

Proposal to alter SLT structure

Summary

This proposal is to re-evaluate the job description and grading of Mr Gillbanks from that of Assistant Headteacher (Spinal Range 13-17) to Deputy Headteacher (Spinal Range 18-22) with effect from 1st January 2014.

Background

Mr Gillbanks joined Millthorpe in October 2009 as an Assistant Headteacher. This followed the retirement of Mr Downes who was responsible for curriculum and timetabling. Mr Gillbanks took on these responsibilities. Over the next four years, more responsibilities were added, but there was no evaluation of the overall job weight.

Reasons for the change

Mr Gillbanks' previous job description does not fully cover his role in school. His previous job description (Appendix 1) included curriculum, timetable and development of IT. Curriculum and timetable were previously the responsibility of a Deputy Head. It is not unknown for an Assistant Head to have these duties, but it is less common. Since appointment, Mr Gillbanks has been tasked with and accepted additional duties including:

- Whole school assessment and reporting to parents (pre April 2011)
- The management of examinations (pre April 2011)
- The management of careers information, advice and guidance across the school (January 2012)
- Being responsible for intervention in KS4 (September 2012)
- Undertaking outreach work to help improve other schools through our membership of the PiXL organisation (September 2013)

All of these are significant extra responsibilities and in my view move the job weight beyond what can fairly be expected of an Assistant Headteacher. All of the schools in York who have responded to me have indicated these duties are within the remit of a Deputy Headteacher rather than an Assistant Headteacher.

We remain a relatively small SLT which is essential for our budgetary health, so the alternative of employing an additional member of SLT to discharge some of the above duties would not be economic. Similarly, employing another person outside the SLT to take on some of these duties would cost more than the cost of moving from Assistant Head to Deputy Head. All of the duties above require the experience and responsibility of a very senior teacher.

Mr Gillbanks is a valuable member of the team, and I wish to retain him and maintain a stable Senior Team in contrast to the instability of the last four years. Given that his duties currently exceed in weight his pay range, we would be unlikely to retain his services permanently by maintaining the current position. Mr Gillbanks' role in our improvement last year was very significant and it would not be easy to recruit a replacement with his experience. Indeed he has been picked out by PiXL to help other schools emulate our success.

I have consulted other members of the senior leadership team and they are all in favour of this proposal.

In Appendix 3 I have a revised job description summarising Mr Gillbanks' current responsibilities.

Costs

Mr Gillbanks current spinal range is 13-17 and he is eligible to progress to the final point 17 from September 2013 (£56,109).

The other Deputy Headteacher is on a range of 18-22. If Mr Gillbanks were to move from point 17 to 18 in September 2013, then the cost of moving to Deputy Headteacher from January 2014 annually would be:

Academic year	£	£ after on-costs	
2013-14, point 18	941	1,176	only two terms of the academic year
point 19, 2014-15 at earliest	2,837	3,546	
point 20, 2015-16 at earliest	4,299	5,374	
point 21, 2016-17 at earliest	5,792	7,240	
point 22, 2017-on at earliest	7,331	9,164	

The final total cost of £7,331 (£9,164 including on-costs) represents approximately 0.2% of our total budget and about 2% of current senior leadership total pay.

Recommendation

I request that the Finance & Staffing Committee approve the re-evaluation of Mr Gillbank's job role from Assistant to Deputy Headteacher and place him on the same spinal range as our other Deputy Head (points 18-22). I would suggest that should F&S agree, the Full Board could approve this on 12th December 2013. Before then, I would be able to consult staff and bring their views to governors.

Appendix 1

MILLTHORPE SCHOOL JOB DESCRIPTION



POST TITLE: Assistant Headteacher L13 – L17 (May 2009)

PURPOSE: To support the Headteacher and wider leadership team in meeting the aims of the School, thereby securing effective provision for every child.

RESPONSIBLE TO: The Headteacher

RESPONSIBLE FOR: Set out below are the general and specific expectations of the Assistant Headteacher. There remains some scope for flexibility in the precise allocation of responsibilities within the Senior Leadership Team.

KEY AREAS OF RESPONSIBILITY AND ACCOUNTABILITY:

General:

- To undertake key leadership and management tasks as may be required by the Headteacher.
- To serve as a member of the Leadership Team and assist with the development, implementation, monitoring and evaluation of school policy.
- To assist with the preparation of job descriptions, person specifications, interviewing and appointment of staff, as required.
- To fulfil line-management and subject link responsibilities, as agreed with the Headteacher.
- To undertake an appropriate teaching timetable (of not more than one third of a timetable).
- To lead a proportion of assemblies.
- To play a full and active part in the school development planning process and to assume responsibility for sections of the SEF.
- To promote effective links with parents, other agencies and the wider community.
- To contribute to meetings of the full Governing Body and other committees as appropriate.
- To set high professional standards by personal example.

Specific Areas of Responsibility:

- Curriculum design and development. To keep the Headteacher and Senior Leadership Team fully informed of the latest curriculum innovations and how they might apply to Millthorpe School.
- To ensure that the curriculum offered at Millthorpe School meets the needs of our students; enabling all students to achieve at an appropriate level and providing every opportunity for continued progression.
- Oversee the annual production of the school timetable.
- To ensure that the school meets all statutory requirements with regard to student entitlement.
- To oversee the strategic development of ICT across the school

Although all members of the Senior Leadership Team hold specific responsibilities, there

OTHER SPECIFIC DUTIES / LINKED JOB DESCRIPTIONS

- Job Description - Teacher
- To undertake any other duty as specified by the STPCB not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date shown below, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

SIGNED BY:

DATE: May 2009



Appendix 2

Millthorpe School

Post of Assistant Headteacher

Person Specification (May 2009)

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW ASSESSED
Experience	Proven leadership experience Contribution to whole school development planning and evaluation Raising attainment strategies Experience of working with external agencies Involvement in the successful implementation of a whole school initiative in the past 2 years Observing and monitoring lessons Improving Teaching and Learning Performance Management in current position	More than one previous school Experience of working with the wider community Using curriculum innovation to improve student outcomes	A/R A/R A/I/R A/I A/I/R A/I A/I/R A/R
Qualifications and Training	Degree Qualified teacher status Teaching in an 11-16 or 11-18 school Recent and relevant long or short course experience	Higher degree or diploma in a relevant area Recognised middle leadership training	A and Certificates A/R
Special Knowledge/ Understanding	Knowledge and understanding of widening curriculum provision Awareness of the key principles of timetable construction Clear vision and developed philosophy to include equal opportunities Self evaluation The role of ICT in school improvement	Whole school timetabling Current educational developments, legislation and issues Confident in the use and analysis of prior attainment data to set targets and monitor progress	I/R A/I I A/I
Skills	Exemplary classroom practitioner Interpersonal skills/people management Communication (written and verbal) including ability to explain clearly, negotiate, facilitate and resolve challenging issues Highly competent in the use and application of ICT High levels of commitment, enthusiasm and motivation	Regular user of NOVA Software.	I/R I/R A/I I/R
Commitment to:	Raising and/or maintaining standards of student performance Professional development of all staff The ethos and aims of the school	Community liaison including parental involvement	I/R A/I A
Personal Attributes	Enthusiastic approach to teaching and learning A Team Player Sense of Humour High Profile	Ambition for further promotion Intellectual and emotional resilience To think creatively.	I/R I/R

A = Application Form

R = Reference

I = Interview

Appendix 3 – draft job description for the new post

Millthorpe School - Job Description – Deputy Headteacher

Post Title Deputy Headteacher, L18-22

Purpose To support the Headteacher and wider leadership team in making Millthorpe School a Great School

Responsible to: The Headteacher

Responsible for: Set out below are the general and specific areas of responsibility.

Key Areas of responsibility

General

- To deputise for the headteacher in his absence including any long-term absence.
- To undertake key leadership and management tasks as required by the Headteacher.
- To serve as a member of the Leadership Team and assist with the development, implementation, monitoring and evaluation of school policy.
- To assist with the preparation of job descriptions, person specifications, interviewing and appointment of staff, as required.
- To fulfil line-management and subject link responsibilities, as agreed with the Headteacher.
- To undertake an appropriate teaching timetable (of not more than one third of a timetable).
- To lead a proportion of assemblies.
- To play a full and active part in the school improvement planning process and self-evaluation.
- To promote effective links with parents, other agencies and the wider community.
- To contribute to meetings of the full Governing Body and other committees as appropriate.
- To set high professional standards by personal example

Specific

- To lead the Senior Leadership Team in matters of curriculum design and development, including fulfilling all statutory requirements and ensuring our students are enabled to achieve at the highest possible level. This will involve ensuring all those affected including teachers and middle leaders have a voice in curriculum changes. It will also involve considerable liaison with any outside providers involved in alternative provision.
- To monitoring progress through our whole school assessment system and assisting in the identification of those individuals and groups who are not making sufficient progress so that we can intervene. This will involve a particular focus on the progress of students eligible for Pupil Premium, students on the SEN register and the most able.
- To advise the Headteacher and Governors on whole school targets.

- To ensure our assessment and reporting system provides parents with useful information so that they can see what progress is being made. This will ensure our systems are rigorous, timely and regularly reviewed and that they minimise workload on staff.
- To ensure that our provision of information, advice and guidance to young people is of the highest quality, timely and value for money as well as impartial. This will also involve liaison with local post-16 providers to ensure smooth transitions.
- To generate the academic calendar for the year ahead including dates for internal assessments, examinations, parents evenings and other key events.

Other specific duties/linked job descriptions

- Job Description - Teacher
- To undertake any other duty as specified by the School Teachers' Pay & Conditions Document not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Signed

Date
