



Inspire, Transform, Together



RECRUITMENT PACK

**Assistant Head Teacher
Sixpenny Handley First School and Nursery**





Welcome to The Heath Academy Trust

and thank you for your interest in joining us.

The Trust is a collaborative group of six primary and first schools, providing inspiring education for pupils from nursery to 11 years in East Dorset. We aim to ensure excellent learning outcomes for our pupils within a framework of strong collaboration and robust school to school support.

This recruitment pack includes:

Our School

A brief outline of who we are and what we do. To find out more about us, visit our school website: <https://www.sixpennyhandleyschool.co.uk>

Job Advert and How to Apply

Please ensure that you complete the application form that accompanies the advert on Dorset for You, providing email and telephone contact details for all referees. Completed application forms should be returned via email to office@sixpennyhandley.dorset.sch.uk

Job Description and Person Specification

The job description and person specification will provide you with a clear idea of the role you are applying for. When completing your application, we ask that you relate your experience and skills to these documents to demonstrate your suitability for the role.

The Trust's Vision Statement and Values

We would like to take this opportunity to share our visions and values with you. To find out more about the Trust, please visit our website: <https://heathacademytrust.wordpress.com>

General Information

Equal Opportunities

The Heath Academy Trust and Sixpenny Handley First School and Nursery are committed to equal opportunities and an Equal Opportunities Monitoring Form is included as part of the application form.

Safeguarding

The Heath Academy Trust and Sixpenny Handley First School and Nursery are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to have an enhanced security check performed by the Disclosure & Barring Service in line with the Government's safer recruitment guidelines and will be offered the position subject to this and satisfactory references.

Visits to the School

Visits to the school are warmly welcomed and encouraged. Please contact our school office on [01725 552356](tel:01725552356) to arrange your visit or to discuss the post further.



Sixpenny Handley First School and Nursery

“If We Believe We Can Achieve”

Sixpenny Handley First School and Nursery is a small, friendly village school for children from 2 to 9 years, nestled in the beautiful surroundings of Cranborne Chase. As a Rights Respecting and Jigsaw Flagship school, we look to develop our children into young people who are prepared for each part of their learning journey and beyond.

From 2 years old, children are part of our community and encouraged to explore and take the lead with their learning; understanding and respecting their environment and supported to step out of their comfort zone when presented with new and exciting challenges. Throughout the school, we nurture self-respect, friendship, endeavour and kindness linked to our British values and where possible develop the children's understanding of what it means to be part of rural Dorset, the UK and the wider world.

The staff and children promote these values through our school vision:

If We Believe We Can Achieve



Job Advert



Job Title:	Assistant Head Teacher
School Name:	Sixpenny Handley First School and Nursery
Location:	Common Road, Sixpenny Handley, Salisbury, SP5 5NJ
Hours:	0.8 FTE
Salary Range:	Leadership Scale 1 to 5 (£47,185 to £52,074 FTE)
Pension:	Teachers' Pension Scheme
Contact:	Rachael Musslewhite – Head Teacher E: office@sixpennyhandley.dorset.sch.uk T: 01725 552356
Closing Date:	Friday 17 May 2024 (9am)
Interview Date:	Thursday 23 May 2024
Start Date:	Monday 2 September 2024

The Heath Academy Trust and Sixpenny Handley First School and Nursery are looking for **an excellent early years practitioner** who is energetic, enthusiastic and highly motivated to help lead the school forward in this key leadership post. This will be a great opportunity to work in our successful and thriving village school, set in a beautiful location.

The appointed candidate will:

- Have a proven success in whole school leadership
- Possess high expectations and have the ability to raise standards
- Demonstrate excellent classroom teaching
- Have the ability to support children with a wide range of needs
- Motivate, lead and support colleagues
- Support the Head Teacher in the strategic development of the school
- Have the ability to work effectively as part of a team
- Be committed to involving parents in the education process and work in partnership with staff, Governors and the wider school community

The Heath Academy Trust and Sixpenny Handley First School and Nursery are committed to on-going improvement through our self-improving system and provide continuous support for our staff with high quality CPD.

We can also offer:

- A school focused on learning and teaching
- Enthusiastic and friendly children who are motivated to learn
- A collaborative and effective staff team
- A caring and welcoming atmosphere
- The opportunity to lead whole school as well as Trust initiatives
- Dedicated leadership time

If you think that you have what we are looking for, you are willing to take on new challenges and demonstrate our school vision of “ if we believe we can achieve”, then please take this opportunity to apply for this exciting position.

The selection process will be rigorous and will include members of the leadership team observing teaching in candidate’s current post. We value the diversity of our workforce and welcome applications from all sectors of the community.

Visits to the school are warmly welcomed and encouraged. Please contact our school office on **01725 552356** to arrange your visit or discuss the post further.

All applications should be completed using the attached application form and returned to via email to **office@sixpennyhandley.dorset.sch.uk**. Please ensure you provide email and telephone contact details for all referees – thank you.

The Heath Academy Trust are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants. As part of the safer recruitment check, online searches will be conducted for all shortlisted candidates. The search will be purely based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered ‘protected’ and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Job Description



Job Title:	Assistant Head Teacher
Location:	Sixpenny Handley First School and Nursery
Reporting To:	Head Teacher
Hours:	0.8 FTE
Salary Range:	Leadership Scale 1 to 5 (£47,185 to £52,074 FTE)

Main Duties & Responsibilities:

The Assistant Head Teacher, under the direction of the Head Teacher, will take a role in:

- 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

The Assistant Head Teacher will also have a class teaching commitment complying with the teachers' standards and modelling best practice for others.

Leadership:

Under the direction of the Head Teacher:

- Communicate our school's vision compellingly and support the Head Teacher's strategic leadership
- Lead by example, focusing on providing excellent education for all pupils
- Lead on EYFS
- Build positive relationships with members of the school community
- Keep up to date with developments in education
- Seek training and continuing professional development to meet own needs

Under the direction of the Head Teacher:

- Assist with the selection and recruitment of new staff
- Performance manage staff, including carrying out appraisals and observations, providing professional development opportunities and hold staff to account for their performance
- Support our ethos within which staff are motivated and supported to develop their skills and knowledge
- Commit to their own professional development, proactively identifying development opportunities

Class Teacher:

- Demonstrate high quality teaching so all pupils make good progress
- Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others
- Achieve the highest possible standards in work and conduct
- Maintain the positive ethos and core values of the school with honesty and integrity
- Ensure that the current national conditions of employment for school teachers are met
- Be accountable for pupils' attainment, progress and outcomes
- Demonstrate knowledge and understanding of how children learn
- Have a secure knowledge of the foundation stage and primary age curriculum and the teaching of early reading, including phonics and mathematical fluency
- Set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
- Know when and how to personalise learning appropriately, using approaches which enable high quality learning for all
- Have a clear understanding of how to meet the needs of vulnerable learners, including those with special educational needs
- Provide a stimulating classroom environment to foster a love of learning

- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning
- Demonstrate attention to detail and the ability to maximise all learning opportunities
- Communicate effectively with parents on the development, progress and attainment of pupils
- Have high expectations for learning attitudes and behaviour, in accordance with the school's behaviour policy
- Deploy support staff effectively
- Take responsibility for improving teaching through appropriate professional development and appraisal
- Make a positive contribution to the wider life and ethos of the school
- Have strong subject knowledge and co-ordinate curriculum areas across the school
- Implement agreed school policies and guidelines

Systems and Processes:

Under the direction of the Head Teacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

Other Requirements:

- Understand and follow the requirements of Keeping Children Safe in Education 2022 and Working Together to Safeguard Children
- Provide full details of all education, work and any breaks in order to comply with safer recruitment requirements
- Be able to work to deadlines and manage difficult situations effectively

Additional Duties:

The post holder will be required to carry out any other reasonable duties required over and above those listed above, in order to promote the ethos and profile of the school and ensure the well-being of its children and staff.

Person Specification



Job Title:	Assistant Head Teacher
Location:	Sixpenny Handley First School and Nursery
Reporting To:	Head Teacher
Hours:	0.8 FTE
Salary Range:	Leadership Scale 1 to 5 (£47,185 to £52,074 FTE)

Criteria	Essential	Desirable	How Identified
Education/Qualifications			
Qualified Teacher Status	✓		Application form & interview
Evidence of continuous professional development relating to school leadership and development	✓		
National Professional Qualifications		✓	
Main Duties			
Support the Head Teacher in the strategic direction of the school	✓		Application form & interview
Support the Head Teacher in the day-to-day management and improvement of the school	✓		
Motivate, lead and support colleagues	✓		
Manage staff and resources	✓		
Evidence of further leadership CPD to support Leadership journey		✓	
Experience of supporting ECTs and/or other teachers		✓	
Other Criteria			
Possess high expectations and have the ability to raise standards whilst demonstrating excellent classroom teaching	✓		Application form & interview
Have the ability to support children and families with a wide range of needs to ensure good outcomes for families	✓		
Experience of managing safeguarding	✓		
Experience of EYFS and secure understanding of early reading practise			
Successful teaching in more than one key stage		✓	
A strong understanding of inclusion and SEND		✓	
Experience in the role of DSL/DDSL		✓	
Additional Criteria			
Proven subject leader experience and impact on standards	✓		Application form & interview
Experience of leading English or Maths		✓	



Our Vision Statement and Values

Who We Are

On 1 December 2015, six schools in East Dorset formally joined together to create The Heath Academy Trust providing education for pupils from nursery up to the age of 11 in East Dorset. These successful schools had worked collaboratively for several years and combined in order to capitalise on the benefits of being in a multi-academy trust in enhancing the learning experience for all pupils. The schools within the Trust are committed to improving teaching and learning.

The six schools are:

St Ives Primary and Nursery School

St James' CE First Schools and Nursery, Alderholt

St Mary's CE First School and Nursery, West Moors

Oakhurst Community First and Nursery School, West Moors

Sixpenny Handley First School and Nursery

Three Legged Cross First and Nursery School

Our Vision Statement

The Trust aims to provide a high quality, inclusive and effective learning environment producing an excellent performance from our children, and to engender a love of learning and a passion for excellence in all areas of school life. We will define a culture of high aspiration, to champion equality for all children and support clear lines of accountability, underpinned by strong, tailored school improvement and management systems within a professional learning environment.

Our Values

- Inspire
- Transform
- Together

