Ribbon Academy Trust
Barnes Road
Murton
Co Durham
SR7 9QR

0191 5175900

Mrs A Sheridan (Head teacher)
www.ribbonacademy.co.uk

WE ARE LOOKING FOR

AN ASSISTANT HEAD (EARLY YEARS)

TO JOIN OUR TEAM

Growing together

Ribbon Academy Trust
Barnes Road
Murton
Co Durham
SR7 9QR

0191 5175900

Mrs A Sheridan (Head teacher)
www.ribbonacademy.co.uk

Assistant Head (Early Years)

Required for January 2024 or earlier if possible

Leadership Pay Scale (5—9)

Full time, permanent

We are looking for an experienced dynamic and highly motivated Early Years Specialist to join our senior leadership team. The successful candidate must be passionate and driven in providing high-quality education to whole classes during planning, preparation and assessment.

The ideal candidate will:

⇒ Be an outstanding Early Years practitioner with high expectations of all children;

⇒ Have a sound knowledge of the primary curriculum;

⇒ Be committed to working in partnership with parents/carers;

⇒ Be proficient in assessment and planning;

⇒ Possess excellent communication and inter personal skills;

⇒ Be willing to work independently and as a part of a team;

⇒ Be willing to get involved in the corporate life of the school, supporting the informal as well as the formal curriculum.

If you are passionate about the pupils with whom you work, have high expectations with regards to standards and behaviour and a commitment to ensuring that every pupil achieves their full potential, we look forward for applications.

Deadline: Monday 12th June 2023 (9am)

Shortlisting : Monday 12th June 2023

Visits are strongly encouraged, please email : recruitment@ribbonacademy.co.uk

How to Apply

Application forms should be returned via email to: recruitment@ribbonacademy.co.uk

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure and supportive references.

Ribbon Academy Trust
Barnes Road
Murton
Co Durham
SR7 9QR

0191 5175900

Mrs A Sheridan (Head teacher)
www.ribbonacademy.co.uk

Job Description

Responsible to: Head Teacher

Job Purpose:

- To assist and support the Headteacher and Deputy Headteacher in the day to day running of the Academy;
- To liaise with external agencies including Ribbon day-care to share good practice and information,
- Lead by example and express continually the Academy vision and values, aims and priorities;
- Act as a positive role model and as an ambassador promoting the image, reputation and ethos of the Academy at every given opportunity;
- Contribute to management decisions on all aspects of policy, strategy, development and organisation;
- Assist in providing professional leadership and management, leading to securing success and improvements for the Academy, ensuring high quality education and personalised learning for all our pupils and high standards and achievement in all areas of our work;
- Evaluate the effectiveness of Early Years in terms of provision, including pupil achievement, attainment, teaching and learning and safety;
- Provide guidance and support to members of staff to achieve the highest levels of teaching;
- Be part of the leadership team and assist Directors in formulating an appropriate curriculum for Early Years, so that all pupils are given a broad, balanced curriculum that reflects the Academy's ethos;
- Ensure that the necessary curriculum and timetabling is in place across Early Years in accordance with the agreed Academy policies;
- Liaise with the AHT (with responsibility for Inclusion) to ensure appropriate continuity/progression in curriculum provision;
- Ensure robust procedures are in place for tracking, monitoring and assessing progress across Early Years;
- Be rigorous in challenging poor performance in any area of Early Years.

The Assistant Headteacher for the Early Years is required to carry out the duties of an Academy teacher as set out in the latest School Teachers Pay and Conditions document, and any particular duties that the Headteacher may reasonably direct from time to time.

Duties and Responsibilities

Key Professional Duties

- Be a member of the Senior Leadership Team and make significant contribution to the strategic development and direction for the Academy, taking into account diversity, values and the wider local and national agendas and experience of the Academy community at large.
- Take responsibility for Early Years provision, to create and develop a curriculum that inspires children and empowers them to become high achieving, and independent learners;
- Support and develop key practice to build children's learning power and resilience;
- Establish a clear vision and high expectations within the team, lead target setting and ensure that these reflect the aspirations of the Academy and contribute effectively to the whole Academy targets;
- Communicate the former point to the Head teacher in termly Progress, Attainment and Learning meetings.

Ribbon Academy Trust
Barnes Road
Murton
Co Durham
SR7 9QR

0191 5175900

Mrs A Sheridan (Head teacher)
www.ribbonacademy.co.uk

Leading Learning and Teaching

To be a model of excellent practice and to provide effective learning and teaching to enable pupils and colleagues to become effective, enthusiastic, independent learners, committed to life-long learning. This will involve setting high expectations so that all pupils achieve their maximum potential. In addition you would be expected to have a coaching/mentoring role in respect of other members of staff.

- Lead activities related to the development of quality first teaching along with the Leadership Team;
- Support and challenge key practitioners to develop pedagogy and ensure the highest standards of teaching and learning practice throughout Academy;
- Ensure a consistent and relentless Academy-wide focus on raising pupils achievement and progress;
- Contribute to culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning;
- Be responsible for leading and managing different aspects of Early Years improvement, including the curriculum;
- Use Early Years Profiles to monitor progress in every child's learning/key groups and focus teaching;
- Monitor and evaluate the quality of teaching, standards of learning and achievement of pupils across Early Years with the Leadership Team;
- Be familiar with the principles of Inclusion and the SEND Code of Practice and identification, assessment and support of pupil with special educational needs in line with the role of a class teacher.

Developing Self and Working with Others

To work with the Headteacher and Deputy Headteacher, and with others, including all stakeholders, to build a professional learning community which enables others to achieve.

- Treat people fairly, equitably, with dignity and respect to create and maintain a positive Academy culture;
- Share leadership strategies, build teams and work co-operatively within and outside the Academy to achieve the Academy's goals and objectives;
- Assist in the development and maintenance of effective strategies and procedures for staff induction, professional development and appraisals;
- Lead CPD meetings and INSET through the provision of high quality professional development, such as coaching, or drawing on other sources of expertise, such as the local authority;
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities;
- Acknowledge and celebrate the responsibilities and achievements of individuals and teams;
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory;
- Regularly review own practice, set personal targets and take responsibility for personal development;
- Manage own workload and that of others within the Academy to endure an appropriate work/life balance;
- To take responsibility for your own professional development and keep up-to-date with recent developments in education.

Ribbon Academy Trust
Barnes Road
Murton
Co Durham
SR7 9QR

0191 5175900

Mrs A Sheridan (Head teacher)
www.ribbonacademy.co.uk

Managing the Organisation

To work with the Headteacher and Deputy Headteacher in providing effective organisation and management for Ribbon Academy and to lead and seek ways of improving organisational structures and functions. To ensure that the Academy staff and resources within it are well organised and managed, to provide an efficient and effective safe learning environment.

You will:

- Be a member of the, and support other members of, the Senior Leadership Team;
- Assist the Headteacher and Deputy Headteacher in the development of an Academy ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes;
- Work with the Headteacher to provide information, objective advice and support to the Board of Directors to enable it to meet its responsibilities for securing effective teaching and learning and standards;
- Contribute to the development, implementation and evaluation of Academy policies;
- Support in the recruitment and deployment of staff in order to maximise their impact on progress;
- Assist in the management and organisation of the Early Years environment to ensure that it meets the needs of the curriculum and health and safety regulations.

Securing Accountability

With an Academy ethos at the heart of leadership, the Assistant Head Teacher for the Early Years at Ribbon Academy will support the Head teacher's professional responsibility to the whole Academy community.

- Take a lead an active and evaluative role in Academy self-evaluation;
- Play the role of a Performance Management Team Leader;
- Assist the Headteacher and Deputy Headteacher in building an Academy culture and curriculum that takes account of the richness and diversity of the Academy's community, creating and promoting positive strategies for developing good relationships and respect within the Academy's diverse community;
- Create and maintain an effective partnership with parents to support and improve pupils achievement and personal development;
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to review and evaluations through implementation of a successful appraisals process providing suitable levels of challenge and support;
- Play a lead role in the implementation, monitoring and review of key strategies to raise standards;
- Implement appropriate strategies for improving and sustaining high standards of teaching, learning and achievement for all pupils through data analysis;
- Monitor practice throughout Early Years and report to the Headteacher;
- Play a role in ensuring the Academy complies with all relevant legislation, including data protection, health and safety, equal opportunities, safeguarding and the SEND Code of Practice.

Strengthening Community Involvement

- Work in collaboration with the Leadership Team to engage with the Academy community, thus modelling the principles of equity and entitlement;
- Create a climate which expects all staff to develop and maintain positive attitudes towards parent and community links, and confidence in fostering those relationships.

Ribbon Academy Trust
Barnes Road
Murton
Co Durham
SR7 9QR

0191 5175900

Mrs A Sheridan (Head teacher)
www.ribbonacademy.co.uk

Management

- Oversee curriculum planning, ensuring that the curriculum meets the needs and interests of all pupils and provides opportunities for development in all areas of learning (both Prime and Specific);
- Monitor the quality of provision and pupils' progress across Early Years by undertaking regular analysis of pupil progress information, scrutiny of pupils' work, review of teachers' planning and observation of the quality of provision;
- Contribute to the Academy's monitoring processes by providing regular reports on pupils' progress, the quality of provision across Early Years, progress against action plans and the impact of actions taken as a result of previous monitoring;
- Lead on key areas of Academy improvement in the Academy Improvement Plan;
- Ensure that the learning environment reflects the Academy's ethos of high expectations and the physical environment supports children's learning, including the deployment and use of resources, particularly IT;
- Establish high expectations for pupils' behaviour and provide good pastoral support, by implementing behaviour management systems (for Early Years) consistently and monitoring behaviour within the year. In particular, undertake responsibility for safeguarding and promoting the welfare of pupils in the year group in conjunction with the AHT for Inclusion
- Undertake Performance Management reviews for designated teachers/teaching support staff, in line with Academy procedures;
- Where applicable, undertake responsibility for statutory assessment.

Conditions of employment

The post holder is required to support and encourage the Academy's ethos and its objectives, policies and procedures as agreed by the Board of Directors.

Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. S/he shall be subject to all relevant statutory and institutional requirements. The post holder may be required to perform any other reasonable tasks after consultation, and under the direction of the Headteacher.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be constructed. The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way in which the teacher is expected and required to perform and complete the particular duties as set out above.

All staff will participate in the Academy's Performance Management Cycle.

Ribbon Academy Trust
Barnes Road
Murton
Co Durham
SR7 9QR

0191 5175900

Mrs A Sheridan (Head teacher)
www.ribbonacademy.co.uk

Personal Specification

		Essential	Desirable
Qualifications and Training	Qualified Teaching Status	X	
	Evidence of continuing professional development	X	
	Valid First Aid Certificate		X
Professional Skills and Experience	Recent experience of teaching in Early Years	X	
	Thorough and up to date knowledge of the range of teaching, learning and behaviour management strategies and how to improve them effectively to meet the needs of all pupils	X	
	Thorough understanding of the primary National Curriculum and a range of assessment requirements and arrangements	X	
	Ability to use ICT as an effective teaching and learning tool	X	
	Good classroom management	X	
	Proven evidence of at least good classroom practice with the potential to be outstanding	X	
	Experience of planning and delivering learning outside the classroom		X
	Sound knowledge of safeguarding issues and demonstrable experience of contributing to a safeguarding culture of vigilance	X	
Personal Skills/ Attributes	Ability to prepare and plan effectively	X	
	Good organisational skills	X	
	Ability to prioritise and manage time effectively	X	
	Ability to work as part of a team	X	
	Experience of analysing pupil performance and providing feedback to pupils to allow them to improve	X	
	Excellent communication skills, using a variety of means to a range of audiences	X	
	High level of professional integrity and confidentiality	X	
	Commitment to continuous personal and professional development and attendance at training opportunities	X	
	Willingness to abide by all organisational policies and procedures	X	

Our school community places the highest priority on keeping our children safe. Applicants for all posts will be subject to stringent vetting and induction processes.