



Assistant Headteacher - Curriculum and Assessment

Candidate Information Pack

A place of learning,
laughter and friendship

www.thomasbuxton.towerhamlets.sch.uk





A very warm welcome to Thomas Buxton Primary School!

welcome



Thank you for your interest in the post of **Assistant Headteacher - Curriculum and Assessment** at Thomas Buxton.

These are extraordinary times and it is helpful to find out as much about a school as you can before making an application. I encourage you to make the most of our school website; it really does reflect the ethos and spirit of our wonderful school community.

Firstly, we have the best children in all of London! They are keen to learn, well behaved and they really enjoy coming to school. Our parents and carers value education and support the school brilliantly. We are a happy, successful and forward-thinking school community set in the heart of Whitechapel. Using the local area and amazing locations in central London is important to us in bringing the curriculum to life and making learning meaningful to children.

If you are successfully appointed, we offer you a commitment to your professional development as part of a dynamic team. Clear systems and structures ensure that there is transparency and good communication throughout the school.

Our school motto is “Learning Together” and it is expected that we all demonstrate this, whatever our role in school. Tower Hamlets is a supportive and inclusive Local Authority; and is a great place to work. Strong networks between schools (informally and formally through the E1 Schools Partnership) mean that there is a strong sense of identity and loyalty to the children and community we serve.

On our school website, you will find other key information about the school - the prospectus, school improvement plan and teaching and learning policy - which will give a broader picture of who we are and if we are the right place for you. We look forward to receiving your application.

Lorraine Flanagan
Headteacher

Contact details

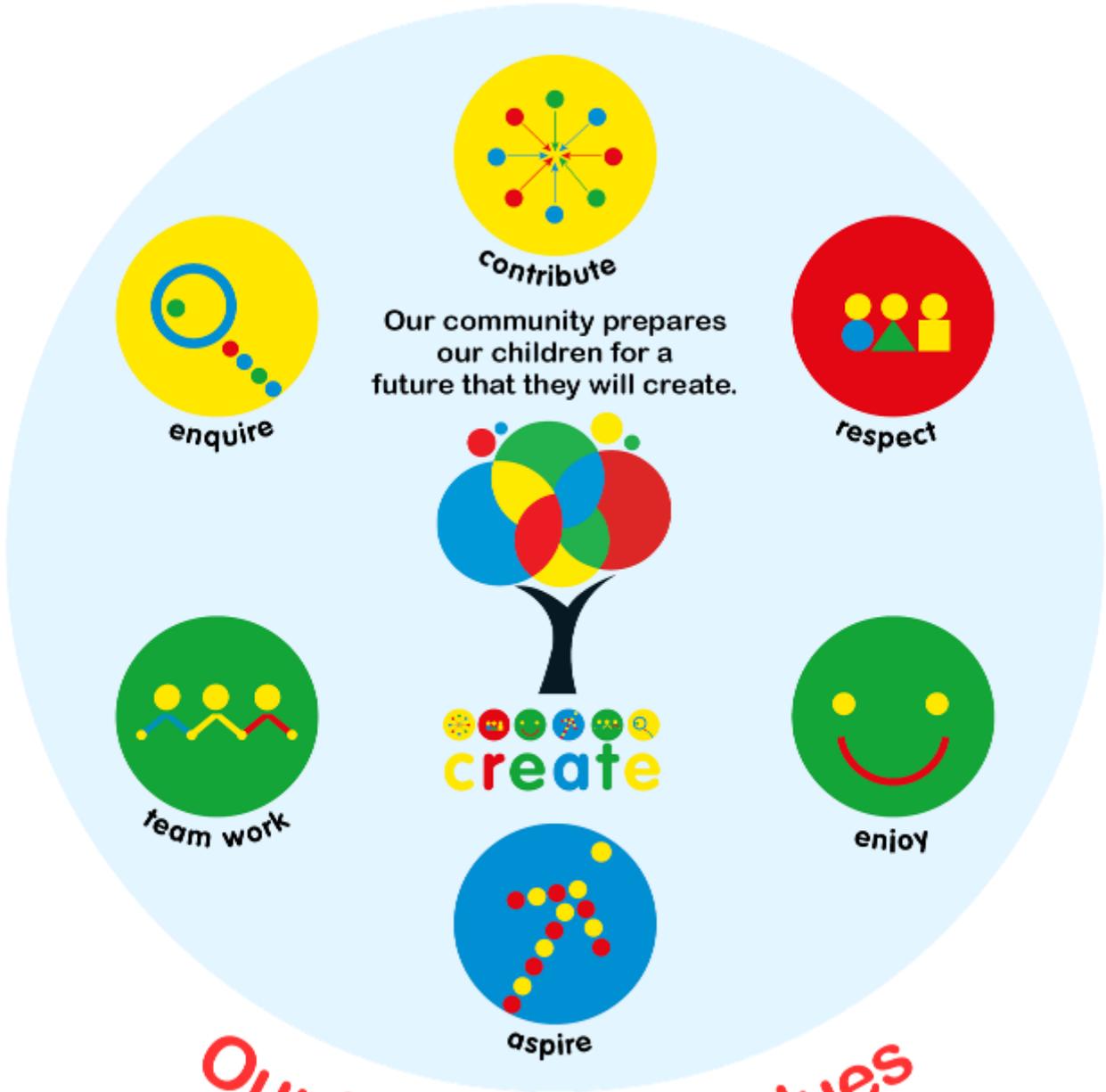
Thomas Buxton
Primary School
Buxton Street
London E1 5AR

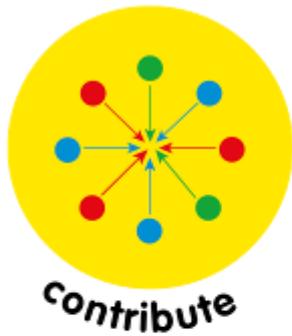
Tel: 020 7247 3816
Fax: 020 7247 3842

admin@thomasbuxton.
towerhamlets.sch.uk

www.thomasbuxton.
towerhamlets.sch.uk

our
vision and
values





contribute



respect

Our School Values

CREATE

Contribute We can all make this an exciting place to learn, discover and create.

Respect Treat everyone in our school equally, in everything we say and do.

Enjoy Celebrate our love of learning and recognise effort and achievement.

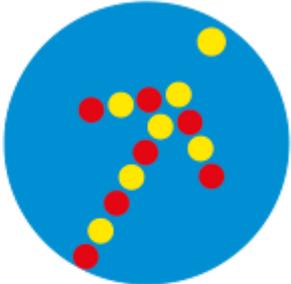
Aspire Aim high to ensure that everyone fulfils their potential.

Teamwork Our collective culture ensures children, families and staff work and learn together.

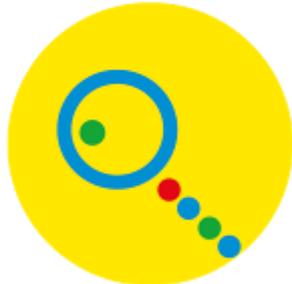
Enquire Ask questions, take risks, nurture curiosity and make discoveries.



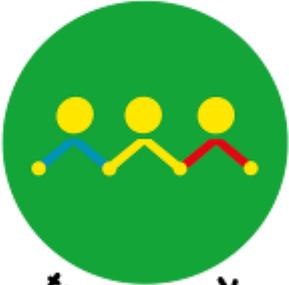
enjoy



aspire



enquire



team work

job description



Post title:	Assistant Headteacher (Curriculum and Assessment),
Grade:	Inner London Leadership Scale L7– L11
Responsible to:	Headteacher
Staff supervised:	Phase Leaders and TLR Postholders as required
Responsible for:	The leadership and implementation of the curriculum and assessment systems across the school.

GENERAL PROFESSIONAL DUTIES

Main purpose

The AHT (Curriculum and Assessment) will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

Duties and responsibilities

Section 1 - Job purpose and accountability

Work with the Head Teacher to provide professional leadership for the school which secures its success and improvement, ensuring high quality education for all its pupils and improved standards of learning and achievement.

- Lead the development of an innovative, creative curriculum that meets the requirements of the National Curriculum orders but also meets the needs of children
- To carry out the duties of the Assistant Head Teacher as set out in the School Teachers Pay & Conditions Document
- To support the Head Teacher in the day to day organisation of school systems.

Teaching and learning

Work with the Head Teacher and the governing body to create and sustain an environment and code of behaviour and discipline that secures and sustains effective teaching and learning.

Professional Skills

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 all pupils are taught to read
- Lead TLR Postholders in the planning and design of the curriculum that ensures that the teaching of the National Curriculum subjects are mapped carefully from the Early Years through to the end of Key Stage 2.
- Ensure that the curriculum is enriched by a range of opportunities which deepen and extend children's learning and personal development.
- Extend personalised learning opportunities for all children through the development of new technologies
- Ensure that the curriculum and enrichment offer is inclusive of all children across the school.

Assessment

The assistant headteacher will:

- Lead on the whole-school assessment strategy, ensuring it is rigorous, well-evidenced and easy to communicate to pupils and parents/carers
- Track and analyse pupil performance data, paying particular attention to pupils who:
 - Are identified as being disadvantaged
 - Have SEN and/or disabilities
 - Speak English as an additional language (EAL)

Work with the Inclusion Lead to plan and implement interventions for pupils who aren't progressing
Provide training and support for teachers and support staff on administering the assessment system effectively

Additional and special educational needs and disabilities (SEND)

- Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:
 - Promote a culture and practices that allow all pupils to access the curriculum
 - Have ambitious expectations for all pupils with SEND
 - Make sure the school works effectively with parents, carers and professionals to identify additional needs, and provide support and adaptation where appropriate
 - Make sure the school fulfils statutory duties regarding the SEND Code of Practice

Staff management and professional development

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

- Performance-manage staff identified in the line management structure, including carrying out appraisals, induction and holding staff to account for their performance
- To be the named lead for ITE and ECT teachers
- Manage staff well, with due attention to workload
- Ensure staff have access to appropriate, high-quality professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs

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 and efficiently

job description

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- 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 school improvement strategies are effectively implemented

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
- Make sure 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

Other areas of responsibility:

To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.

Equal opportunity

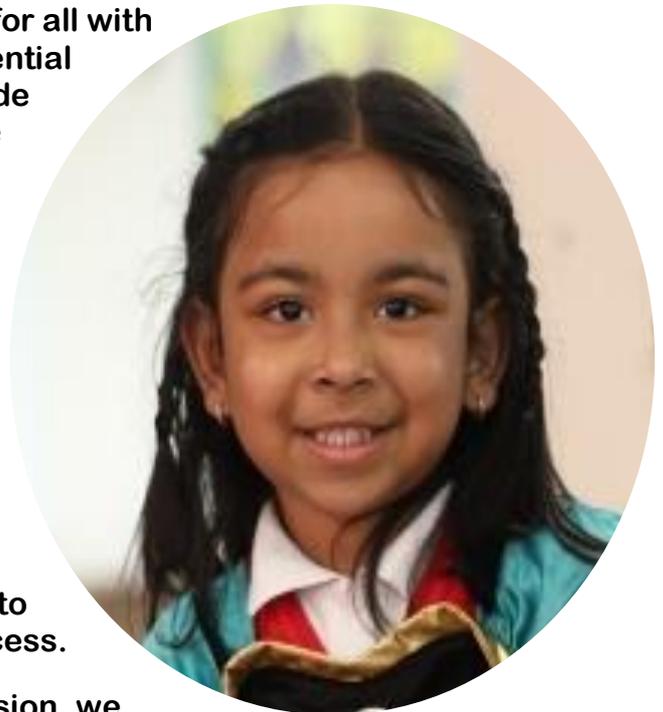
The post holder will be expected to undertake all duties in the context of and in compliance with the school's and council's equal opportunities policies.

Safeguarding children

We are fastidious in our recruitment of new colleagues. Potential applicants must share our vision and commitment to providing the very best education to our students that we possibly can and promote our ethos. Applicants must be team players who are able to see how their contribution fits into the bigger picture. They must be dedicated, skilled, highly professional individuals who are passionate about their work and enjoy working with others that share these values.

- **In accordance with the Disclosure and Barring Service Code of Practice this policy is made available to all job applicants at the outset of the recruitment process. The DBS Code of Practice is available at <https://www.gov.uk/government/publications/dbs-code-of-practice>.**
- **As an organisation which uses the Disclosure and Barring service, the Governing Board of the School complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.**

- We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. A DBS check will therefore be carried out before appointment to any job at the School is confirmed. This will include details of convictions cautions and reprimands, as well as ‘spent’ and ‘unspent’ convictions. A criminal record will not necessarily be a bar to obtaining a position.
- We are committed to the fair treatment of applicants on all protected grounds and in relation to all history of offending.
- We promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their competencies, qualifications and knowledge.
- Application forms and recruitment information will contain a statement that job applicants will be required to disclose their criminal record if they are invited to interview and a DBS check will be carried out if they are offered the job. The information will only be seen by those who need to see it as part of the recruitment process.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the job sought could lead to withdrawal of an offer of employment.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the job before withdrawing a conditional offer of employment.
- We ensure that people at the School who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.



**job
description**



Please view our Safeguarding Policy which is available on our school website: <https://www.thomasbuxton.towerhamlets.sch.uk/policies/safeguarding>

Please view the following policies on our school website:

<https://www.thomasbuxton.towerhamlets.sch.uk/vacancies>

Job description agreement

The post holder will be line managed and performance managed by the Headteacher.

The above job description was agreed on _____

This job description will be reviewed regularly and may be subject to change with appropriate consultation.

.....

Signed by Post holder

.....

Signed by Headteacher



Thames Basin
Primary School

person specification

Criteria	Qualities	Essential	Desirable
Qualifications and training	Qualified teacher status (QTS)	X	
	Degree	X	
Experience	Professional development in preparation for a leadership role		X
	Evidence of successful curriculum leadership and management experience in an Inner-City school.	X	
	Teaching experience for a minimum of 7 years.	X	
	Involvement in school self-evaluation and development planning		X
	Demonstrable experience of successful line management and staff development		X
	Experience of teaching across different phases across the school from EY to Y6.	X	



Criteria	Qualities	Essential	Desirable
Skills and knowledge	Understanding of high-quality teaching, and the ability to model this for others and support others to improve	X	
	Understanding of school finances		X
	Effective communication and interpersonal skills	X	
	Ability to communicate a vision and inspire others	X	
	Ability to build effective working relationships	X	
	Knowledge of data analysis and school accountability systems.	X	
	Knowledge of curriculum implementation and development from EY to Y6	X	
	A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	X	
Personal qualities	A commitment to upholding public trust in school leadership and maintaining high standards of ethics, behaviour and professional conduct	X	
	Ability to work under pressure and prioritise effectively	X	
	Ability to build positive and respectful relationships across the school community	X	
	Commitment to maintaining confidentiality at all times	X	
	Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position	X	

about
our
school



Thomas Buxton Primary School

Thomas Buxton Primary School opened on 26th April 2011 following the amalgamation of Thomas Buxton Infant School and Thomas Buxton Junior School.

The school is a larger than average, 2 form-entry, community maintained school with up to 480 pupils on roll. Children are aged from 3-11 years old. The school is in a single-storey building with spacious, well- resourced outdoor areas for play and learning.

We are situated in Whitechapel, within the London Borough of Tower Hamlets, an area of considerable socio-economic contrasts. It is a diverse and vibrant area with good access to all that the capital has to offer. We take full advantage of the facilities and experiences both locally and in central London to enrich the children's learning. We are close to green spaces Allen Gardens and Weavers Fields, and right next door to Spitalfields City Farm - which offers children the opportunity to experience rural and city life simultaneously. The school is also within walking distance of cultural centres, the Whitechapel Art Gallery, Bethnal Green Museum of Childhood and the Rich Mix Cinema and arts complex – and we are regular visitors to all.

The deprivation evidenced in the immediate vicinity of the school is juxtaposed against; the wealth of the City, the traditional food services on Brick Lane and the new energy of the modern media industry spreading out from Shoreditch.





All applications will be acknowledged and there is a nominal closing date for this role. Candidates are encouraged to submit their applications as soon as possible as preliminary shortlisting may begin as soon as they are received.

To apply please:

Complete your application form and personal statement (no more than 2 sides of A4) which demonstrates your suitability for this role based on your experiences and achievements to date.

Provide two professional references, one of whom must be your current Headteacher/employer.

Return completed applications to Oseme Boucher, School Business Manager, via email:
recruitment@thomasbuxton.towerhamlets.sch.uk

Key dates

- Closing date for applications - Monday 20th April 2026 9.00am
- School visits on 14/15/16 April 2026 9.15am or 2pm
- Interviews will be held in school on - Wednesday 22nd April 2026
- All applications will be acknowledged

Further information

Please visit the school website

www.thomasbuxton.towerhamlets.sch.uk or

please email:

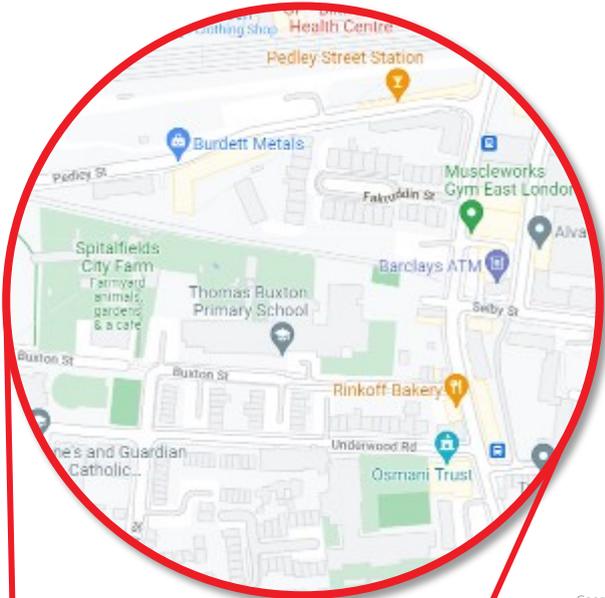
Oseme Boucher (School Business Manager)

Recruitment@thomasbuxton.towerhamlets.sch.uk

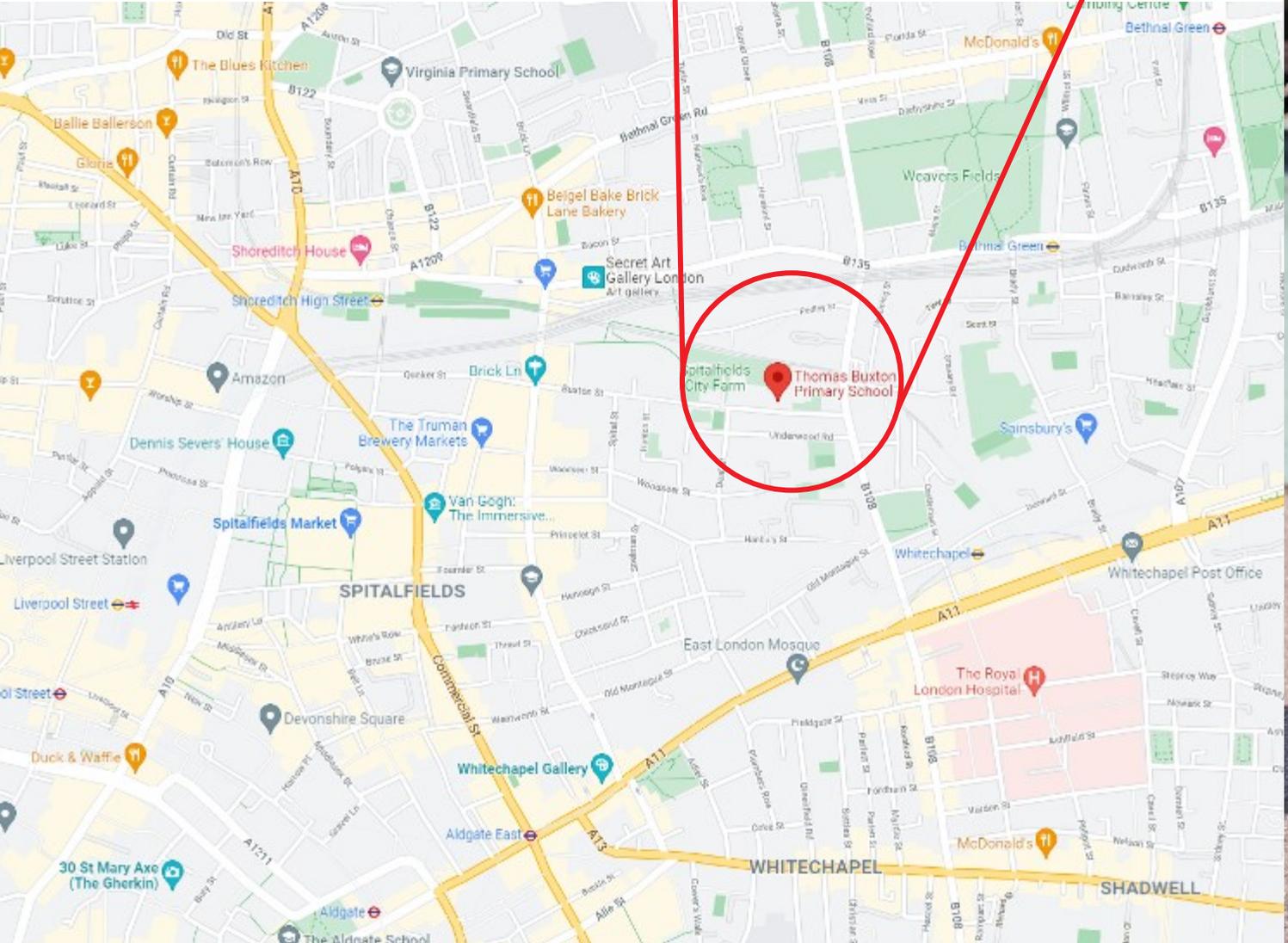
how to find us

Thomas Buxton Primary School is located in Whitechapel, London, beside Spitalfields City Farm, and is a short walk from Whitechapel High Street, Bethnal Green Road and Commercial Street.

You can find us on Google Maps or alternatively use Transport for London's Journey Planner to get here.



Google Maps 2022







**Thomas Buxton
Primary School**
Buxton Street
London E1 5AR

Tel: 020 7247 3816
Fax: 020 7247 3842

admin@thomasbuxton.towerhamlets.sch.uk
www.thomasbuxton.towerhamlets.sch.uk

