



WICKERSLEY
PARTNERSHIP
TRUST

JOB VACANCY

Rawmarsh Sandhill Primary School
Assistant Headteacher



CONTENTS

Letter from the CEO

Advert

Job and Person Profile





WICKERSLEY PARTNERSHIP TRUST

c/o Clifton Community School Cranworth Road Campus,
Cranworth Road, Rotherham, S65 1LN



01709 807600



contactus@wickersleypt.org



wickersleypt.org

CEO: Mrs H O'Brien

Dear Applicant

Thank you for your interest in this role within the Wickersley Partnership Trust. This opportunity comes at a hugely exciting time for our family of schools.

Wickersley Partnership Trust was founded in 2014. It exists to further the interests of the young people that it serves. We believe that education empowers and enriches. Our vision is to send all children into the world able and qualified to play their full part in it.

We are committed to ensuring that all students have the best educational experience possible. We are committed to raising achievement through high standards and expectations and we are committed to providing active, co-operative and independent learning through dynamic and high quality teaching. The climate for learning within Wickersley Partnership Trust is characterised by embedded inclusivity and high expectations from the whole Trust community for the Trust learning community. We are one school on several different sites and we would never do less for other people's children than we would do for our own.

At Wickersley Partnership Trust, we aim to create an atmosphere where each child is valued as an individual, enabling them to develop a positive self-image, self-discipline and respect for others. Students in our care are happy, enthusiastic, resilient and purposeful learners. We want all the students within Wickersley Partnership Trust to grow into confident, caring and well-educated adults and this will require students, parents and teachers to work together in true partnership.

We place a strong emphasis on our core values. We celebrate our rich diversity and work in partnership with parents, children and the wider community. We aim to provide an innovative, creative and integrated curriculum which inspires and motivates children to learn and which takes account different learning styles and the communities we serve.

At Wickersley Partnership Trust, we believe that we are well placed to support and make a significant contribution to the development and effectiveness of a school-led system. All staff are supported thoroughly in their professional development through the dissemination of best practice and collaboration, and through reflecting and debating on their practice.

Sustainable school improvement is our core business and schools joining the Trust do so with the aim of improving each other so that each of them can become outstanding. School to school support is at the heart of Wickersley Partnership Trust and we see a synergy in working in partnership with other schools and other school leaders.

Thank you for your interest in joining Rawmarsh Sandhill Primary School. I looking forward to receiving your application and meeting you in person.

Helen O'Brien, CEO Wickersley Partnership Trust



JOB VACANCY

ASSISTANT HEADTEACHER - RAWMARSH SANDHILL PRIMARY SCHOOL

LOCATION: Rawmarsh Sandhill Primary School

REQUIRED: January 2022

CONTRACT: Permanent, full time

SALARY: Leadership Scale L2 - L6



ABOUT THE ROLE

We are looking to appoint an Assistant Head Teacher to join our Leadership Team at Rawmarsh Sandhill Primary. Applications are welcome from those in leadership roles, or experienced Teachers currently receiving a TLR.

You will inspire and work with all staff to raise standards, lead and contribute to the school ethos and development strong, effective relationships with all stakeholders. Our ideal candidate will have proven leadership skills, a good understanding of what is required to support the most vulnerable children in our school and have high expectations of themselves and others. You should be able to demonstrate knowledge of the principles behind school improvement planning, monitoring and reviewing progress.

ABOUT US

At Wickersley Partnership Trust, students and learning are at the centre of everything we do. We nurture the development of knowledge, creativity, skills and understanding to help our children develop into happy, healthy, caring and successful citizens. We do this in a safe and positive learning environment where every individual is valued, self-belief is encouraged and each individual is able to achieve their full potential.

Wickersley Partnership Trust was founded in 2014 with charitable status and currently comprises of 8 primary schools and 5 secondary schools (including 1 sixth form) across Rotherham and neighbouring counties. WPT is committed to ensuring that all students have the best educational experience possible, and to do this, we recognise the importance of supporting our staff thoroughly in their professional development through the dissemination of best practice and collaboration, and through reflecting and debating on their practice. More about WPT's vision can be found on our website.

CLOSING DATE: Wednesday 3rd November 2021 (noon)

INTERVIEW DATE: Monday 8th November 2021



Further details are available from <https://wickersleypt.org/about-us/vacancies/>

[Please visit our recruitment website here to apply.](#)

In line with our commitment to safeguarding and promoting the welfare of our students, the appointment will be subject to an enhanced criminal record check and satisfactory references.

Further information about the Disclosure Scheme can be found at <https://www.gov.uk/dbs-check-applicant-criminal-record>

Please note we operate safer recruitment and do not accept CVs. All applicants must complete an application form in full.



JOB & PERSON PROFILE

ASSISTANT HEADTEACHER - RAWMARSH SANDHILL PRIMARY SCHOOL

SALARY: Leadership Scale L2 - L6

RESPONSIBLE TO: Headteacher

STATUS: Permanent

HOURS OF WORK: Full Time



MAIN RESPONSIBILITIES

TEACHING AND LEARNING

- Make strategic evaluations of teaching, learning and personnel issues, acting as a supportive and motivated assistant to the Headteacher
- Undertake the normal responsibilities of a class teacher, as set out in the 'School Teachers' Pay and Conditions Document'
- Be a member of the school's SLT and assist the Headteacher to lead the school - supporting and representing the Headteacher at meetings as and when required
- Undertake and take responsibility for duties as delegated by the Headteacher
- Lead and support the teaching and learning of all students by promoting models of excellent classroom practice, and coaching, mentoring and supporting self-evaluation for teaching staff
- Assist in the design, development and implementation of systems for the collection of useful, timely, and accurate assessment data to track the progress of individual and groups of children inform planning, evaluate performance, track progress and secure raised achievement across their specified key stages
- Lead by example as a Teacher and as a Manager, achieving high standards of student attainment, behaviour and motivation through effective teaching
- Liaise closely with the relevant members of staff to ensure continuity and progression across age and ability ranges
- Update the Headteacher, SLT and governing board on the effectiveness of provision for students
- Ensure planning is effectively carried out and that the individual needs of both students and staff are being met

LEADERSHIP AND MANAGEMENT

- Support the Headteacher in providing a clear direction for the development of the school
- Contribute to establishing the core values of the SLT and assist in making management decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the SDP



- Plan, organise and chair meetings as appropriate
- Support, lead, motivate and liaise with teaching staff to ensure that provision is effective, and adjustments are made as necessary to help them meet their personal and professional targets
- Attend parents' evenings and staff meetings, acting as a key leader who is available to discuss any concerns and provide assistance
- Monitor the quality of teaching and learning, including conducting lesson observations and monitoring of planning and scrutiny of students' work, ensuring that the appropriate action plans are in place when issues are identified
- Oversee all aspects of the school's organisation and management to ensure that school policies and practices are being delivered
- Develop and maintain positive links and relationships with the community, local businesses and key stakeholders to:
 - Promote a positive image of the school
 - Ensure that the school plays a constructive role in the life of the community and that its curriculum draws on the nature and resources of that community
- In partnership with the Headteacher, be responsible for the day-to-day management of the school and school community, including recruiting and inducting staff, developing and implementing health and safety policies, etc.
- Assist with the implementation of the Governing Board's policies and procedures
- Ensure that parents and students are well informed about attainment and progress, and about the contribution that they can make to achieve the school's targets for improvement
- Create and maintain an effective partnership with parents to support and improve students' achievement and personal development
- Lead the professional development of all staff through example, support and target setting – providing opportunities for staff to undergo training, as well as undergoing training themselves
- Contribute to the audit of staff development, training needs and the setting of INSET days, reviewing the effectiveness of these in order to improve upon them continuously
- Conduct appraisals of staff, setting targets to assist with improvements and providing positive feedback to promote staff empowerment
- Set appropriate expectations for staff and students in relation to achievements and the quality of teaching, establishing clear targets for improving and sustaining student progress

This is an outline job profile only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher. The aim of the job profile is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility.

WICKERSLEY PARTNERSHIP TRUST

Wickersley Partnership Trust (WPT) exists to further the interests of the young people it serves. The primary objective of our partner schools is to deliver an education that empowers and enriches the lives of our children and young people. We never knowingly do less for other people's children than we would for our own.

SCHOOL TO SCHOOL SUPPORT

School to school support is at the heart of Wickersley Partnership Trust and we see a synergy in working in partnership with other schools and other school leaders.

JOB SPECIFIC NOTES

A Disclosure and Barring Service Check at an Enhanced Level is required

PERSON PROFILE E=ESSENTIAL D=DESIRABLE A=APPLICATION I=INTERVIEW R=REFERENCE	Essential/ Desirable	Short- listing Criteria
KNOWLEDGE, EXPERIENCE AND SKILLS		
Working in a senior post in school and/or undertaking sustained additional responsibility	E	✓
Utilising performance development techniques for teaching and support staff	E	✓
Demonstrate an ability to work with students and staff alike and maintain successful working relationships	E	✓
A good understanding of the principles behind school improvement, including school improvement planning, monitoring and reviewing progress	E	✓
Demonstrate a sound knowledge of the responsibilities and roles that come with being a Senior Leader of the school	E	✓
Data analysis and targeting interventions to address outcomes	E	✓
Motivating and supporting school staff in a wide range of matters	E	✓
Knowledge of the needs of children at different stages of their development	E	✓
Excellent written and verbal communication skills	E	✓
Experience of handling complaints and concerns from parents and other key stakeholders	D	
Experience of performance management of teaching staff	D	
Experience of contributing to school development planning	D	
QUALIFICATIONS		
Qualified Teacher Status	E	✓
Degree or management qualification	D	✓
Evidence of continued professional development	E	✓
PERSONAL QUALITIES		
Excellent time management and organisation skills	E	✓
High expectations of self and professional standards	E	✓
High levels of drive, energy and integrity	E	✓
A flexible approach towards working practices	E	✓

PERSON PROFILE E=ESSENTIAL D=DESIRABLE A=APPLICATION I=INTERVIEW R=REFERENCE		Essential/ Desirable	Short- listing Criteria
Capable of handling a demanding workload and successfully prioritising work		E	✓
A good team player with the ability to work on their own initiative		E	✓
PERSONAL/PHYSICAL REQUIREMENTS			
No serious health problem which is likely to impact upon job performance (that is one that cannot be accommodated by reasonable adjustments)		E	
Good sickness/attendance record in current/previous employment, college or school as appropriate (not including absences resulting from disability)		E	

NB: Health and attendance criteria will only be assessed following an offer of appointment. (Equality Act 2010)

The job description forms part of the contract of the person appointed to this post. It reflects the position at the present time only and may be reviewed in consultation with the employee in the future to meet the changing needs of the school. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions and National Standards of Excellence for Headteachers.

Rawmarsh Sandhill Primary School is committed to protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.