# Candidate Information Pack

# Assistant Head Teacher

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 **Our Trust Prayer**

We thank you, God of Love, for the gift of children,

Bless the work of our Trust, that in all we do

young people may grow in wisdom and stature,

and so come

to know you,

to love you

and to serve you

as Jesus did.

We make this prayer in his name who is God

with you and the Holy Spirit, now and forever.

Amen

# About Liverpool Diocesan Schools TrustWe believe

Jesus said ‘Let the children come to me.’ (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

We believe that as a diocesan led Multi Academy Trust (MAT) we create stronger bonds of collaboration and cooperation, sharing good practice, addressing areas of weakness and offering increased opportunities for professional development.

We are on a journey

We are on a journey to grow a Trust in which our schools will continue to thrive under the leadership of headteachers, supported and challenged by local governing bodies and accountable to the board of directors.

We are confident that this will be achieved whilst at the same time ensuring that all of our family of schools benefit from high levels of collaboration.

These are the things we value

Our values are more than just a statement; they are the core principles that guide our decisions and actions. We arrived at our values through consultation, looking at both the account in Genesis 18 of the visit to Abraham of three angels and also particularly at the icon of this event painted by Andrei Rublev. Through this we identified the core values to our Trust:

* Collaboration
* Valuing the Local
* Valuing Difference
* Inclusion

# About St James CE Primary

Teach children how they should live, and they will remember it all their lives.

Our mission is to see each child reach their full potential within a secure and caring environment. We seek to develop in our children an understanding of the Christian faith. We aim to be a welcoming and stimulating school that has strong links with home, our churches and the wider community.

St James CE Primary is a popular and successful school. As a Church of England school our Christian values underpin all that we do, and we have close links with two local churches. We joined LDST in October 2018 to deepen these links and to continue to improve the education we provide to our children.

their full potential.

Our staff are committed to raising standards for all pupils. They pride themselves on working effectively together and in partnership with parents, to provide a caring and supportive learning environment.

We want children to enjoy their education and develop an enthusiasm for learning. To facilitate this we take full advantage of our fantastic surroundings including; a meadow, an adventure trail, and woodland. By integrating these into learning we provide a range of rewarding learning experiences that encourage, challenge and extend the abilities of our children.

We are proud of our school and encourage you to visit our website, which we hope will give you a real insight into what makes us a truly successful and happy school.

**Job Description – Assistant Head teacher**

The post holder is required to carry out the duties of a Assistant Head teacher in accordance with the provisions of the current School Teachers Pay and Conditions Document and within the range of teachers duties set out in that document.

**Purpose**

* To assist the Head teacher and Deputy Head teacher to lead and manage the school
* To further the aims of the school and support the Head teacher and Deputy Head teacher in ensuring the vision of the school is communicated and carried out
* To take responsibility for a core subject area and a key stage
* To have a teaching responsibility.

**Responsibilities and Role**

**Leadership and Management**

* Implement areas of development as identified in the School Improvement plan
* Provide feedback to SLT, Governors and LDST
* Carry out appraisal of staff within a key stage
* Be a positive role model and promote the school ethos and vision
* Make a significant contribution to strategic development of the school
* Take a lead role in monitoring and evaluating the curriculum and teaching and learning across the school
* Contribute to whole school aims, policies and practices
* Ensure that the school complies with relevant legislation
* Lead CPD and INSET where appropriate
* Share responsibilities for collective worship
* Attend SLT meetings and make a positive contribution
* Deputise for the Deputy Head teacher when appropriate
* Act as a lead learner, providing coaching and mentoring for staff to improve their teaching and learning
* To co-ordinate and manage a curriculum subject across the whole school
* To lead and manage a key stage
* Communicate effectively with all staff

**Quality of teaching**

* Bring any concerns to the head teacher or deputy head teacher
* Contribute to the monitoring of planning and assessment
* Maintain an overview of standards and progress across the school
* Be a role model providing the highest standards of teaching and learning for pupils.
* To have a teaching commitment of 4 days per week reviewed annually

**Achievement of pupils**

* Evaluate and analyse data to identify barriers to learning and suggest ways to address these
* Monitor the progress of pupils throughout the year, identifying gaps and any underachievement with a focus on lead subject area

**Staff Development**

* To have responsibility with the Head teacher and Deputy head teacher for leading and managing all staff and acting as a role model to ensure the highest standards are delivered at all times
* To ensure appropriate opportunities for induction and to work with the Head teacher to ensure opportunities for continuing professional development are in place and are linked to staff appraisals
* To support staff working with pupils who have challenging behaviour through behaviour meetings, the formulation and evaluation of behaviour plans and monitoring of the school behaviour policy and procedures.
* To work with the Headteacher to ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
* To acknowledge, share and promote excellence and develop effective team working.

**Pupils**

* To be a Christian role model.
* To have responsibility with the Head teacher and Deputy Head teacher for the discipline, behaviour and welfare of all pupils.
* To promote as safe learning environment for all pupils which follows school policies and procedures and ensure statutory regulations are followed
* To support pupils by ensuring that the needs and priorities for individuals are widely disseminated.

**Learning Partners**

* To share with the Head teacher and Deputy head teacher, responsibility for providing guidance, advice, counselling and support to parents and carers in the school.
* To lead and be responsible for the development of partnership working with other schools and develop outreach, in-reach and inclusion opportunities.
* To attend meetings of the Governing Body.
* To develop links with the LA, Diocese and the wider community.
* To attend meetings across the trust and work collaboratively with other schools.

**Personal Development**

* To take a full and active part in professional development activities.
* To regularly attend any relevant training and development activities both within and outside school.
* To meet deadlines set by the Head teacher, Deputy head teacher and Governors to ensure the efficient running of the school
* To keep up to date with the requirements of the DfE, Diocese and LA

Any other duties as required by and in consultation with the Head teacher.

This job description is to be reviewed annually and may be amended following consultation between the Head teacher and the post holder.

This job description is intended to clarify the main duties and responsibilities of the post, but it is not intended to be an exhaustive list of all the tasks undertaken by the post. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Further Safeguarding policies can be found St James Ce Primary
Candidates should also refer to ‘Guidance for safer working practice for those working with children and young people in education settings’ which can be found by following the link - <https://www.saferrecruitmentconsortium.org/GSWP%20May%202019%20final.pdf>

Appointment to this post is subject to a satisfactory enhanced DBS check, 2 satisfactory references, and verification of qualifications.

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# **Person Specification**

**MAIN PURPOSE:**

To provide high quality teaching and learning that raises standards for all pupils.

To provide a stimulating and enriching environment which enables children to develop in all aspects of the curriculum and reach their full potential.

To provide outstanding and effective leadership to ensure high standards at all times.

**PERSON SPECIFICATION / SELECTION CRITERIA**

**POST TITLE: ASSISTANT HEAD TEACHER**

**GRADE: L4 – L8**

**E = ESSENTIAL D = DESIRABLE**

1. **QUALIFICATIONS, TRAINING AND EXPERIENCE**

|  |  |  |
| --- | --- | --- |
|  | **Essential/Desirable** | **Evidence** |
| Qualified teacher status | E | Application |
| Degree | D | Application |
| Recent experience of working successfully as a senior or middle leader | E | Application |
| Experience of successful teaching within the primary age range | E | Application/Interview/ Reference |
| Evidence of a whole school responsibility and turning policy into effective practice | E | Application/Interview/ Reference |
| Experience of working with staff to raise standards/quality of teaching | E | Application/Interview/ Reference |
| Evidence of leadership of a significant area, phase or inclusion | E | Application/Interview/ Reference |
| Willingness to participate in and contribute to relevant training and development opportunities | E | Application/Interview/ Reference |

**B. SKILLS**

|  |  |  |
| --- | --- | --- |
|  | **Essential/Desirable** | **Evidence** |
| Ability to teach to achieve high learning expectations and outcomes  | E | Application/Interview/ Reference |
| Ability to work and lead a team successfully to achieve agreed goals | E | Application/Interview/ Reference |
| Ability to build and maintain effective working relationships with all pupils, parents, colleagues and external agencies. | E | Application/Interview/ Reference |
| Ability to promote a positive ethos for the whole school  | E | Application/Interview/ Reference |
| Ability to analyse, plan and monitor progress effectively for improvement | E | Application/Interview/ Reference |
| Ability to adapt own approach in accordance with pupil and staff needs to promote progress | E | Application/Interview/ Reference |
| Excellent personal numeracy, literacy and ICT skills | E | Application/Interview/ Reference |
| Ability to manage situations and apply school policy effectively | E | Application/Interview/ Reference |
| Ability to deal with difficult situations to promote a positive outcome | E | Application/Interview/ Reference |
| Ability to analyse data, to evaluate the performance of pupils and plan appropriate course of action for whole school improvement | D | Application/Interview/ Reference |
| Ability to use information technology to support teaching | E | Application/Interview/ Reference |

**C. PERSONAL KNOWLEDGE AND UNDERSTANDING**

Applicants should be able to demonstrate a good knowledge and understanding of the following areas relevant to the role:

|  |  |  |
| --- | --- | --- |
|  | **Essential/Desirable** | **Evidence** |
| Understanding of effective learning approaches and promote them across a phase or whole school | E | Application/Interview/ Reference |
| Understanding of principles of child development, learning styles and using this to promote progress | E | Application/Interview/ Reference |
| Working knowledge of relevant policies, implications of recent reports  | E | Application/Interview/ Reference |
| Understanding of inclusion, especially within a school setting | E | Application/Interview/ Reference |
| Experience of successful resources deployment | E | Application/Interview/ Reference |
| Knowledge, understanding and application of Christian Church Values across the school | D | Application/Interview/ Reference |

**D. PERSONAL ATTRIBUTES**

Applicants should be able to demonstrate a good ability in the following areas relevant to the phase:

|  |  |  |
| --- | --- | --- |
|  | **Essential/Desirable** | **Evidence** |
| To be an effective team player that leads and contributes to whole school development. | E | Application/Interview/ Reference |
| To evaluate own teaching for improvement. | E | Application/Interview/ Reference |
| To mentor and coach others in achieving good practice. | E | Application/Interview/ Reference |
| To be consistent in response to children and adults promoting appropriate relationships (e.g. behaviour management, parent relationships) | E | Application/Interview/ Reference |
| To be well organised in time management and paperwork. | E | Application/Interview/ Reference |
| To be an effective communicator with pupils, staff and other adults (appropriately in writing and appropriately verbally). | E | Application/Interview/ Reference |
| To have flair, enthusiasm and commitment; demonstrating this within the classroom and wider school community. | E | Application/Interview/ Reference |
| Commitment to church and/or school community | E | Application//Interview/Reference |

# How to Apply

Application Process

The application process for this role is a 2 stage process:

* Application form
* Interview

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please email moira.winstanley@ldst.org.uk or contact the office on 01744 678545

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role, if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas, outside the EEA, are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

**Closing Date: 29/1/2021**

**Shortlisting: 02/02/2021**

**Learning Observations 3 & 4/ 2/2021**

**Interview Date: 8/2/2021**