



St Leonards Church of England Academy

Part of the Diocese of Chichester Academy Trust



Information for Applicants

Assistant Headteacher

Salary: L5-9

Required from September 2024



St Leonards Church of England Academy



March 2024

Dear Applicant,

Assistant Headteacher (EYFS, KS1, Phonics and Early Reading Lead)

Thank you for your interest in the position. We hope that you find the enclosed information useful and that you are motivated to apply for this post at a very exciting time at our academy.

Following our current Assistant Head's new appointment as a Sounds Write and English Consultant, we wish to appoint an excellent, highly motivated and committed Assistant Head with high aspirations for children's learning and behaviour

The successful candidate will be a member of the Senior Leadership Team and will be involved in the strategic direction of the academy and play a key role in academy improvement.

Following a successful Ofsted (October 2021), our staff team, continue to work collaboratively to ensure that teaching is the best it can be and everyone has a role to play in this. We are supportive of each other and there is an open and friendly atmosphere within our staff team. We believe it is crucial that new members of the team are welcomed and well supported.

Candidates should ideally have previous experience in a middle or senior management role. You will be able to demonstrate a proven track record of strong teaching and learning leading to positive outcomes for all pupils, as well as a secure understanding of progress.

St Leonards Primary Academy is part of the Diocese of Chichester Academy Trust.

We are:

- An inclusive Church of England Academy with the benefits of being part of the progressive Diocese of Chichester Academy Trust that currently has 4 schools in the Hastings Hub who are developing strong working relationships and sharing good practice and resources
- A thriving and vibrant, oversubscribed primary academy
- Committed to a strong Christian ethos, delivered in a way that every member of our community can feel a part of
- Recognised by Ofsted as a 'Good' school in October 2021 and 'Good' for our Christian distinctiveness as a Church School.

Understandably, this letter and our website, www.stlens.org only gives a flavour of life at our exciting academy. We therefore encourage visits for prospective candidates to see us in action. We do understand however, that visits are not always possible or practical and you would not be at a disadvantage if you were unable to visit the academy.

The post holders will work closely within in our team where we have built a culture of supporting each other to give the best opportunities for our children.

We can offer you:

- A strong and supportive senior leadership team who are focussed on creating opportunities for all
- Progressive career development including national and local training opportunities
- Working within a developing hub and Diocesan academy trust
- An exciting learning environment including a vibrant Forest School, Sports Hall, an allotment and large playing fields
- Children who enjoy coming to school and are keen to learn
- A purposeful designated staff suite to promote staff wellbeing
- A friendly, supportive and caring staff team

Completed application forms and letters of application should be sent directly to our School Business Manager: to arrive no later than **9am on Friday 19th April 2024 (Probable interview dates: Thursday 25th April or Friday 26th April 2024)**

Please use the application form to apply. We are unable to consider CVs in place of application forms unless you are a person with a disability and a CV is the most convenient method of applying. In your application you should clearly address the relevant sections of the Person Specification for this post. We are committed to safeguarding and promoting the welfare of children and young people, successful applicants will need to undertake a DBS enhanced clearance for DCAT.

I am conscious of the time and effort it takes to submit an application and am grateful for your interest. Shortlisted candidates will hear from us shortly after the closing date.

St Leonards is a thriving academy with a bright future and a vibrant and professional atmosphere within which to work. We are keen that we appoint the right candidate to join our team. If we can be of any assistance or provide any further information, please do not hesitate to contact us.

Yours faithfully



Faith Rew
Headteacher



Job Description

Key responsibility:	Assistant Headteacher (EYFS, KS1, Early Reading and Phonics Lead)		
Responsible to:	Headteacher		
Contract:	Permanent Full time	Grade:	Leadership Pay Range 5-9 (£52,329 - £57,765)

Key Tasks:

- To lead effective coaching and mentoring of teaching staff through modelling Outstanding practice
- To lead EYFS and KS1, modelling and delivering high quality education and assessment which will lead to improved outcomes of learning and achievement
- To ensure consistency in EYFS and Year 1 and strong transition between each phase
- To lead phonics and early reading
- To lead and inspire colleagues and provide professional management and direction, ensuring high quality teaching learning, aspirational target setting, effective use of assessment for learning, appropriate use of resources and high achievement for all pupils.
- To lead a team of Teaching and Support Staff and, by example, setting and modelling high expectations which inspire and motivate colleagues
- To lead on whole school PSHE, and co-lead mental health with a focus on EYFS/KS1
- To have a critical impact on school improvement by assisting colleagues in developing their practice and raising standards.
- To demonstrate leadership qualities across the whole school
- To support and develop the curriculum alongside subject leaders
- To have high expectations of behaviour from all pupils
- To have a teaching commitment responsibility to provide cover for middle leaders or ECTs where needed (approx. 1 day a week).
- To be a Deputy Designated Safeguarding Officer.

Strategic Direction and School Development:

- To be an exemplar in all aspects of the role, working closely with the Headteacher and the other Assistant Headteacher to lead and manage the school.
- To contribute to the School Development Plan and SEF in consultation with the Headteacher, and Governing Body.
- To monitor and evaluate the school's policies and practices in conjunction with the Headteacher, and other staff.
- To positively support and develop the church school ethos.
- To have a regular consultation with the Headteacher and other Assistant Head to ensure efficient and effective maintenance of school routines.
- To deputise alongside other Assistant Headteacher for the Headteacher in their absence keeping them fully informed of any actions/decisions.
- To contribute to an effective partnership with parents, church and the local community.
- To manage resources, including finances, which are delegated by the Headteacher, to ensure good value.

- To work closely with the staff to ensure transition between Key Stages.
- To monitor and develop tracking systems for the area in which you are leading
- To analyse and present data from tracking systems.
- To develop and make links with the wider community and the curriculum.

Teaching and Learning:

- To demonstrate outstanding teaching and learning and model good practice through designated teaching responsibilities.
- To contribute to the monitoring and evaluation of teaching standards and learning through lesson observations, planning and work scrutiny.
- To ensure that there is sufficient adaptive teaching in Wave 1 teaching to meet the needs of pupils working alongside SENCo.
- To support identified staff to develop their practice.
- To ensure any new initiatives are implemented.
- To monitor AfL strategies and ensure consistency
- To work with the SLT with identified school needs and monitor impact of actions taken.
- To ensure that the Feedback and Marking, Teaching and Learning and Assessment Policies are being implemented and are consistent across the school.

Leading and Managing Staff:

- Supporting the Headteacher in the appointment, deployment and development of staff to make the most effective use of their skills, expertise and experience.
- To work alongside teaching staff who have been identified as underperforming and develop and monitor effective support plans for improvement.
- To lead mentoring of ECT's, Students, Work Experience and Volunteers within the school.
- To identify and prioritise the Continuous Professional Development for staff and to liaise with the Headteacher to put in place appropriate and effective training.
- To lead your areas of responsibility working with relevant staff to ensure the best for the school.

Accountability:

- Provide information, objective advice and support to the Headteacher and the governing body when required to enable it to meet its responsibilities.
- Present a clear and accurate account of your area of responsibility to the Academy for range of audiences including governors, DCAT, OFSTED and others.
- Ensure that there is good communication with staff, parents and pupils.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document (STPCD), the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

This job description should be read in conjunction with Annex 1 - Teachers' Standards (England) contained within the STPCD.

Assistant Head – (EYFS, KS1, Early Reading and Phonics Lead)

Person Specification

	Criteria	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • Qualified Teacher status • Degree/PGCE • Evidence of recent relevant professional development 	<ul style="list-style-type: none"> • • • 	
Knowledge & Experience	<ul style="list-style-type: none"> • Minimum of five years recent successful experience in a Primary School • Outstanding practitioner • Strong understanding of what 'good' learning looks like • Experience in leading one or more curriculum areas, including identifying needs, planning, monitoring and evaluation of standards. • Proven ability in leading staff teams / curriculum development and measuring progress • Experience of / involvement in whole-academy self-evaluation and ADP processes • Experience of policy development and review • Experience as a Senior Leadership team member • Experience of management and leadership of a team of teachers and support staff: coaching/mentoring/performance management • Knowledge of the range and type of interventions available and be able to apply these appropriately in the context of the Academy's resources and the individual child. • Knowledge of current educational issues and their relationship to teaching and learning and the enrichment of the curriculum • Involvement in staff recruitment and selection • Experience of whole- school leadership (this could be subject leadership) • A strong understanding of EYFS, KS1, Early Reading and Phonics 	<ul style="list-style-type: none"> • • • • • • • • • • • • • • 	<ul style="list-style-type: none"> •
Professional Skills	<ul style="list-style-type: none"> • Outstanding teacher • Ability to work cooperatively as a leader and member of a team • Proven ability to implement strategies for raising pupil achievement including monitoring and evaluation of the work of others • Excellent people skills - motivating, nurturing and challenging children and adults to achieve their best • Knowledge of data management - ability to use assessment data to report on pupils' performance to the SLT and governors • Excellent ICT skills for teaching, learning and management • Confidence, clarity and decisiveness in making and carrying out decisions 	<ul style="list-style-type: none"> • • • • • • • 	

	<ul style="list-style-type: none"> • Experience in working with other partners - Secondary / pre-academy / extended services / ITT provider 		•
Professional Ethos and Commitment	<ul style="list-style-type: none"> • High expectations for self and others and a strong commitment to raising achievements • Commitment to promote partnerships with parents/carers and the wider Community • High expectations of pupil behaviour and strategies to meet the personalised learning and emotional needs of every child • Commitment to equal opportunities within the whole academy development plan • Evidence of commitment to personal continuing professional development • Willingness to be involved in extra-curricular activities • Awareness and willingness to be involved in partnerships that support the academy 	<ul style="list-style-type: none"> • • • • • • • 	
Personal Qualities	<ul style="list-style-type: none"> • Approachable with excellent interpersonal and communication skills to a wide audience • A commitment to inclusive education and willingness to respond to the needs of individual learners with sensitivity • An ambitious and diligent professional who can motivate and inspire others including pupils, teachers, parents and governors. • Commitment to safeguarding and promoting the welfare of children. • Ability to promote and develop positive relationships within and beyond the academy • Ability to analyse, prioritise and meet deadlines • Resilient. Having the ability to remain positive with a cheerful disposition and retain your sense of humour! • Proven track record of achieving targets - tenaciously ensuring projects are seen through to completion 	<ul style="list-style-type: none"> • • • • • • • 	

Safeguarding

This post is covered by the Childcare Disqualification Regulations 2018. The Trust will need to ensure that they are not knowingly employing a person who is disqualified under the 2018 Regulations in connection with relevant childcare provision. Accordingly, shortlisted candidates will be required to demonstrate to the Trust, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2018 Regulations. If the preferred candidate is found to be disqualified under the 2018 Regulations, the offer of employment will be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.

All staff will be expected to hold or be willing to obtain Enhanced DBS check or Enhanced check for Regulated Activity with the Disclosure & Barring Services (previously the Criminal Records Bureau). For further information about what is required in this process please go to www.gov.uk/disclosure-barring-service-check (<http://www.gov.uk/disclosure-barring-service-check>).

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

Additional Information

Work Permits: we may be able to obtain a Work Permit for this post but this is subject to meeting the requirements of the UK Border Agency's Points-based Immigration System. Due to the restrictions we cannot guarantee that individuals that meet the requirements of the Points-based Immigration System will be issued with clearance to obtain work permits.

Equality and Inclusion

We welcome applications from all suitable candidates, regardless of any protected characteristic. The Diocese of Chichester Academy Trust believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination, be it direct, indirect, harassment or victimisation. To support this, the Trust has a number of policies that you should ensure you are familiar and compliant with. Any breaches may lead to termination of employment.

Health and Safety

You are responsible for ensuring that workplace responsibilities within the Section are carried out with full regard to, and in support of, The Trust's Health and Safety Policies.

Sustainability and Environment. The Diocese of Chichester Academy Trust is committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of regional and local environmental issues. The Diocese of Chichester Academy Trust will support the academy in continuously seeking to find ways to improve its environmental performance and all staff are required to support these aims.

Data Protection/GDPR

You will be responsible for conducting activities in compliance with the requirements of the Data Protection Act 1998 and the Employment Practices Data Protection Code 2002, especially concerning confidentiality, treatment of personal information and records management. Details

about Data Protection/GDPR are available on request from the Trust's Data Protection Officer- please contact Jo Saunders if you wish to request a copy of these: j.saunders@dcat.academy

Safer Recruitment - Right to Work

British and European Law states that a person cannot be employed in this post if they do not have permission to live and work in the UK. Please advise if you require any guidance or further information on this.