



**Waterloo**  
Primary Academy

**RECRUITMENT INFORMATION  
&  
APPLICATION PACK**

**Assistant Headteacher: Teaching and Learning Strategic Lead**  
**Waterloo Primary Academy, March 2024**



**Zest**  
Academy  
Trust

## **Assistant Headteacher: Teaching and Learning Strategic Lead**

### **Full Time & Permanent**

Dear Prospective Candidate,

Zest Academy Trust is seeking to appoint a driven, dynamic, and committed Assistant Headteacher, who has the passion, knowledge and skillset to lead the development of teaching and learning at Waterloo Primary Academy. We are seeking an inspirational leader to join our forward thinking, Senior Leadership Team at this pivotal time in Waterloo's development.

Waterloo Primary Academy is a three-form entry primary school with its own nursery, situated at the very heart of an area of significant deprivation in Blackpool. This brings a significant level of challenge to the role, but at the same time, significant rewards.

***Warm and respectful relationships between staff, pupils and families are at the heart of this welcoming school. Pupils are happy. They benefit from strong pastoral support provided by caring and knowledgeable staff.***

**Ofsted 2023**

If you have the drive, resilience and determination needed to make a difference, this is an exciting opportunity to join us. We are a passionate team, who are fully committed to the journey of improvement that we have embarked upon and who are determined to ensure that every child at Waterloo, regardless of their background, has the opportunity to ***achieve amazing things!***

The successful candidate will be a dynamic, committed and innovative leader with a resilient character, strong personal drive and bags of great ideas. The main priorities of this post are to ensure effective teaching and learning across the school, in order to secure excellent outcomes for all our pupils.

### **We are looking to appoint a leader who:**

- is an outstanding classroom practitioner with a positive attitude, high expectations and a successful track record in raising standards and effecting change
- has a strategic vision for improvement and is able to be the key driver in this process
- is a strategic thinker, able to lead, inspire and motivate both staff and pupils
- uses research to make evidence-informed decisions about pedagogy and provision
- can challenge appropriately, whilst maintaining effective relationships
- can demonstrate excellent interpersonal, organisational and communication skills
- has the ability to work collaboratively, building warm, positive and inclusive relationships with all staff, pupils and parents
- has what it takes to join us on our journey of rapid improvement
- is committed to making a difference to the lives and achievements of all pupils at Waterloo Primary Academy

**In return, we can offer you:**

- a caring and safe school with a warm and nurturing ethos
- a dedicated and supportive Leadership Team that challenges itself every day to make a difference to the lives of our children
- friendly, supportive colleagues who work exceptionally hard and are committed to providing high-quality education and experiences for all
- a strong safeguarding and pastoral team
- happy and enthusiastic pupils, who are very proud of their school
- rich, high-quality professional development
- the opportunity to engage in Instructional Coaching
- the opportunity to become a Visiting Fellow with Ambition Institute
- access to a bespoke wellbeing programme
- a skilled and enthusiastic Governing Body, who are dedicated in their support of the school
- the opportunity to make a huge difference to the lives of the children and families we serve

We strongly suggest that you read our latest Ofsted report, to fully appreciate the journey of improvement that we are on. If you are an ambitious leader with a clear vision, who can lead the development of teaching and learning at Waterloo Primary Academy, we would love to hear from you.

Visits from prospective candidates are welcomed and encouraged. These can be arranged by contacting the school office on **01253 315370**. A confidential telephone conversation with the Headteacher, to discuss the role, can also be arranged if candidates are unable to visit in person.

After reading the above, and looking at the job description provided, we hope that you are encouraged to come and visit us to find out more about this exciting opportunity.

Kind regards,



Jenny Brown & Mark Hamblett

**Headteacher      CEO Zest Academy Trust**

<b>Vacancy:</b>	Assistant Headteacher
<b>Grade:</b>	Leadership pay scale: L7 £54,816 – L11 £60,488 (March 24)
<b>Hours:</b>	Full time
<b>Contract:</b>	Permanent
<b>Required from:</b>	1 <sup>st</sup> September 2024

**Closing date: Thursday 11<sup>th</sup> April at 12 noon**

**Shortlisting: Tuesday 16<sup>th</sup> April**

**Lesson observations in candidate's own setting: Week commencing Monday 22<sup>nd</sup> April**

**School-based tasks and interviews: Week commencing Monday 29<sup>th</sup> April**

## How to Apply:

Candidates should detail their strengths (and state clearly which post they are applying for) in their application form and letter of application, evidencing the requirements detailed in the person specification. Application forms, job descriptions and person specifications are available to download from the school website <https://waterloo.zestacademytrust.co.uk/our-vacancies/> or alternatively, contact the school office on 01253 315370.

Please return your completed application form and a succinct covering letter of application (max. 3 sides of A4) via email to: **Mrs Nicola Lea, Chief Operations Officer** [HR@zestacademytrust.co.uk](mailto:HR@zestacademytrust.co.uk)

*If you have not been contacted within two weeks of the closing date, you can assume that, on this occasion, your application has been unsuccessful.*

**We look forward to receiving your application. If you have any questions regarding the post, please contact the Headteacher, Jenny Brown on 01253 315370.**

***Thank you for the interest you have shown in this vacancy.***

*The Trust and Governing Body adopt a positive attitude to the employment of Disabled Persons and guarantee an interview to those who meet the essential criteria of the person specification.*

*Waterloo Primary Academy is committed to safeguarding and promoting the welfare of children/vulnerable adults. This post is subject to satisfactory three-year reference history, Disclosure & Barring Service (DBS) check (previously CRB check), medical clearance, evidence of essential qualifications and proof of legal working in accordance with the Asylum and Immigration Act. **Please note, CVs are not accepted.***

*Online searches will be conducted on shortlisted candidates. Please see Zest Academy Trust Recruitment and Selection Policy for further details - located on our school website.*

<https://waterloo.zestacademytrust.co.uk/our-vacancies/>

Waterloo Primary Academy is part of **Zest Academy Trust** which promotes its own set of values which we believe in.

- ② Zest will promote a love of learning, have a constant focus on teaching and assessment and will effectively manage all its resources
- ② Zest will prepare our children for life's challenges by creating innovative, safe learning environments that challenge preconceptions and expectations
- ② Zest values each member of the Zest learning community by trusting, supporting and treating each other with dignity and respect
- ② Zest will enable our family of schools to maintain and develop their own school identity, sharing innovative practice and support
- ② Zest will enable staff to develop professionally and share their enthusiasm and love of learning with the children in their care
- ② Zest leaders and teachers will share expertise and experience within the Zest community and will collaboratively support professional development and build effective learning capacity
- ② Zest will always challenge to improve

## Job Description for Assistant Headteacher: *Teaching and Learning Strategic Lead*

<b>Job title</b>	<b>Assistant Headteacher with responsibility for teaching and learning</b>
<b>Salary / Grade</b>	<b>L7 – L11</b>
<b>Core purpose:</b>	<i>To support the Headteacher in providing professional and exceptional leadership at Waterloo Primary Academy, in order to achieve the very best outcomes for all pupils. This role includes key responsibilities for the development of teaching and learning. A teaching commitment will form part of this role, but the Assistant Headteacher will not be class-based.</i>
<b>Assistant Headteacher</b>	<p><b>As Assistant Headteacher, you will be required to:</b></p> <ul style="list-style-type: none"> <li>• work in collaboration with the Senior Leadership Team to ensure outstanding leadership and management within the school</li> <li>• be an inspirational and outstanding role model, relentless in the pursuit of excellence</li> <li>• have a deep and accurate understanding of the school's effectiveness</li> <li>• help to identify barriers to school effectiveness and develop strategies for school improvement that are aspirational, dynamic and suited to the school's context</li> <li>• ensure that school improvement strategies are effectively implemented, monitored and adapted, to maximise impact</li> <li>• be an outstanding teacher, with the ability to raise standards across the curriculum</li> <li>• maintain a high profile around school and assist in its smooth day-to-day running</li> <li>• help to shape and embed a culture that enables pupils and staff to excel</li> <li>• work with autonomy to lead and inspire others with the shared aim of achieving amazing things</li> <li>• carry out staff appraisals and hold staff to account for their performance in order to ensure that it is the very best that it can be</li> <li>• support the spiritual, moral, social and cultural development of all pupils</li> <li>• promote inclusion, equality of opportunity and diversity</li> <li>• set very high standards and expectations for the personal development, well-being and safety of all pupils and staff</li> <li>• manage staff well-being with due attention to workload</li> <li>• keep up to date with developments in education and research</li> <li>• work effectively with all stakeholders and external providers to secure the best outcomes for all</li> <li>• secure the commitment of parents and the wider community by contributing to and supporting whole-school events and extra-curricular activities</li> <li>• undertake responsibilities arising from the Headteacher's professional duties which have been reasonably delegated</li> <li>• collaboratively deputise in the absence of the Headteacher</li> <li>• demonstrate a knowledge and understanding of working within and towards the Headteacher's Standards 2020</li> <li>• report to and be accountable to the Headteacher</li> </ul>

*The Teaching and Learning Strategic Lead is responsible for developing a vision for high quality teaching and learning, which is shared by all staff. They will lead, implement and monitor existing and new strategies, which increase the effectiveness of teaching and learning across the school. They will inspire the staff to achieve exemplary practice and will lead on the improvement of teaching skills through high-quality modelling, teaching, coaching and training.*

## Teaching and Learning Strategic Lead

**As the Teaching and Learning Strategic Lead, you will be required to:**

- lead on the continual improvement of teaching, to ensure that high quality learning is evident and sustained across the school
- improve and drive standards of pupil attainment and achievement at Waterloo Primary Academy

**In support of the above, you will be required to:**

### **Strategic Direction and Development:**

- develop and implement a strategic Waterloo Primary Academy Teaching and Learning strategy to ensure that the curriculum is implemented effectively
- ensure the accurate monitoring of teaching and learning standards within the school
- lead on identifying and developing high quality CPD programmes to improve the quality of teaching and learning
- prepare and deliver training across the school to improve teachers' practice
- engage in Instructional Coaching to refine and improve practice, drawing on evidence-informed pedagogical methods
- ensure the entitlement of all pupils to an appropriate broad and balanced curriculum
- ensure that equal opportunities and recognition of diversity are actively promoted through teaching and learning
- lead on the induction of teaching and support staff who are new to the school
- be responsible for the line management and performance management of the learning support staff across the school
- lead on the ECT programmes within the school
- work with other local schools to share good practice and develop provision within the school

### **Teaching and Learning:**

- model consistently high-quality teaching and be able to demonstrate outstanding practice to others
- help to create a climate in which teachers are motivated and encouraged to develop their practice
- ensure that teachers and other staff have high expectations of what **all** pupils can achieve, including those with SEND
- ensure that teacher subject knowledge is secure and is updated in line with new curriculum requirements
- hold staff to account for the quality of teaching and intervene immediately through training, coaching and external support programmes to arrest underachievement due to weak teaching, raising improvement plans if required
- provide mentoring/coaching to individual teachers in need of 1:1 support to improve their practice

- oversee and organise systematic observations of teaching and learning and year group/key stage reviews
- ensure that all teacher planning and preparation has maximum impact on pupils' learning
- direct and coach teaching support staff, to ensure they are clear on how they can support pupils' learning
- ensure that teachers identify pupils who have fallen, or are in danger of falling behind in a timely manner
- ensure that teaching supports those pupils and enables them to catch up
- ensure that assessment information is used to plan appropriate teaching and learning strategies that enable all pupils to make good progress and achieve well
- continue the established ethos of an inclusive school and work with staff to develop innovative approaches to learning for all pupils
- keep up-to-date with research in order to ensure that the skills, knowledge and understanding of the staff team is current, relevant and improving outcomes for pupils
- ensure that pupils' behaviours and attitudes facilitate strong, collaborative learning in the classroom and the whole school environment

#### **Recording and Assessment:**

- have an overarching responsibility for pupils' achievement and standards in the curriculum
- develop marking and feedback to ensure that all teachers provide pupils with incisive feedback that has a positive impact on learning
- ensure that any additional teaching programmes/intervention strategies are utilised effectively to improve pupil outcomes
- work alongside teachers to set challenging and ambitious targets for all pupils and monitor pupil progress
- develop pupil voice and the use of Pupil Book Study in the assessment of teaching and learning
- support teachers to carry out rigorous gap analysis tasks and develop effective action plans to raise pupil attainment
- lead regular pupil progress meetings with each year group
- support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- ensure that Year Leaders and Phase Leaders rigorously track the quality of teaching and learning within their year group/phase

#### **Monitoring and Evaluation:**

- line manage Phase/Year Leaders, holding them to account for the standards in English and Maths in their year groups
- co-ordinate and carry out monitoring and evaluation activities to improve teaching and learning, including work scrutinies, lesson observations and learning walks
- provide feedback to staff based on the above observations, identify training needs and provide continuing professional development (CPD)
- monitor the impact of training/support on teacher and pupil performance
- work with the relevant subject leaders to oversee the continual development of English and Maths throughout the school
- oversee the quality assurance of Year/Phase Leaders' monitoring of teaching and learning
- work with the Headteacher to ensure up-to-date self-evaluation and action planning for the development of teaching and learning within the school
- provide up-to-date reports on teaching and learning for SLT, governor/trustee and other committee meetings

## General Duties & Responsibilities

**Under the direction of the Headteacher, the Assistant Headteacher will be required to:**

### **School Culture and Behaviour**

- create a culture where every member of the school family can learn, grow and flourish together
- encourage high standards of behaviour from pupils and staff, built on the expectations and routines outlined in The Waterloo Way
- demonstrate consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- actively promote and shape a culture of whole-staff professionalism

### **Safeguarding**

- promote the safeguarding of all pupils in the school
- work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- work with the designated safeguarding lead (DSL) and the Senior Leadership Team to ensure that pupils feel safe and staff are trained to identify safeguarding needs

### **Governance, Accountability and Working in Partnership**

- create professional working relationships with those responsible for governance
- work with the governing body to ensure that the quality of teaching and learning is well-understood at all levels
- attend relevant meetings and provide reports and information as required
- help to ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- maintain excellent working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
- work successfully with other schools and organisations
- work in partnership with parents and the community, keeping them informed and involved in pupils' learning

## Appointment of Assistant Headteacher: Teaching and Learning Strategic Lead Waterloo Primary Academy

Selection decisions will be based on the criteria below. At each stage of the process, an assessment will be made by the appointment panel to determine the extent to which the criteria have been met and the ability of the candidate to fulfil the job description for the post.

Candidates failing to meet any of the essential criteria will automatically be excluded.

The appointing panel will use a combination of assessment tools to determine each candidate's suitability and the extent to which the criteria have been met. These assessment tools include (but are not limited to) the application form, supporting statement, information gathered during the interview process and references.

Qualifications and Training	Essential	Desirable
Qualified teacher status	✓	
Degree	✓	
Evidence of professional development for leadership	✓	
Recent participation in a range of relevant in-service training	✓	
Evidence of appropriate professional development for the role of Teaching and Learning Strategic Lead		✓
Up-to-date safeguarding training and knowledge of legislation for the protection of young people	✓	

Experience of Teaching and Educational Leadership	Essential	Desirable
Successful planning, teaching, and assessment experience within the primary phase	✓	
In-depth knowledge and understanding of the EYFS Framework (2021) and the National Curriculum	✓	
Experience of leading a whole-school initiative/staff training/INSET	✓	
Demonstrable track record and experience of shaping, developing and implementing strategies that improve the quality of teaching and learning	✓	
Demonstrable experience of giving effective feedback to teachers to improve learning	✓	
Recent and relevant experience of leadership within a primary school setting	✓	
Evidence of direct involvement in whole-school self-evaluation and the development of school improvement strategies		✓
Experience of line managing others		✓
Experience or professional development in Instructional Coaching		✓
Evidence of regular and appropriate professional development of the Early Career Framework		✓

Professional Knowledge and Understanding	Essential	Desirable
<b>Knowledge and Understanding:</b> <ul style="list-style-type: none"> <li>knowledge and understanding of curriculum sequencing and progression</li> <li>knowledge and understanding of how children learn</li> <li>knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential</li> <li>knowledge and understanding of the learning opportunities in the outdoor environment</li> <li>clear strategic vision for inclusion</li> <li>demonstrable knowledge and understanding of child protection and safeguarding issues</li> </ul>	✓  ✓ ✓  ✓ ✓	✓
<b>Teaching and Assessment:</b> <ul style="list-style-type: none"> <li>able to effectively use data, assessment and target setting to raise standards/address weaknesses</li> <li>to have a well-informed understanding of the assessment requirements and arrangements for EYFS and KS1/KS2</li> </ul>	✓ ✓	
<b>Pupil Progress:</b> <ul style="list-style-type: none"> <li>to have current experience of monitoring and recording pupil progress</li> <li>to have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as or better than similar learners nationally</li> </ul>	✓ ✓	
<b>Professional Attributes and Skills:</b> <ul style="list-style-type: none"> <li>powerful commitment to continuous improvement and raising standards</li> <li>able to promote collaboration and work effectively as a team member</li> <li>able to take the lead, motivate, inspire and support others to achieve excellence</li> <li>able to contribute to the professional development of colleagues through effective practice and providing advice and feedback</li> <li>able to lead teams and challenge underperformance</li> <li>able to work positively with parents and carers</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓	
<b>Professional Characteristics:</b> <ul style="list-style-type: none"> <li>have a good commitment to sustaining regular attendance at work</li> <li>able to support and develop the vision of the school</li> </ul>	✓ ✓	

Personal Skills and Attributes	Essential	Desirable
A strong Educational Philosophy	✓	
A strong moral purpose	✓	
Effective interpersonal skills and a commitment to developing good working relationships with colleagues	✓	
A positive role model who demonstrates leadership qualities	✓	
Able to think strategically, solve problems and make decisions	✓	
Excellent communicator with the ability to work effectively with a range of audiences	✓	

Able to prioritise time effectively	✓	
Able to work under pressure to secure rapid improvement	✓	
Able to write in a confident, accurate and professional manner	✓	
Able to demonstrate commitment, integrity, and resilience whilst being responsive, open and honest about the challenges	✓	
A high degree of emotional intelligence	✓	
Able to take onboard and respond to coaching/advice	✓	
A strong commitment to equal opportunities	✓	