

# Assistant Headteacher – Curriculum & Assessment

Woodlands Primary Academy

September 2023



**WOODLANDS  
PRIMARY  
ACADEMY**  
*Creative  
Education  
Trust*



## Dear Colleague

**Thank you for your interest in the role of Assistant Headteacher for Curriculum and Assessment at Woodlands Primary Academy.**

Woodlands Primary Academy joined Creative Education Trust in April 2015. Our network consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team. Further schools are in the pipeline and our medium-term ambition is to be a trust of 25 schools.

As a Creative Education Trust school, we have access to outstanding support from the very best experts in school improvement and professional development. Our children also benefit from cross trust enrichment activities and an innovative approach to cross-curricular development through the 'Knowledge Connected' programme.

At Woodlands we aim to provide excellence through opportunity. We nurture the best in every child, ensuring equal opportunities for all. We strive to provide the very best teaching and learning opportunities, supporting all our children, whatever their need may be.

We are a large and friendly staff team who understand the importance of a high-quality education to support all pupils to achieve their full potential. The curriculum has been developed in school by the teachers and LSAs. We strive to provide pupils with a rich programme of co-curricular activities. Our school is well resourced and we strive to provide an inclusive and expansive education for all of the children in our care. As well as meeting their educational needs we also have a nurture room where we offer 1:1 support and small nurture group support for vulnerable children who have additional emotional needs.

We are lucky enough to be able to offer our children specialist provision for music and sport. Our specialist music provision includes our own designated music room and practice area. Our specialist music lead provides weekly music lessons to every year group and we offer whole class instrumental teaching opportunities for all our children.

We have an impressive record of sporting achievements at our school. Our children regularly compete at County and National level. This success is achieved through the successful leadership of our PE instructor. All children have two hours of PE each week and we offer a range of extra-curricular sports clubs which are second to none!

We have an amazing environment here at Woodlands so we can take teaching out of the classroom. Our nursery, reception and year 1 have their own designated outside space, as well as large playing fields and our very own woods, complete with over a mile of nature trails.

I would be delighted to discuss this role with you and am available on **[Enquiries@woodlandsprimaryacademy.org.uk](mailto:Enquiries@woodlandsprimaryacademy.org.uk)** or **01493 665314**

I look forward to receiving your application.

Yours sincerely,  
Vicky Platten, Headteacher

**“We are looking for an ambitious, experienced, committed and energetic Teacher”**

You can find out more at:  
**[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)**

# ABOUT CREATIVE EDUCATION TRUST

**Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.**

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.

## Our aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



## We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity



You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)



# ABOUT WOODLANDS PRIMARY ACADEMY



**We opened as a community primary school in September 2008, catering for children between the ages of 3 and 11 years. There are two classes in each year from Reception to Year 6 and a nursery class.**

Since April 2015 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

We work closely with other local schools, both secondary and primary, as part of the Lynn Grove cluster. This ensures that there is consistency between the schools in areas such as SEND provision and creates a core focus on providing a positive education for students in Gorleston and Bradwell.

The school is well resourced and we strive to provide an inclusive and expansive education for all of the children in our care.

## **Our on-site facilities include:**

- A purpose-built extension for Nursery, Reception and Year 1 children, which helps nurture students in the Early Years whilst also allowing smooth transition to Key Stage 1;
- A networked ICT suite and portable banks of Chromebooks;
- New digital screens in every classroom;
- A purpose-built, fully computerised central library;
- Specialist facilities for music, art, science, design and technology (including food technology) and special educational needs;
- A Speech and Language Therapist;
- A large environmental area on the school site, which includes a woodland, pond, an orchard and over a mile of nature trails which we frequently use as a teaching resource.
- We also have covered seating areas, a trim trail and a play activity area.



**The school's outcomes at the end of Key Stage two have increased year on year since joining CET and the school has moved from Ofsted inadequate to good.**

To see full details of the school performance data please visit:

<https://www.compare-school-performance.service.gov.uk/school/139580/woodlands-primary-academy>

# SUPPORT FOR OUR STAFF

As a member of staff at Woodlands Primary Academy you will feel supported and inspired by a group of ambitious and caring colleagues.

Every member of staff benefits from:

- High quality professional development
- Regular training to develop your skills and knowledge
- A tailored induction programme to meet your needs

In addition to the opportunities for career progression, training, and development, we also offer a competitive rewards and benefits package.

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## EMPLOYEE BENEFITS

- Perkbox platform that brings employee benefits, discounts, wellbeing, and staff recognition
- Employee Assistance Scheme provided by Health Assured - unlimited access to advice, information and face to face counselling support on a range of issues including emotional, personal, legal and financial, or relationship issues for yourself and those living within your household.
- Bike2Work Scheme - where you can save up to 42% on the cost of bicycles and/or equipment
- Home Use Programme - you to get a licensed copy of Microsoft Office 360 to install and use on your home computer and up to six devices for free.



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# ASSISTANT HEADTEACHER – CURRICULUM AND ASSESSMENT JOB DESCRIPTION AND PERSON SPECIFICATION

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## LOCATION

Woodlands Primary Academy, Great Yarmouth

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## SALARY

L5-L9 (£48,894 - £53,972)

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## THE ROLE

The core purpose of the Assistant Headteacher is to ensure the achievement of the highest possible educational standards, creating an ethos characterised by high expectations and a community in which pupils and staff feel valued.

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## LEADERSHIP

- Maintain clear vision, purpose and high expectations focused on student progress and achievement.
- Inspire, motivate, and influence staff to reach the highest standards.
- Be an excellent role model for all staff and students and be a visible, supportive, and challenging senior leader.
- Actively contribute to the day-to-day management of the school.
- Actively contribute to upholding excellent standards of behaviour for learning.
- Lead identified projects to tackle underachievement of specific student groups.
- Maintain a prominent visible presence, monitoring the work of the academy on a daily basis.

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## SCHOOL IMPROVEMENT PLANNING

- Lead whole school development planning in areas of curriculum and assessment.

- Intervene to support raised standards in underperforming areas of the school as directed by the Headteacher.

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## QUALITY ASSURANCE

- Along with the Headteacher, ensure that curriculum provision is responsive, appropriate and meets the needs of the student body and of the requirements of external assessment and regulatory bodies.
- Ensure a strategic overview of curriculum developments including how it links to assessment processes.
- Co-ordinate, timetable and oversee attainment and progress data collections for students across the school, coordinate data entry and present to SLT and other appropriate stakeholders.
- Lead aspects and analysis of performance, including effective monitoring and support for subject leads to interrogate data and evaluate progress and attainment in their areas of responsibility.
- Support leaders to plan next steps and actions in response to data analysis to maximise progress.
- Oversee formative and summative assessments across the school, in alignment with trust schools, and ensure the validity of assessment.
- Working with the Curriculum and Assessment team, ensure strong processes of moderation and standardisation across the school.
- Liaise with Curriculum and Assessment team, to ensure all students make progress, including those in vulnerable groups.

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## LEADING TEAMS

- Provide leadership, support, monitoring and challenge to enable teachers to drive improvement.
- Provide coaching and mentoring support to colleagues.
- Set appropriate performance objectives for line managed areas.
- Support monitoring, evaluation and planning in line managed areas.
- Review pupils' performance data in line managed areas and support with planning interventions and rapid improvement plans when required.
- Monitor the impact of initiatives on work load and staff wellbeing.

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

## OTHER DUTIES

- Assist in preparing the learning environment and act to ensure pupils' health and safety.
- Promote positive student behaviour in and around the school, to ensure a constructive working environment.
- Follow school policies and procedures especially those relating to child protection, safeguarding and health and safety.

## SCHOOL ETHOS AND COMMUNITY

- Reinforce and instil clear standards for and throughout the school.
- Promote the school's unique identity and celebrate its achievements.
- Recognise, praise and celebrate the commitment and achievements of colleagues, students and other stakeholders.
- To be a positive role model of the values and behaviours that underpin the school vision.

## MANAGE BEHAVIOUR

- Implement whole school strategies to support behaviour for learning.
- Carry out morning and lunch time duties as directed.
- Maintain good relationships with pupils, exercise appropriate authority and act decisively as necessary.
- Be a positive role model and consistently demonstrate the positive attitudes, values and behaviour which are expected of pupils.
- Promote and safeguard the welfare of all pupils within the school, raising any concerns in accordance with the school's protocols and procedures.

## WIDER PROFESSIONAL RESPONSIBILITIES

- Take opportunities to develop professionally and share good practice to develop consistently high standards of teaching and learning.
- Work collaboratively with our partner schools to support pupils' transition.

- Facilitate the work of support staff to enhance pupils' progress.
- Work collaboratively with parents and carers to support pupils' progress.
- Support pupils to develop wider key skills.
- Uphold all school and Creative Education Trust policies.
- Attend and actively participate in meetings.
- Make a positive contribution to the wider life and ethos of the school.

The job description and salary scale may be subject to review at the end of the academic year. In addition, it may be amended at any time after consultation with the postholder.

You can find out more at:

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	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Degree</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continuous professional development</li> <li>• NPQs</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Successful experience of teaching in Key Stage 1 and Key Stage 2</li> <li>• Track record of raising standards across a whole school or across departments</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching experience across the whole primary age range</li> <li>• Experience of leading a subject area or phase</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• Proven ability to deliver well planned and stimulating lessons.</li> <li>• Demonstrable knowledge and understanding of effective behaviour management strategies and the ability to put these into practice.</li> <li>• Deep knowledge of what constitutes effective teaching and learning.</li> <li>• Ability to use evidence to inform practice.</li> <li>• Understanding of how children learn and the ability to translate this into classroom practice.</li> <li>• Demonstrable experience of devising effective strategies to support disadvantaged pupils.</li> <li>• Knowledge of current educational policy, recent educational research and initiatives.</li> <li>• Demonstrable understanding of accountability frameworks.</li> <li>• Evidence of leading development in teaching and learning.</li> </ul>	<ul style="list-style-type: none"> <li>• Successful experience of delivering whole school or trust wide CPDL</li> <li>• Successful experience of research based/led whole school improvement</li> </ul>
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Strong data analysis skills.</li> <li>• Ability to evaluate the quality of pupils' progress using a range of evidence.</li> <li>• Proven ability to coach and mentor colleagues effectively.</li> <li>• Excellent organisational skills.</li> <li>• Exceptional communication skills.</li> <li>• Excellent management skills e.g. an ability to lead a team, motivate others, effectively develop staff, hold staff to account.</li> <li>• Proven ability to establish collaborative working relationships with staff.</li> <li>• Proven ability to establish productive professional relationships with children, and parents.</li> <li>• Resilience to manage one's own work pressure and to capacity to manage effectively the work of others.</li> <li>• Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit.</li> </ul>	
<b>EQUAL OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>• A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity</li> </ul>	
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>• A thorough understanding of up-to-date safeguarding requirements and best practice</li> </ul>	
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.</li> </ul>	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.