

School Job Vacancy List Booking Form

The information you provide below and in the email attached will be used to populate your online job advert, so please ensure you give full and accurate information here. This completed booking form **must be emailed with the job description/person specification** to HR by **8.30 am on a Monday**; this will ensure publication of your advert for the Friday of the same week. Please submit this form fully completed, with attachments (including the job description/person spec as a minimum) by email to: SchoolsVacancyBulletin@brighton-hove.gov.uk.

I. SCHOOL VACANCY POST DETAILS

Name of School: St Andrew's CE Primary School	School Address/post location/s: Belfast Street, Hove BN3 3YT
Telephone Number: (01273) 770082	School website address: www.st-andrews.brighton-hove.sch.uk
Please indicate here if you wish to accept electronic online applications via the recruitment system. <input type="checkbox"/> (tick) In order for you to access these application forms digitally (directly) you will need to be set up as a user on the recruitment system (allowing you to download applications directly without the need for them to go via through HR)	Please indicate here if you wish only to receive emailed application forms sent directly to your school by the applicant. <input type="checkbox"/> (tick) Any emailed applications mistakenly sent directly to the LA will need to be re-directed to the recruiting manager's email address.
Post Title: Deputy Headteacher	Grade & Negotiating Body: Leadership Group 4 L11-15
Is this a new post? Yes <input type="checkbox"/> No X Has the post been job evaluated? Yes X No <input type="checkbox"/>	If more than one – how many posts to be advertised?
Is the post?: Full-Time X Part-Time <input type="checkbox"/> Job-Share <input type="checkbox"/> Term Time Only <input type="checkbox"/>	
If Part-Time please state hours per week:	State number of <u>paid weeks</u> per year: (inclusive of holiday entitlement)
Is the post? Permanent X Temporary <input type="checkbox"/> Fixed-Term <input type="checkbox"/> Secondment <input type="checkbox"/>	
If post is temporary please indicate approximately how long appointment is expected to last: If fixed-term or secondment state specific end date:	
Salary per annum: L11 £51,234 – L15 £56,434	Start date: September 2019 (where applicable)
Does this post attract additional payments? Yes <input type="checkbox"/> No <input type="checkbox"/> e.g. TLR, SEN, Special Schools Allowance	If yes, please specify:
Closing date: Thursday 2 nd May 2019 (N.B. vacancies must close at midnight on the closing date if using digital applications via the recruitment system)	Interview date: Wednesday 8 th May 2019

EMPLOYMENT CHECK DETAILS - This post will require an enhanced Disclosure & Barring (DBS) check.

2. FURTHER INFORMATION REQUIRED

Advert Wording: Vacancy Deputy Headteacher

St Andrew's Church of England (Aided) Primary School is a three-form entry (590 pupils) vibrant school in Hove. The school was judged to be 'Good' by Ofsted in March 2019.

The Governors are seeking to appoint a dynamic, enthusiastic and inspirational Deputy Headteacher to join our highly dedicated staff team and work alongside our Headteacher who was appointed in January 2019. The prospective candidate should be an outstanding leader and classroom practitioner who has the passion, skills and determination to rapidly improve pupil outcomes for all groups of pupils in the school. This is an exciting point in the development of our school. The governors will look to the new deputy to work with the Headteacher to build on what has made - and continues to make - St Andrew's successful and distinctive, whilst at the same time developing a robust strategy for the future.

This will be a non-class based position but with some teaching commitment. We are looking for a deputy who will demonstrate personal, visible and accessible leadership and build on strong foundations that will inspire the continued momentum and ambition for the school. The successful candidate will embrace our clear Christian vision and values and bring inspirational drive and ambition for continual improvement that is demonstrated through improved outcomes for our children.

The role will focus on raising standards through frequent monitoring and evaluation, continuous feedback and support to staff, extensive use of pupil performance data, curriculum development and design as well working closely with all stakeholders. The successful candidate must have the ability to multi-task and will have the opportunity for significant leadership and management responsibilities within this vibrant urban school. Experience of maths mastery would be highly desirable.

We offer:

A genuine opportunity to make a difference.

590 delightful, well-behaved children who are inspired to learn in exciting and creative ways.

An enthusiastic and exceptionally talented staff team who go the extra mile to make St Andrew's a great place to be, who motivate pupils to promote independence and a love of learning.

A whole school community committed to our Christian vision, values and mission, where excellence is continually strived for.

An exciting and stimulating place to work.

A school with fabulous grounds and in close proximity to the beach.

A Christian school with very close links to our parish church of St Andrew's.

A school which is well known for the exceptionally high standards in music, the creative arts and sport.

A commitment to your professional development.

Opportunities to collaborate with a network of other schools and be at the cutting edge of educational innovation.

We would like to appoint someone who:

Supports colleagues so that innovative teaching and learning exists in every class and in every lesson.

Understands how children learn best and never gives up on them.

Will value and develop the strengths and skills of our staff.

Knows about the latest research in education and how this should impact on our school.

Is creative, focuses on solutions, and has a growth mind-set.

Is determined and resilient with high expectations of themselves and others.

Has a clear vision and rationale for Inclusion and behaviour management that is compatible with our extremely effective approach and standards across the school community.

Can articulate how to develop a whole school curriculum that innovates, excites and inspires children to want to learn.

The best way to learn more about us is by coming to see us, our school and our enthusiastic and creative children who would be happy to show you around. For further details or to arrange a visit contact the school office telephone number 01273 770082

Completed applications should be submitted to our recruitment officer email: recruitment@st-andrews.brighton-hove.sch.uk

Closing date: Thursday 2nd May with interviews to be held on Wednesday 8th May

I confirm that I have attached the following information and email these in with this form (please tick).

- **Job description/person spec** (compulsory)
- **Information about the school** (optional)
- **Letter from Headteacher or Business Manager/Bursar** (optional)

School Job Vacancy List Booking Form (to be submitted with job description/person spec)

The following information will be attached automatically. Page 3 of 4

- Important information on the Recruitment Process
- Summary information on the Use of Disclosures)

<p>Recruiting Manager's contact details:</p> <p>Name (please print): Samantha Roberts</p> <p>Telephone Number: (01273) 200743</p> <p>E-Mail address: samantharoberts@st-andrews.brighton-hove.sch.uk</p>	<p>Recruitment Administrator contact details:</p> <p>Name (please print): Kirsty Franklin-Johnson</p> <p>Telephone Number: (01273) 770082</p> <p>E-Mail address: recruitment@st-andrews.brighton-hove.sch.uk</p>
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3. EXTERNAL ADVERTISING REQUIREMENTS (if needed)

If you wish to advertise in any other media, please contact our Recruitment Consultants – Havaspeople Tel: 0121 7113433.

Please indicate below where you wish to advertise your vacancy and speak to your link HR Advisory Services contact.

4. COSTINGS (not applicable to primary/special schools paying into the HR SLA)

Please note that schools not buying into the recruitment element of the HR SLA are charged below. Please indicate the packages you want.

- £95 for advert on BHCC per advertisement;
- + £20 for advert posted onto Jobs Go Public;
- + £10 for advert included in Schools Bulletin.

School Cost Centre Code: (secondaries only).

I authorise this advert to be processed and the relevant advertising costs to be debited from the cost code above.

Name: Sophie Thomas, Headteacher

Signed: Date: 01/04/2019

External schools will be invoiced.