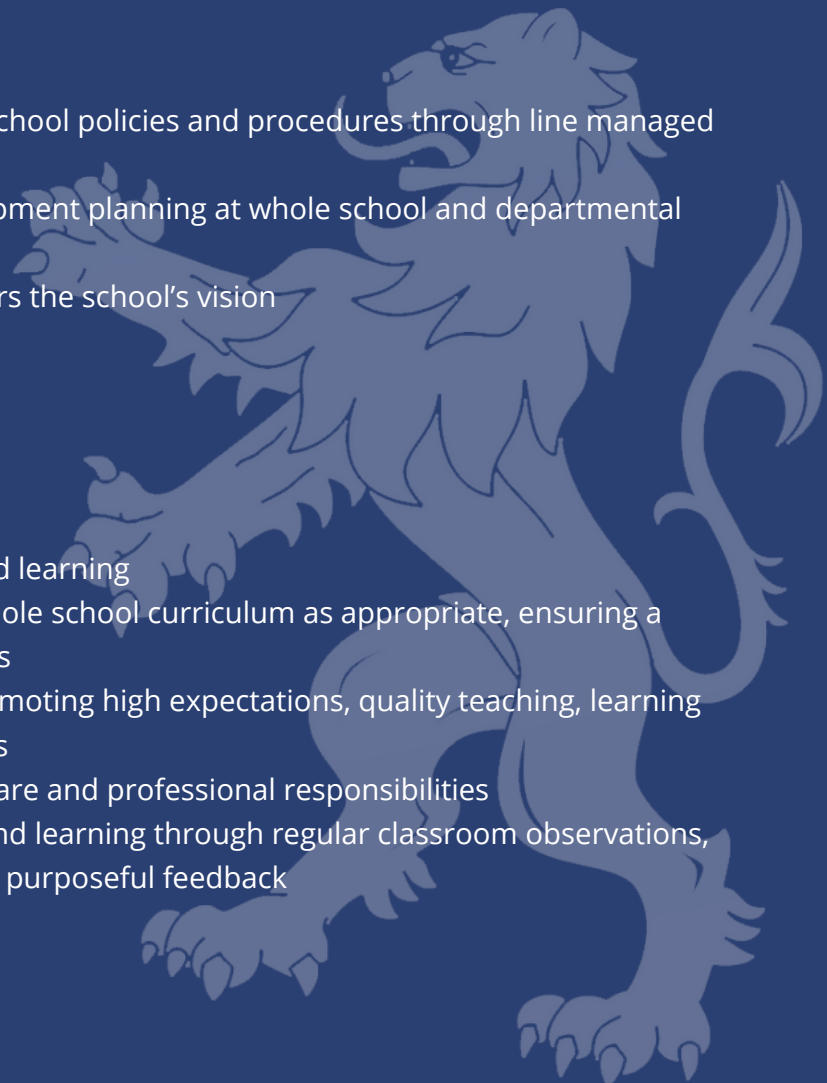
- To uphold the school's Behaviour policy and ethos
- To facilitate the smooth day to day running / operation of the school
- To be an integral and effective part of the whole school duty system
- To ensure effective communication across all aspects of the school and with all stakeholders
- To participate in the monitoring and evaluation of teaching, learning and assessment, together with effective school performance
- To strive for the highest possible standards of student behaviour, learning and attainment for all students
- To provide data / information for the Headteacher and Governors as required
- To initiate and lead any change required within specific areas of responsibility
- To lead staff training as the need arises, and to contribute to school induction programmes.
- To support the performance management process (Appraisal) across the school

Operational/Strategic Planning

- To oversee implementation and review of school policies and procedures through line managed responsibilities
- To work with colleagues to facilitate development planning at whole school and departmental level
- To ensure that teaching and learning delivers the school's vision
- To analyse data relevant to specific role

Teaching and Learning

- To foster creative responses to teaching and learning
- To contribute to the development of the whole school curriculum as appropriate, ensuring a focus on maximising success for all students
- To develop and support procedures for promoting high expectations, quality teaching, learning and assessment amongst staff and students
- To ensure all staff undertake their duty of care and professional responsibilities
- To monitor, review and improve teaching and learning through regular classroom observations, learning walks and book scrutinies and give purposeful feedback
- To plan, teach and assess allocated classes



Job Description

Communications

- To promote effective and fruitful relationships with outside agencies and the community
- To communicate information specific to the role to all stakeholders
- To foster good relationships with local schools and support transition
- To ensure that all colleagues are familiar with the school's aims and objectives
- To ensure effective communication / consultation as appropriate with the parents / carers of students
- To represent the views and interests of Queen's Park High School
- To lead the development of effective school links within The Learning Trust and other educational institutions and community
- To represent the school at events, conferences and meetings
- To promote the school at Open Days / Evenings

To undertake any other duty commensurate with role and as specified by Statutory Teachers' Pay and Conditions document not previously identified.

The current Senior Leadership Team has experience and expertise in a wide range of areas.

As Deputy Head, you will have a wide remit, supporting colleagues as and when appropriate, and encouraging their leadership of their own designated areas of responsibility.

The specific role and areas of responsibility for this position, will be decided on the strengths of the candidate.





Person Specification

Criteria	Qualities
Qualifications & Training	<ul style="list-style-type: none"> • Qualified Teacher Status • Degree • Working towards NPQH (desirable) • Achievement of a Certificated / Nationally recognised leadership qualification (desirable)
Experience	<p>Proven record of successful leadership at a senior level including:</p> <ul style="list-style-type: none"> • Demonstrable experience of successful line management and staff development resulting in raising of standards • Involvement in school self-evaluation and development planning • Developing and implementing a vision for improvement and success in current post • Responsibility for professional development / mentoring of colleagues • Development of partnerships with other schools, business and the community • Ability to demonstrate a range of strategies standards • Effective use and development of a wide range of strategies for managing dis-affection, poor behaviour and under achievement across the school (desirable) • Experience in several secondary schools, both in successful and underperforming or challenging circumstances (desirable) • Evidence of successful leadership and management in a challenging / underperforming school as a senior leader and able to demonstrate success in raising standards (desirable)



Person Specification

Criteria	Qualities
Skills & Knowledge	<ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Understanding of school finances and financial management • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships
Personal Qualities	<p>A belief that young people can be successful with appropriate support to challenge barriers to learning through:</p> <ul style="list-style-type: none"> • A commitment to getting the best outcomes for all students and promoting the ethos and values of the school • Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position. • Full engagement with inclusive and comprehensive education • An inherent belief in the importance of raising standards and life-long learning • Promotion of extra-curricular activities / educational visits / out of-school learning

Application Process

Timetable for the Appointment

The selection committee will consider applications and candidates selected will be notified as soon as possible thereafter and provided with more detailed information including the necessary paperwork to bring to the interview.

The Interview

During the interview process the applicants will be assessed to determine how they fulfil the requirements of the post and this will include a consideration of the applicant's suitability to work with children.

If the applicant is shortlisted, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

How to Apply

In order to promote fairness and consistency amongst applicants, only application forms fully completed will be accepted (please refrain from using "*please see attached CV*" when completing sections of the form). You may wish to provide further information on a separate sheet where space is limited on the form. However, should you have a disability that prevents you from completing an application form, please contact the school for advice.

Incomplete forms or a form containing gaps in the information provided may be returned for completion before it can be considered.



Our preferred method of receipt is by email to:

jobs@qphs.co.uk or
a.nancollas@qphs.co.uk

Alternatively, applications can be posted FAO:

Mrs A Nancollas
HR Administrator
Queen's Park High School
Queens Park
Chester CH4 7AE

Please endorse the envelope:
'Deputy Headteacher'

Interviews will take place on:
**Wednesday 25th and
Thursday 26th May 2022**

CLOSING DATE for applications: 9.00am on Monday 23rd May 2022

Additional Information



Referees

References will only be sought for those candidates who are invited to attend for interview. Applicants should provide details of two referees on the Application form, one of whom must be your current or previous employer. These referees will be contacted prior to interview as part of the pre-appointment checks.

Evidence of Eligibility to Work in the UK

In accordance with the requirements of the Immigration Act 2016, if you are invited to interview you will be required to produce evidence of your eligibility to work in the UK and you must bring original documents with you to the interview in the form of:

- A passport/national identity card confirming either British Citizenship or European Economic Area Nationality /or a valid work-permit to cover the role applied for or;
- A document from the Home Office confirming that you are allowed to work in the UK.

If you do not have any of the documents listed above you will need to discuss with the HR Administrator who will facilitate an alternative approach.

Verification of Educational/Professional Qualifications

You will be required to provide evidence of any educational or professional qualifications necessary or relevant to the post you have applied for.

Originals or certified copies must be produced. When these are not available, written confirmation of the relevant qualifications should be obtained from the awarding body.

Pre-Employment Health Declaration

All successful applicants upon offer of employment will be required to complete a pre-employment Health Declaration to ensure that they are both physically and mentally fit to carry out the role applied for. Health conditions should be declared to enable the consideration of reasonable adjustments.

Feedback

We welcome feedback on the quality and scope of our recruitment process.



Safeguarding

The Rehabilitation of Offenders Act

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2.5 years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.

This job is one of those to which the provisions of the above Act in relation to spent convictions, do not apply. Applicants must therefore disclose whether they have any previous convictions, whether or not they are spent.

Should an applicant have a criminal conviction, this will be discussed in confidence at interview. However only convictions that are relevant to the job in question will be taken into account. Failure to disclose any conviction could lead to an application being rejected, or, if appointed, may lead later to dismissal.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.



Disclosure and Barring Service (DBS)

Successful applicants will be asked to apply for a Criminal Record Check (Disclosure) from the Disclosure and Barring Service.

This job is subject to an Enhanced Disclosure which provides details of all convictions held on the Police National Computer Database, including current and spent convictions as well as details of any cautions, reprimands or final warnings. If a job involves working with children, the disclosure will indicate whether information is held on government department lists. There is an additional level of check which also includes a check on local police records.

A copy of the Disclosure and Barring Service Code of Practice is available on request. Further information about the Disclosure scheme can be found at <https://www.gov.uk/disclosure-barring-service>

A copy of the school's Safeguarding Policy can be found here:
<https://www.qphs.co.uk/attachments/download.asp?file=993&type=pdf>

Our Senior Leadership Team



Tom Kearns
Headteacher



Vacancy
Deputy Headteacher



Matt Yeoman
Assistant Headteacher
IC T&L / Curriculum



Dave Helsby
Operations Manager



Lisa Phillips
Associate Assistant
Headteacher IC Literacy,
PP Lead KS3



Ashley Jones
Associate Assistant
Headteacher IC Assessment,
PP Lead KS4



Sarah Williams
SENCO & Designated
Safeguarding Lead (DSL)

We look forward to welcoming you to Queen's Park High School