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*A faithful community that loves, lives and learns with hope and joy; where everyone is valued and encouraged to flourish.*

**Assistant Headteacher**

**Permanent Post**

**Candidate Information Pack**

**Closing date:** 8amMonday 3rd February 2025

**Short Listing:** Monday 3rd February 2025

**Interviews:** Thursday 13th February 2025

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**Required 22nd April 2025**

**Number of children on roll: 145**

**Vacancy Hours Full time**

**Contract Type Permanent**

**Pay scale L1-3**

**Application Closing Date 8am Monday 3rd February**

**Shortlisting Date Monday 3rd February**

**Interview Date Thursday 13th February**

**Venue for Interview Carleton Endowed Church of England Primary School**

**Advert Details**

Our ideal candidate will be a positive and forward-thinking practitioner and an excellent class teacher. They will have a desire to develop their leadership skills, have experience of motivating staff and have a proven track record as a subject/middle leader. They will be prepared to work to support the headteacher with the day to day needs of the children and school. They will be able to ensure that the curriculum and assessment across the school are effective and implemented well. They will contribute to a safe environment for all pupils and especially those who may be vulnerable, as well as helping to promote and maintain a culture of high expectations for all children and staff. The role includes 0.2 release time from class plus PPA.

**The role will include:-**

* responsibility for the progress and attainment of the children in their class (Y6 in the first instance)
* working with the headteacher to manage all teaching staff and curriculum support staff
* implementing and reviewing the curriculum and its assessment alongside subject leaders
* supporting the headteacher to plan, allocate, support and evaluate the work undertaken in school, ensuring clear delegation of tasks and responsibilities.
* promoting the safeguarding of all pupils
* communicating with pupils and parents and listening to any concerns
* using data on attainment to inform future improvement.

**We are looking for a candidate who:**

* is an excellent classroom practitioner
* is passionate about teaching and learning and is able to motivate and inspire pupils and colleagues
* is creative and innovative
* is a positive and friendly presence in the school who communicates effectively with all stakeholders
* has proven experience of effective subject leadership
* has high expectations in all areas of school life
* is able to manage a team through a balance of support and challenge to secure best practice

**What we can offer:**

* happy and welcoming pupils, staff, governors and parents
* opportunities for training and development including an induction programme when you start your role
* a warm, collegiate and supportive environment in which to work, learn and develop
* opportunity to work in collaboration with senior leaders from other schools as part of the Leeds Diocesan Learning Trust
* a chance to be part of a caring and nurturing environment with exciting visions for the future

The successful applicant will become part of a team that is enthusiastically driving the school forward and building upon it’s achievements and strengths. We are a warm, inclusive family school with a strong Christian ethos, a sense of community and a commitment to excellence for all children in our care. We aim to ensure that our children feel safe, happy and achieve their potential as a unique individual and as a learner.

*Carleton Endowed CE School is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment with the school. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.*

**We welcome visitors to our lovely school and encourage you to come for a visit prior to your application. If you would like to arrange a visit to the school, please email** [**admin@carletonendowed.com**](mailto:admin@carletonendowed.com) **or call 01756 792910 and ask to speak to Helen Dudman the Headteacher**

**More information**

Carleton Endowed Church of England Primary School is located in the beautiful village of Carleton, a short drive from the bustling market town of Skipton in the Yorkshire Dales.

We are a happy and aspirational village primary school providing education for children aged 4-11. We are proud of our local roots and of our strong church and community links. Our vision statement **‘ A faithful community that loves, lives and learns with hope and joy; where everyone is valued and encouraged to flourish’** is at the heart of all we do and our staff are committed to ensuring that all children are able to be the very best that they can be. We provide an exciting, rich and varied curriculum to challenge and inspire our pupils and give them every opportunity to flourish. We value academic and personal success and have high expectations of behaviour and effort. Our children have fun together and work hard together.

We are on a journey of improvement. Our recent SIAMS inspection (November 24)noted:

*Carleton Endowed School is a warm, loving, and welcoming inclusive Church school. It has a clear sense of its vision and what it aspires to bring to its community. The Parable of the Lost Sheep inspires the vision and values. The school nurtures and celebrates the uniqueness of adults and pupils, recognising their individual contributions. Joy, love, hope, and courage lie at the heart of leaders’ priorities and school development*

On 1st November 2022 we became an academy and were one of the founding schools of Leeds Diocesan Learning Trust.

**Leeds Diocesan Learning Trust (LDLT)**

Carleton Endowed school is one of 14 schools in LDLT.

Leeds Diocesan Learning Trust was established in September 2022 and has a passionate commitment to support church and community schools across the Diocese of Leeds. Bringing together the children, staff and governors in our schools and the central team and directors on the Trust Board, we are proud to ‘love, live and work together’ to support the delivery of quality education

**How to apply**

Please see the person specification and job description below. Visits to school prior to completion of the application form are welcomed and encouraged.

Completed application forms should be returned to the Head Teacher, Mrs Helen Dudman, by email to **admin@carletonendowed.com** to arrive no later than **8:00am Monday 3rd February.**

It is expected that **interviews** for the post will be held **Thursday 13th February**.

Details of the interview arrangements will be sent out to those on the shortlist by Friday 7th February. If you have not heard from us by this date please assume that your application has not been successful on this occasion.

Thank you in advance for completing your application.

**Assistant Headteacher - Job Description**

1. **Introduction**

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document.

The performance of all duties and responsibilities set out below will be under the reasonable direction of the headteacher or other senior managers, if appropriate. Reasonable amendments to the job description may be made, at any time, at the headteacher's discretion to fit with the demands and needs of the school and its pupils.

We are committed to promoting equal opportunities in employment. All staff and job applicants receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

* 1. **Purpose of the Job and General duties**

* Be an active member of the SLT and assist the headteacher in leading the school.
* Undertake the usual responsibilities of a teacher, whilst taking some responsibility for leading other class teachers and staff across the school.
* Support the headteacher with ensuring that pupils’ personal, emotional and academic needs are prioritised by providing strategic leadership across the school.
* Contribute to a safe and welcoming learning environment for pupils, particularly for those who may be vulnerable.

1. **Applicable Contract Terms and Duties**

* This job description is to be performed in accordance with the latest School Teachers’ Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the post holder’s title and salary grade.
* The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the ‘Burgundy Book’) and to locally agreed conditions of employment to the extent that they are incorporated in the post holder’s individual contract of employment.
* Copies of the relevant documents are available for inspection at the school.

**3, Particular responsibilities**

* To undertake your duties as required by the latest Teachers’ Standards.
* Attend and take part in school meetings on curriculum, organisation, and guidelines.
* Progress and continually develop working knowledge of national curriculum programmes and frameworks.
* Assist in the maintenance of good discipline among students in and around the school grounds whilst promoting safety and compliance with school rules and guidelines.
* Be familiar with, and act in accordance with school systems and structures including those associated with Health and Safety and Safeguarding.
* A commitment to meet school targets and monitoring systems for pupil development.
* To monitor work carried out by each pupil in your class including class work and home work and providing constructive feedback and informed targets, as appropriate.

1. **Key Tasks and duties**

* The key tasks associated with the post are as follows:
* Work with the headteacher to manage all teaching staff and curriculum support staff.
* Lead on providing effective and strong support for all pupils, developing strategies to raise the self-esteem and aspirations of learners, and on agreed whole-school responsibilities.
* Implement and review the curriculum and its assessment alongside subject leaders
* Oversee the monitoring, evaluation and review of the effectiveness of curriculum policies.
* Support the headteacher to plan, allocate, support and evaluate the work undertaken in school, ensuring clear delegation of tasks and responsibilities.
* Liaise with the headteacher to monitor and evaluate the quality of teaching and standards of learning and achievement for all pupils, including those with additional learning needs and SEND.
* Support staff to ensure that parents, pupils and other relevant individuals are well-informed about pupil attainment and progress.
* Assist the governing board in its responsibility to monitor the school’s performance as required.
* Collaborate with the headteacher to manage performance and be responsible for the overall performance of school staff.
* Assist and support staff to be accountable for their own performance and develop approaches to review and evaluation.
* Alongside the headteacher, make use of attainment data to set challenging yet realistic targets for pupils and analyse the outcomes of groups of pupils as well as individual pupils.
* Maintain and present accounts of the school performance to the school’s Local Academy council, as required.
* Be accountable for having a strong awareness of the school’s policies and procedures.
* Promote the safeguarding of all pupils in accordance with the school’s Child Protection and Safeguarding Policy and in accordance with Keeping Children Safe in Education (as updated and amended from time to time).
* Take the role of Deputy Designated safeguarding lead
* Undertake additional duties as reasonably expected under the direction of the headteacher.
* Play a key part in promoting pupil wellbeing.
* Communicate with pupils and parents and listen to any concerns.
* Lead training and support for staff members to enhance their performance as neccessary.
* Use data on attainment, attendance, behaviour, exclusions and wellbeing to inform future improvement.

\* This job description and the particular responsibilities are not exhaustive and will be under periodic review to ensure it meets the changing needs of the school.

The Assistant Headteacher is reports to the headteacher for his/her duties and responsibilities.

**Person specification – Assistant Headteacher**

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|  | **Essential** | **Desirable** |
| **Qualifications and training** | The successful candidate will:   * Have QTS. * Be willing to undertake relevant CPD and additional further training | * Relevant professional qualification and or post-graduate qualification * First aid training |
| **Experience** | The successful candidate will:   * At least two years in a leadership role in a school * Lead, monitor and review * Work effectively with vulnerable pupils * Liaise with a range of agencies and   professionals to support pupils   * Effective communication with parents | * Have contacts with relevant external agencies. |
| **Knowledge and skills** | The successful candidate will have:   * A sound understanding of the curriculum. * Excellent behaviour and staff management skills. * Excellent inter-personal skills. * The ability to work as part of a team. * Excellent planning and organisational skills. * Effective oral and written communication skills. * Knowledge of key performance indicators and the ability to use them to monitor progress. * Awareness of the needs of vulnerable pupils. * An understanding of how a pupil’s learning is affected by their intellectual, emotional and social development, and the stages of child development. | * Strong understanding school guidance and legislation |
| **Personal qualities** | The successful candidate will:   * Be committed to teaching. * Supportive of their colleagues. * A good communicator. * Have good attendance and punctuality. * Be proactive in the working environment. * Be enthusiastic and positive. * Be able to accommodate to changes in priorities. * Be able to anticipate workload and plan ahead. * Be able to develop effective relationships with parents and staff within school and work as part of a team. * Be able to encourage and enable others to reach their full potential. * Be approachable, empathetic and personable. * Be able to motivate themself and those around them. | * Self-confidence * Ability to relate well to other professionals |