



CAISTOR
GRAMMAR
SCHOOL

**DEPUTY HEADTEACHER
(PASTORAL/BEHAVIOUR & ATTITUDES)
VACANCY**



**We seek
to use
lively
minds...**



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TABLE OF CONTENTS

PAGE 1		LETTER FROM THE HEAD
PAGE 2		STUDENTS' WELCOME
PAGE 3-4		KEY INFORMATION
PAGE 5		THE ROLE
PAGE 6-7		ROLE DESCRIPTION
PAGE 8		PERSON SPECIFICATION
PAGE 9		LIVING IN LINCOLNSHIRE
PAGE 10		HOW TO APPLY



FROM THE HEADTEACHER

Dear Prospective Applicant,

Thank you for your interest in the position of Deputy Headteacher (Pastoral/Behaviour & Attitudes) at Caistor Grammar School.

Our school motto and mission statement is: "Ever to excel. We seek to use lively minds, to work hard, to develop all our talents and to grow through sharing, to be the best version of ourselves."

To give our students every opportunity to achieve these aims, Caistor Grammar School offers not just inspiring teaching and learning and a track record of excellent results, but a myriad of extracurricular activities and experiences. The whole student experience and the ability to acquire the skills necessary to move forward to the next stage of their lives is as important as academic excellence.

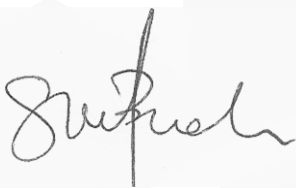
We are fortunate to benefit from a highly committed, experienced and loyal staff, supportive parents and an effective Board of Trustees. Our students are highly motivated and have high aspirations for themselves. Staff, students, parents and Trustees are rightly proud of Caistor Grammar School and its long history, traditions, community feel and excellent outcomes for students.

Over the last few years, we have been able to make considerable improvements to the school site. A new classroom block and a 3G sports pitch have been installed and a multi-purpose centre was completed this year for use as an assembly, sports, exams and performing arts space.

Our new Deputy Headteacher will be a highly visible leader, playing an active role in all aspects of school life. They will be approachable, with excellent written and verbal communication skills, and able to build a strong rapport with students, staff, parents, Trustees and the local community.

We look forward to hearing from candidates who feel they have the personal qualities, vision and drive to be a Senior Leader and develop our school on the next stage of its journey.

Your sincerely,



Shona Buck
Headteacher

STUDENTS' WELCOME

On behalf of the students at Caistor Grammar School, the Senior Prefect Team would like to share insights into being a student at this school and offer our perspective on school life. If you spend even a day at CGS, you will experience the uplifting support from our strongly connected community. Although academic progress is seen as our key strength, being a student, teacher, or senior leader at CGS is about far more than just exam results. We are a small school, numbering just below 700, and this creates a close bond between students in differing year groups, which is extremely beneficial. Our sense of community is enhanced by the uniqueness of the school site; as you walk around, you will notice historical buildings ranging from the 17th Century Old Hall to the 2012 Olympic Torch building, each carrying its own tradition.

Our school community is highly active: we have Sixth Form and School councils, representing all forms from Years 7–13. Our Council is known for making transformative changes within the school and as a senior leader we hope you will do your best to accommodate and work with students' ideas. There are also many other opportunities to become involved in school activities. We have a thriving House system and can all become extremely competitive during our legendary Sports Day! Furthermore, students on sports teams actively participate in county-level fixtures and our School Play is arguably one of the highlights of the year, where our talented students and dedicated staff invest six months of hard work to create a spectacular production. At CGS, the community aims to make you feel included and be given a chance to shine in areas you enjoy, while learning important lessons and making lifelong friends.

Our Sixth Form is a key component of the beating heart of CGS. With 182 students in total, students are taught by subject specialists in smaller classes, giving us the chance to really connect with our studies. The Sixth Form prides itself on the positive impact it makes on the lower school: students guide the School Council, lead House events through House Captaincies, and run a mentoring programme for younger students. Students also work closely with teachers, where staff help students with their next steps. Each student has one-to-one support with their UCAS application, apprenticeship search or job application, which can make the difference in helping to achieve future goals.

Whilst there is far more to CGS than academic success, it remains an important element within the school. The determination of teachers and staff matched with the work ethic of students creates a positive environment where students are helped to achieve their personal goals, in whichever area they may lie. Our pastoral support is also above and beyond at CGS and we stress the importance of positive mental health and always being able to ask for help when you need it.

We will be forever grateful for the opportunities provided by CGS. The individuality of our school is of the utmost importance, and we hope that as a member of staff you will recognise and embrace this. As the SPT enter their final terms at CGS, we can see what an immense privilege learning and growing at this school has been. We would love the chance to go back to Year 7 and do it all again.

Good luck and thanks you for choosing CGS!

The Senior Prefect Team

KEY INFORMATION - THE SCHOOL

Type of School	Single Academy Trust
Date School Established	1631
Age Range	11-18
Number of Staff	82 (45 teaching staff 37 support staff)
Denomination	Church of England
Co-educational or single sex	Co-educational
Ofsted	Good in all areas (July 2022)
Number of students	686 (182 in the Sixth Form)
Attendance (2022/2023)	95.3%
Percentage of students with Pupil Premium	7.7%
Percentage of students with Free School Meals	5.1%
Percentage of students with SEN	2.6%

Caistor Grammar School was founded in 1631, and the original school building is still in daily use.

We are a selective, mixed, Single Academy Trust of 686 students, including a popular Sixth Form of 182 students. We are significantly oversubscribed drawing approximately half of our students from within 6.5 miles of the school and the remainder from a wider area which stretches across 4 counties. Our Sixth Form is accommodated in an attractive 19th century country house and our Library is housed in what was once a Victorian Chapel. Our school overlooks Caistor's beautiful medieval parish church, St Peter and St Paul. We have close ties with the Church and visit it for various events and services throughout the year.

We occupy an attractive site on the side of a hill with views over the Lincolnshire Wolds. Most of our work is done in eleven School buildings, and we are continually looking at ways to improve the facilities for our students. For example, in 2020, we were successful in applying for two substantial bids which gave the school gym a new roof and crafted us a new teaching block housing the languages department. Our main sports facilities are on a separate site some five minutes' walk away and include a sports pavilion and a recently refurbished 3G sports pitch. In 2022, we were successful in securing funding to replace a large multi-purpose hall, which was completed in September 2023 and provides space for assemblies, exams, sports, and performing arts.

Caistor Grammar School is the Sunday Times Parent Power East Midlands Secondary State School of the Decade.



We are a selective school, drawing our students from the upper 25% of the ability range. Although we are an associate member of the Lincolnshire Consortium of Grammar Schools, we set, assess and administer our own 11+ selection examination for Year 7 entry.

Entry to the Sixth Form is based on GCSE outcomes. All of our sixth form students are working for A-levels and nearly all go on to higher education, while a small number have secured high quality apprenticeships. We recruit strongly from the unitary authorities of North Lincolnshire and North East Lincolnshire (previously part of Humberside) as well as Lincolnshire. We currently admit around 96 students to Year 7 and have 686 students on roll, including a Sixth Form of nearly 200.

Our curriculum intent is: ‘We provide a challenging, rigorous, engaging and broad curriculum for able and ambitious students in the local area within the framework of a caring community. All students, regardless of need, gender, ethnicity, and background, are guided to be independent thinkers, emotionally resilient, empathetic, well behaved and socially responsible. They are prepared to make a constructive contribution to society because of the experiences they encounter, and the example set by others.’

The students at Caistor Grammar School have always had a well-deserved reputation for achievement in a number of areas.

Our outcomes are very strong as you can see from the following:

	2023	2022	2019	2018	2017
Progress 8	0.55	0.61	0.65	0.6	0.61
Attainment 8	69.1	74.4	72.9	71.1	71.6

Both our Progress 8 and our Attainment 8 place us in the top 20% nationally. Our prior attainment is ‘well above average’ for all year groups in Reading, Writing and Mathematics. At A level, the average point score for the best 3 A levels was in the highest 20% for 2022.

Our students are well motivated and co-operative. The atmosphere of the School is friendly, inclusive, and purposeful. The last inspection by Ofsted in May 2022 was graded as good in all areas. Our results in recent years have led to us regularly being the leading school in Lincolnshire at GCSE, and at A-level we have been the leading school in Lincolnshire for most of the last decade. We have been the East Midlands Sunday Times Parent Power School of the year on a number of occasions and were named as the East Midlands State School of the Decade in November 2020.

Our students are also successful in sports disciplines such as Athletics, Football and Netball, and have reached national finals in diverse activities, ranging from Debating to Warhammer. We also produce an extremely popular and successful School production each year. This academic year saw students from all year groups perform in a fantastic adaptation of Evita.

There are three Houses, and each student is assigned to one on their arrival: Ayscough, Hansard and Rawlinson. We have many inter-House competitions covering drama, music, sport, chess, quizzes, debating and even an annual pancake race!

The extended curriculum allows students to develop team building and leadership skills. A large number of students take part in the Duke of Edinburgh Award scheme, from Bronze through to Gold, and there are outdoor pursuits trips lower down the School.

Students also make a significant contribution to the wider community, including raising money for national charities, such as Children in Need and Macmillan Cancer Support, and other local projects, such as our support for Caistor Foodbank.

THE ROLE OF DEPUTY HEADTEACHER (Pastoral/Behaviour & Attitudes)

The opportunity to help guide, challenge, inspire and encourage generations of young people and to empower excellent, committed, caring and inspirational staff is truly exceptional. Senior Leaders enjoy this challenge at Caistor Grammar School, developing over time a school which is held in high esteem by its community, its students past and present, and the people who work there to make it unique.

Caistor Grammar School is an exceptional school in many ways. The school motto 'Ever to Excel' conveys the driving principle of all at the school, to ensure that all students are inspired and supported to achieve beyond their expectations in every area of their school experience whether it be academic, in sport, the arts or in service to others. The relatively small close knit community of just under 700 students certainly ensures that every student is known well by the talented and dedicated staff and that the students can support each other through a fully embedded House system. Students do excel, as is evident in exceptional examinations results and the large numbers of A-level students who advance to prestigious universities. Teachers enjoy working in this school which values their expertise and where intellectual curiosity in students is encouraged.

Caistor Grammar School would not be CGS without its rich life beyond the classroom. Students, staff and Trustees alike treasure the breadth of extracurricular activities which are integral to the rhythm of the school year. It is without question that the range of sporting, artistic and charitable events develop student confidence, mental well-being, team spirit and enjoyment of school. All of these experiences and the quality of teaching and pastoral support offered to students help to foster an atmosphere of deep mutual respect resulting in an environment which inspires all to excel.

This quality of education experienced by students at Caistor Grammar School is exceptional. However, schools are not successful by chance and the staff and Trustees recognise that continuing to provide such a rich education requires talented, experienced and inspirational leadership. The new Deputy Headteacher at CGS will be part of a leadership group which promotes exceptional academic outcomes for students where individual progress is the core focus and which expects students to embrace extra-curricular opportunities as an essential part of school life.

The School is proud of its history and the role it plays in the local and national education landscape, having effective links with several local secondary schools and sports partnerships with over twenty regional primary and secondary schools. All at the School value these relationships and esteem their Single Academy autonomy and the protection this gives to the School's unique qualities. Trustees also recognise that national policy may require this to be reviewed.



DEPUTY HEADTEACHER | ROLE DESCRIPTION

Title: Deputy Headteacher (Pastoral/Behaviour & Attitudes)

Responsible to: Headteacher

Leadership scale L18-L21

This role description reflects the Teachers Standards (2011), which apply to all teachers.

Main Purpose of the Job:

The Deputy Headteacher will lead the Pastoral/Behaviour & Attitudes aspects of the school and ensure that provision and care for students outside of the academic curriculum is of the very highest standard.

The Deputy Headteacher is responsible for the day-to-day running and organisation of the School, for overseeing safeguarding and promoting the welfare of students, for ensuring excellent discipline and behaviour, and for ensuring the best personal outcomes for students.

The Deputy Headteacher will have a teaching allocation.

This is a Senior Leadership post where the post holder needs to be responsive and proactive in the context of strategic priorities. It is not possible, therefore, to set out a full range of duties. The following is an indicative list.

Duties and Responsibilities

1. Operational Management

- a) Line manage designated areas, including the performance management of Heads of Section; line manage non-teaching staff: Student Welfare Officer, Attendance Officer, School Counsellor.
- b) Ensure the School's compliance with KCSiE, the delivery and understanding of safeguarding and child-protection training across the whole school, and best practice in safeguarding and promoting the welfare of students.
- c) Lead on ensuring consistently high standards of student behaviour, discipline, uniform and antibullying including on school transport to and from school. In addition, ensuring that fundamental British Values, attitudes and RSE are promoted throughout the curriculum.
- d) Lead on the promotion of student well-being and mental health.
- e) Promote, monitor and report on school attendance and work with Lincolnshire County Council Attendance Team.
- f) Oversee the provision and monitoring/filtering of online safety.
- g) Lead on Inclusion, Diversity and Equality.
- h) Co-ordinate and publish the school calendar; co-ordinate and lead on day-to-day events and whole school events; organise the school assembly programme; organise staff duty rotas.
- i) Chair and record termly pastoral meetings.
- j) To be the primary liaison for staff welfare and concerns: identifying needs, acting on them and bringing solutions and ideas to Senior Leadership Team (SLT).

2. Strategic Leadership

- a) To serve on the SLT. To provide a professional model for others, clearly demonstrating effective teaching, classroom organisation and displaying high standards of achievement, behaviour and discipline; to demonstrate personal commitment to quality and excellence, and resolution in achieving them.
- b) Advise directly on the School Improvement Plan and Self Evaluation Statement and monitor progress towards targets, demonstrating impact in relevant areas.
- c) Meet twice weekly as a member of SLT to agree whole-school actions and initiatives, and to input directly into whole-school decision making; lead on the weekly calendar meeting.
- d) Attend all Trustees meetings and present reports as required.
- e) In consultation with the SLT, design and implement the annual staff training schedule.
- f) Produce termly tracking and monitoring data from the School's Management Information Systems to identify pastoral trends and inform actions for improvement.
- g) Lead on developing effective use of CPOMS to support excellent pastoral and safeguarding records/communication, and in all pastoral school systems.
- h) Keep policies under review and make recommendations of change to ensure that they continue to meet statutory requirements and the School's developing needs. Annually update pastoral related policies, develop additional policies where required and maintain the Safeguarding Risk Assessment and audit with the Safeguarding Team.
- i) Plan and take an active role in staff and student recruitment, and in school open evenings and public-facing events.
- j) Take responsibility for staff induction.
- k) Create and maintain an effective partnership with parents to support and improve students' achievement.
- l) Manage own workload and that of others to allow an appropriate work/life balance.
- m) Regularly review own practice and achievements, taking account of feedback from others.

3. Qualifications, Knowledge and Experience Required

- a) Experience in middle leadership at a school.
- b) Experience in leading whole school teams and initiatives.
- c) A thorough understanding of KCSiE.
- d) A record of Continuous Professional Development.
- e) The willingness to go above and beyond, and the ability to perform the role with enthusiasm and energy.
- f) The willingness to step in to resolve a problem and use initiative when required.
- g) The ability to demonstrate continuous improvement.
- h) The ability to lead other people and maintain positive professional relationships with colleagues.

This job description should be seen as enabling rather than restrictive and will be subject to regular review. The Headteacher may ask you to undertake any additional responsibilities that may be deemed reasonable.

DEPUTY HEADTEACHER | PERSON SPECIFICATION

	Essential	Desirable	Assessment*
Qualifications			
Well qualified honours graduate	✓		AF/Cert
DfE recognised qualified teacher status	✓		AF/Cert
Evidence of continuing professional development	✓		AF/Cert
Relevant postgraduate qualification		✓	AF/Cert
Completion of Designated Safeguarding Lead/readiness to undertake on taking up post	✓		AF/Cert
Evidence of enhanced DBS	✓		Cert
Knowledge, Understanding & Experience			
Substantial experience of highly effective teaching in the secondary phase, including 6th form.	✓		AF/IV
Successful experience of raising attainment and achievements.	✓		AF/IV
A proven track record of successful leadership within a school/academy or within a department.	✓		AF/IV
Working productively with external groups		✓	AF/IV
Knowledge and understanding of current educational issues & best practice: <ol style="list-style-type: none"> 1. A clear educational vision 2. Comparative data and performance 3. Principles of effective teaching and assessment for learning 4. Strategies for fostering school improvement 5. Safeguarding children and young people 	✓		AF/IV
Personal & Professional Qualities			
Strong personal motivation and drive	✓		AF/IV
A positive approach to all aspects of school life	✓		AF/IV
Excellent communication skills	✓		AF/IV
Commitment to staff and own personal and professional development	✓		AF/IV
Commitment to a broad-based curriculum that promotes positive attitudes to lifelong learning and personal, social, academic, physical, cultural and spiritual development.	✓		AF/IV
High order analytical and problem solving skills and the ability to make informed judgements	✓		AF/IV
*Key to how skills are assessed: AF– Application Form Cert – Certificate checked at Interview IV – Interview			

LIVING IN LINCOLNSHIRE

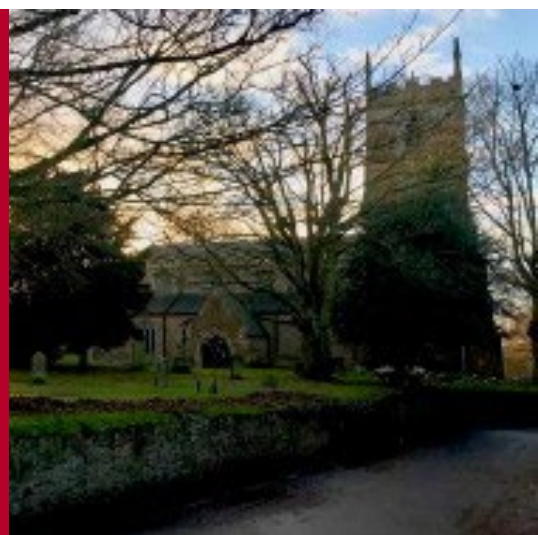
Caistor Grammar School is situated in Caistor, Lincolnshire, which is a small county town, dating back to Roman Times, nestling on the Hillside at the northern edge of the Lincolnshire Wolds, an area of outstanding natural beauty. Caistor is notable for its Georgian buildings but dates to as early as Roman times with remnants such as fragments of wall to the south of the Parish Church of St Peter and St Paul, which is used from time to time for school concerts and the annual Awards Evening.

Caistor is also part of the Viking Way. The Viking Way is a long-distance walking route, named after an area, occupied by Norse invaders. The route runs through Caistor and connects to the picturesque villages of Walesby and Tealby, disused ironstone mines at Nettleton, and the highest point of Lincolnshire at Normanby Top, 551 ft above sea level. Caistor is 30 miles to Lincoln in the south and 12 miles to Grimsby in the east. Situated on the A46, Caistor has easy access to the A1 going south. Being near the M180 allows equally simple access to the north and west and all the major motorway networks, as well as Humberside International Airport being only 7 miles away. A short drive will take you over the spectacular Humber Bridge to Hull in about 30 minutes. From our nearest railway station, Market Rasen, the journey to London King's Cross takes between 2½ to 3 hours, and the train from Barnetby Station will take you direct to Manchester.

Caistor is home to numerous businesses including: a Post Office, Pharmacy, Doctor's Surgery, Co-op, Hairdressers, Equestrian Centre, and multiple Cafes. The City of Lincoln is a historic cathedral city, and the castle houses an original copy of the Magna Carta. Another nearby city, Hull, has a historic old town with several museums, an art gallery, and an award-winning aquarium, The Deep. It was UK's City of Culture in 2017. The Lincolnshire coast is also not too far away and holds hidden gems such as the nature reserve at DonnaNook.

Compared to many areas of the country, house prices in Lincolnshire are very competitive, with the average cost of a detached house being just over £230,000. (according to web search results over the last year). There are many villages and small towns within easy reach of Caistor – such as Grasby, Tealby, North Kelsey, Brigg, Louth, Barton on Humber and Market Rasen. Many excellent primary schools are also situated nearby.

Fresh air, big skies, pleasant areas to live, but all with a variety of activities within a short drive – Lincolnshire has many attractions and a warm welcome.



HOW TO APPLY

Thank you for your interest in our school. The Headteacher looks forward to receiving your application.

In addition to completing an application form, you are requested to submit a supporting letter. Your letter should be no more than 2 sides of A4. Please outline how your experience to date has enabled you to meet the requirements of the Person Specification and indicate through evidence of impact how your vision and values have improved outcomes for students.

Please address your application to Mrs Shona Buck, Headteacher. Your completed application, including your letter, should be sent to charlie.coulston@caistorgrammar.com.

The deadline for applications is noon Monday 22nd January 2024.

References will be taken up soon after shortlisting and prior to interview, using the contact details you supply on your application form.

Shortlisting will take place on or around the 24th January 2024 and candidates will be informed by the 26th January 2024.

The selection process and interviews will take place at the school on the 31st January and 1st February 2024.

Reasonable relocation expenses may be considered, if necessary, for the successful candidate.

Further information about Caistor Grammar School can be found on the school website www.caistorgrammar.com.

Visits to the School are welcomed.

Please contact Charlie.coulston@caistorgrammar.com or by telephone on 01472 851 250.

