

Working in partnership with



Smith's Wood Academy

Application Pack Deputy Head of House

Job Advert

Job Description

Person Specification



Are you ready to join our team?

learning together, succeeding together

Welcome Letter

MRS K CRAIG
HEAD OF ACADEMY
SMITH'S WOOD ACADEMY
WINDWARD WAY
SMITH'S WOOD
BIRMINGHAM, B36 0UE
T: 0121 788 4100

Dear Applicant,

Thank you for your interest in our recently advertised post.

The Academy is currently in a transitional period; we are working relentlessly to improve standards. At Smith's Wood we aspire to be an outstanding Academy with high expectations and high aspirations for every member of staff and every pupil. We are proud of the many successes of our pupils.

The Academy is in a strong position in that it is the school of choice for the local community and has been so for a number of years. The newly established leadership team is making important and rapid gains in terms of school improvement. We absolutely need to keep this momentum going and hope that you choose to join us as we move forward.

The College converted to an academy on the 1st April of this year within the Fairfax Multi-Academy Trust (FMAT) – we are very excited about this development in terms of the opportunities it will afford our children, staff and the local community.

Every pupil and member of staff at Smith's Wood is valued and encouraged to give of their best, both academically and personally. This is promoted through the spiritual, moral, social and cultural values of the learning environment and opportunities that are offered to all. Our mission is central to all that we believe and do. We strive every day to be;

- a community of learners where achievement and attainment are valued and celebrated in a 'can do' culture. Where aspiration, ambition and high expectations are met with pride and a sense of achievement;
- a centre of excellence for sport and healthy living. By using our excellent facilities we will become a beacon for the local and wider community;
- the 'destination of choice' for all learners in the local and wider community, by offering a broad and balanced curriculum at every stage of the learning journey that yields highly positive outcomes.

The aims and values of Smith's Wood Academy are promoted through '**The Smith's Wood Way.**'

We are incredibly fortunate that our Academy was built as part of the 'Building Schools for the Future' initiative. The Academy enjoys first class educational facilities that are well-maintained and conducive to exciting and successful learning opportunities. Of course, it is the people and the ethos rather than the building that make for a thriving school. Ours is a safe, happy and inclusive Academy where pupils and staff are encouraged and expected to **VALUE** their learning, **RESPECT** their

learning together, succeeding together

Academy and the community in which they live and work and, crucially, **BELIEVE** in themselves and each other.

Our unrivalled commitment to Inclusion, as recognised by the Local Authority, parents and many external agencies demonstrates how important we believe it is to provide tailored support for youngsters and their families. This is also true of the excellent level of welfare, guidance and support that we offer every individual that forms part of our Academy community.

As Head of Academy, I am incredibly proud of our Academy and its community, as are staff that work here and the children that choose to learn with us. I am relentless in my drive and ambition to improve the outcomes for all who choose to join us on our journey. I hope that you like what you read and that you chose to take the first steps in joining the Smith's Wood Team.

Katy Craig
Head of Academy

learning together, succeeding together

Job Advert

DEPUTY HEAD OF HOUSE

FMAT SCALE SC5 (£20,661-£22,658 pro-rata)

Fixed Term Contract for 18 months

We are seeking to recruit an exceptional individual to take on the role of Deputy Head of House. Smith's Wood Academy is an 11-18 school with approximately 1200 pupils on role. The ethos of the Academy is underpinned by a strong house system; pupils belong to one of four houses – Ash, Elm, Bay and Yew House. The vacancy is for a colleague to support the Head of House in leading Elm house. Each house group is comprised of pupils from Years 7 to 11, however pupils are based in same-age tutor groups. Each Head of House is responsible for a team of House Tutors. A key aspect of your role will also be to manage and increase attendance within Elm House.

The successful candidate will be someone who strives for excellence. They will have a commitment to academic excellence and helping every child succeed and this commitment will be visible in all that they say and do. The successful candidate will be highly effective in supporting school leaders to raise standards of behavior and academic achievement. To do this they will need to be highly motivated, enthusiastic, committed to a collaborative, creative and dedicated.

This post has become available with immediate effect.

This post offers an excellent opportunity to work within a dynamic, and rapidly improving school that is committed to professional development. Induction of new staff is carefully managed and you will be well supported. Smith's Wood is justly proud of the professional support it gives all staff and the future opportunities it offers them.

This is a great opportunity to be involved in a pivotal phase in our drive towards excellence. If you are a person with resilience, ambition, commitment and dedication, we would love to hear from you.

CLOSING DATE: Wednesday 5th July 2017, 12.00pm. Interviews will be held week beginning 10th July 2017

APPLICATION: A completed Solihull Metropolitan Borough Council (SMBC) application form, accompanied by a 2-sided (maximum) letter of application.

'Smith's Wood Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.' Any offer of employment will be subject to receipt of a satisfactory enhanced CRB disclosure.

learning together, succeeding together

JOB DESCRIPTION

DEPUTY HEAD OF HOUSE

POST HOLDER

DEPARTMENT Smith's Wood Academy

RESPONSIBLE TO Head of House

LINE MANAGEMENT OF N/A

SALARY FMAT SC5

Fixed Term Contract for 18 months

WORKING HOURS 37 hours per week (no TOIL)
Half an hour unpaid lunch break
Term time only

WORKING PATTERN Monday to Thursday 08:00 until 16:00
Friday 08:00 until 15:30

Holiday Entitlement A paid entitlement of 25 days' annual leave and 8 statutory holidays

JOB PURPOSE

To support the Head of House in taking pastoral responsibility for the pupils in the House and in ensuring high standards of care, guidance, behaviour, welfare and support in order to ensure excellent behaviour and attendance impacting positively on pupil outcomes. To assist the Head of House in actively promoting the Trust's values of excellence, dedication, ambition, integrity and tradition.

learning together, succeeding together

This job specification lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the Head of Academy than those contained in this document and may be required to have specific job-related knowledge and skills. The allocation of duties is provisional and is subject to regular review.

MAIN DUTIES AND REQUIREMENTS SPECIFIC TO THIS POST

1. To deputise in the absence of the Head of House including the cover of their on-call & additional duties.
2. To be responsible for the monitoring of pupil attendance and punctuality on a daily basis contacting parents by telephone, text or letter as applicable. To monitor progress of individual pupils and meet with EWO and/or parents as required. To identify and track truancy as required.
3. To be responsible for the organisation and management of late detentions. To be responsible for the day to day administration of the system and provision of appropriate data.
4. To set up and attend meetings with parents and/or external agencies as required.
5. To assist Heads of House/Tutors with uniform checks as required.
6. To assist Heads of House/Tutors with home/school liaison as required.
7. To assist Heads of House with arrangements for excluded pupils and their re-integration back into the Academy.
8. To attend relevant staff meetings by agreement.
9. To assist Heads of House with setting up and administration of Assemblies.
10. To support the Head of House in the building and maintenance of an effective guidance team.
11. To assist the Head of House in creating a sense of pride in the House.
12. To assist the Head of House in dealing with discipline issues including supporting staff where appropriate.
13. To ensure the needs of individual students are recognised, met and catered for (Inclusion and Every child matters).
14. To set up, monitor and administer locker keys.
15. To assist Head of House to monitor and evaluate pastoral care and the quality of guidance in the pastoral team and take the initiative in identifying strategies to support consistency of practise.
16. To undertake on-call duties as per the 'on-call' rota.
17. To carry out any reasonable request from the Head of House.
18. Monitor and evaluate the behaviour, attendance and punctuality of all students across the House and interview as appropriate to promote the success of all students.
19. To assist with setting up of, and attendance to parents and open evenings as required.
20. Attend parents and open evenings as requested by the Head of Academy.
21. To undertake any other work as instructed by the Head of Academy.

GENERAL

1. Promote and safeguard the welfare of students you come into contact with.

learning together, succeeding together

2. Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
 3. Be aware of, support and ensure equal opportunities for all.
 4. Contribute to the overall ethos/work/aims of the Academy.
 5. Appreciate and support the role of other professionals.
 6. Attend and participate in relevant meetings as required.
 7. Participate in training and other learning activities and performance development as required.
 8. To perform any other such duties as the Head of Academy may from time to time determine.
-

NAME: _____

SIGNED: _____

DATED: _____

learning together, succeeding together

PERSON SPECIFICATION

DEPUTY HEAD OF HOUSE

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Fairfax Multi-Academy Trust (FMAT) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

Experience/knowledge/qualifications	Essential	Desirable
Educated to GCSE level A* -C or equivalent in English and maths	✓	
Experience in challenging student behaviour and addressing behavioural matters	✓	
Experience in dealing with students and deescalating situations	✓	
Experience in addressing student concerns in a sensitive and supportive manner	✓	
Experience in dealing with challenging parents	✓	
Good knowledge of IT systems and proficient in the use of MS Word, Excel, PowerPoint, Outlook and e-mail	✓	
Full knowledge and understanding of safeguarding requirements in a school setting and promoting the welfare of children and young people	✓	
Full knowledge and understanding of health and safety in a school setting	✓	
Previous experience in working in a school in a similar role		✓
Experience of liaising with external agencies		✓

Previous experience in using SIMS		✓
Line management experience		✓
Personal qualities and attitudes	Essential	Desirable
Be sympathetic to the needs of others	✓	
Ability to maintain confidentiality at all times, deal with situations in a tactful manner and be impartial	✓	
Demonstrate initiative and a proactive approach to manage and deal with a wide range of duties and matters	✓	
Inquisitive nature and sound problem solving skills and judgement	✓	
Good verbal, listening, literacy and written communication skills	✓	
Good advocacy, influencing and negotiating skills		✓
Good knowledge of systems and strategies to ensure good attendance	✓	
Strong relationship building skills and ability to interact with people at all levels of the organisation and external agencies whilst maintaining a high level of professionalism	✓	
Excellent attendance and punctuality	✓	
Willing to undertake appropriate training and development with a positive attitude	✓	
A commitment to the ethos, vision and values of the Trust	✓	
Ability to travel to meetings if required	✓	
Ability to attend meetings outside normal working hours	✓	

learning together, succeeding together