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Richard Bonington Primary

and Nursery School

0115 956 0995

[admin@rbps.org.uk](mailto:office@willowfarm.notts.sch.uk)

[recruitment@equalstrust.org](mailto:recruitment@equalstrust.org)

Assistant Headteacher

Application Pack

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**Assistant Headteacher required for April 2023**

Salary points L2-L6

Richard Bonington Primary and Nursery School is seeking to appoint a forward-thinking and innovative Assistant Headteacher to join our newly established SLT, who can lead school improvement in the Early Years and Key Stage One.

**You will:**

* Be an outstanding, experienced Early Years practitioner, with a detailed knowledge of the Early Years and Key Stage One Curriculum
* Be committed to achieving the highest standards and have a strongly held belief that all children can achieve
* Have experience of managing others
* Have experience of leading a curriculum area
* Have excellent communication skills and be able to inspire staff and pupils
* Have a ‘can do’ attitude
* Be reflective about your own practice and keen to contribute to your own learning and professional development
* Be willing to get involved in the life of the school, supporting the informal as well as the formal curriculum.

**In return we can offer you:**

* Children who are rewarding to teach and who thrive on success, nurture and positive relationships
* A dedicated and highly motivated staff who have strong relationships with pupils, parents and the local community
* Professional development, collaboration and support through being a partner in **Equals Trust**
* A friendly working environment
* Employee Assistance Programme
* Weekly leadership release time.



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Visits to the school are warmly encouraged, by appointment with the Head Teacher, Mrs Linda Barbuti. Please telephone the school office on 0115 956 0995 or email [admin@rbps.org.uk](mailto:admin@rbps.org.uk) to arrange.

In your letter of application (no more than 1000 words) and within the application form please make sure that you identify how you meet the person specification with examples where relevant.

Deadline for applications to be received by: **10am 1st February 2023** (Please email this to [recruitment@equalstrust.org.uk](mailto:recruitment@equalstrust.org.uk))

Interviews: **Thursday 9th February 2023**

We look forward to receiving your application. If you have any further questions regarding the role or the process, please do not hesitate to contact the school.

Linda Barbuti

Headteacher



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**Our School**

We are a diverse and friendly school, catering for 480 children, including a 60 place Nursery Unit. The school serves the town of Arnold, which is 5 miles north of Nottingham.

The school was built in the 1950’s and named after Richard Parkes Bonington, a locally born artist. It occupies a large attractive site with extensive grounds and facilities.

Our school prides itself on its friendly and caring atmosphere, where we focus on developing the whole child.  This is reflected in our motto "Together we make a difference'. Our aim is for our children to be happy, confident, motivated and independent learners and we support them in every way to be the best they can be. We want our children to have high aspirations and discover new talents.

Our pupils are enthusiastic, well behaved and hard-working learners. Their eagerness to be at school and enjoy the activities on offer is one of the key strengths of the school.

The school offers a curriculum which is creative and allows for excitement to run alongside enrichment. We have an inclusive approach and strive to achieve the highest possible standards for all our children.

Our curriculum is enhanced by our outdoor provision. Our ‘Forest school’ has achieved national recognition and has been used as a model for other schools. The school’s grounds are extensive and contain a wildlife pond, adventure trail, all weather area, playing field and vegetable garden.

We offer a school based wraparound club for busy parents, courtesy of the excellent outside provider The Lime Trees.



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**Equals Trust**

**Equals Trust** is a Multi-Academy Trust which is comprised of twelve primary schools. The Trust was founded in

September 2016 with the aim of allowing member schools to **maintain their ethos and unique identities**

within a tight local network, with strong **mutual accountability**, **shared support services** and a strong **collaborative approach** to staff development and school improvement. For more information about Equals Trust please visit

our web site: [www.equalstrust.org](http://www.equalstrust.org)

Equals Trust passionately believes that collaborative working raises educational standards and improves life chances for students

within the Trust partnership. The twelve schools are:

**Burton Joyce Primary School Cropwell Bishop Primary School**

**Crossdale Primary School Flintham Primary School**

**Heymann Primary & Nursery School Keyworth Primary & Nursery School**

**Robert Miles Junior School Tollerton Primary School**

**Willow Farm Primary School Brookside Primary School**

**Richard Bonington Primary & Nursery School Abbey Road Primary School**

**Our Executive Team:**

CEO - Philip Palmer

Human Resources Manager– Tara Cook

School Improvement Lead– Stuart Edmonds

Trust Compliance Manager- Catherine Cox

Trust Business Manager - Elizabeth Gregory

Chief Finance Officer – Chris Willimsky

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We are a primary Multi-Academy Trust based on the principal of **equality**. We work **collaboratively** together with a clear purpose and direction, where:

* teaching and learning is at the center of all we do;
* children enjoy, and are engaged in, a curriculum that challenges and excites them;
* we develop responsible citizens who value diversity;
* we ensure a culture of high expectations amongst all our children;
* children value themselves and each other, developing the self-confidence and resilience to face future challenges;
* the contributions made by all stakeholders are valued.

We work **effectively** in school partnerships to enhance our provision by:

* Extending the learning opportunities and activities for pupils;
* Enriching the curriculum through partnership working and shared resources;
* Enabling the greater sharing of excellent teaching and learning;
* Enhancing the professional development of teaching and support staff;
* Building mutual support and accountability for Head Teachers and Governors;
* Securing cost and resource efficiencies through joint commissioning.
* Speech and Language Therapist – access for **all pupils** across the Trust

Recent achievements:

Each school has its own Improvement Plan and areas for improvement, but also their Head Teacher is on the Leadership Group of Equals Trust and is involved in identifying and implementing Trust wide teaching and learning initiatives across the Trust aimed at improving the social mobility and life chances of all children. The Head Teachers have a delegated 1% budget dedicated to financing these.

School hubs identify and plan elements that reflect their communities and enhance school entitlement, for example a British Values project to look at diversity in Nottinghamshire. A British Council funded project links all of our schools with schools in Tanzania to study the United Nations Goals for Sustainable Development.

We are developing a range of Leading Practitioners who are available to provide support to all trust schools. These practitioners are a range of staff, some who hold external accreditation (such as our Apple Distinguished Educator and SBAP Lead) and others who have developed a passion and expertise in areas and are available to share it (such as our DT Curriculum Leader and Well Being Research Practitioners).

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Job description: Assistant Headteacher

# Main purpose

The assistant headteacher will support the headteacher and deputy headteacher in:

* Communicating the school’s vision compellingly and supporting the headteacher’s strategic leadership
* The day-to-day management of the school
* Formulating the aims and objectives of the school
* Establishing policies for achieving these aims and objectives
* Managing staff and resources to that end
* Monitoring progress towards the achievement of the school’s aims and objectives
* Acting as a role model for staff in all aspects, including teamwork and building positive relationships.

They may also be required to undertake any of the duties delegated from the headteacher.

# Qualities

The assistant headteacher will:

* Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
* Build positive and respectful relationships across the school community
* Serve in the best interests of the school’s pupils

# Duties and responsibilities

School culture and behaviour

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

* Create a culture where pupils experience a positive and enriching school life
* Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
* Ensure a culture of staff professionalism
* Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
* Use consistent and fair approaches to managing behaviour, in line with the school’s behaviour policy
* Support the school in creating a welcoming environment and where appropriate hold meetings with parents and carers to address a range of issues that may present themselves.

Teaching, curriculum and assessment

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

* Establish and sustain high-quality teaching across subjects and phases, based on evidence
* Ensure the teaching of a broad, structured and coherent curriculum
* Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
* Use valid, reliable and proportionate approaches to assessing pupils’ knowledge and understanding of the curriculum
* Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read
* Take responsibility for the development and monitoring of a curriculum area.

Organisational management and school improvement

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

* Establish and oversee systems, processes and policies so the school can operate effectively
* Ensure staff and pupils’ safety and welfare through effective approaches to safeguarding, as part of duty of care
* Ensure effective use of budgets and resources
* Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school’s context
* Make sure these school improvement strategies are effectively implemented
* In conjunction with SLT monitor, coach and model

Staff management and professional development

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

* Performance manage middle leaders, including carrying out appraisals and holding staff to account to their performance
* Manage staff well with due attention to workload
* Ensure staff have access to appropriate, high-standard professional development opportunities
* Keep up to date with developments in education
* Seek training and continuing professional development to meet their own needs

Governance, accountability and working in partnership

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

* Work with the governing board as appropriate
* Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
* Work successfully with other schools and organisations
* Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Assessment

The assistant headteacher will:

* Analyse key sources of data in order to strengthen practice and redirect resources as appropriate paying particular attention to vulnerable groups.
* Plan and implement interventions for those pupils who are not progressing
* Provide training and support for teachers and support staff on administering the assessment system effectively



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# Person specification

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| **criteria** | **qualities** | **Essential** | **Desireable** |
| **Qualifications  and training** | * Qualified teacher status * Degree * Professional development in preparation for a leadership role | \*  \* | \* |
| **Experience** | * Leadership and management experience in a school * Teaching experience in EYFS * Involvement in school self-evaluation and development planning * Line management experience | \*  \*  \* | \* |
| **Skills and knowledge** | * Understanding of high-quality teaching, and the ability to model this for others and support others to improve * Effective communication and interpersonal skills * Ability to communicate a vision and inspire others * Ability to build effective working relationships * Detailed knowledge of Early Years and KS1 curriculum. | \*  \*  \*  \*  \* |  |
| **Personal qualities** | * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position. * Solutions focussed, enthusiastic and has a drive for improvement | \*  \*  \*  \*  \* |  |



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**Please return completed applications to** [**recruitment@equalstrust.org**](mailto:recruitment@equalstrust.org)

EQT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

This post will be subject to an enhanced Disclosure and Barring Service check as well as other checks in line with safer recruitment practices. All applicants must have the right to work in the UK and proof of this will be required. Please be aware that online searches will be conducted on all shortlisted candidates.