



**Regis Manor
Primary School**

**Assistant Headteacher
(EYFS Lead)**
INFORMATION



CONTENTS

Regis Manor Primary School	Pg 3
Job Description	Pg 4
Person Specification	Pg 6
Overview of Swale Academies Trust	Pg 8
Application Process	Pg 9
Safeguarding	Pg 10





**Regis Manor
Primary School**

Dear Applicant

On behalf of all the children, staff and governors, I'd like to thank you for your interest in the role of Assistant Headteacher / EYFS Lead (maternity cover) at Regis Manor Primary School.

We are a school that likes to celebrate success at every level. Our children are hardworking, enjoy a challenge and love to learn. We provide a huge array of activities for children to broaden their experiences which you will be able to see through our news and updates on our website and social media feeds. Working in partnership with parents, carers and other key members of the community we work together on the school's journey to provide an outstanding provision for all.

Regis Manor is part of Swale Academies Trust. Swale Academies Trust is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. The Trust consists of a group of primary and secondary schools based in Kent, East Sussex and South London.

Regis Manor was judged "good" at its last Ofsted inspection in July 2023 and the school continues to improve and develop. The welfare and development of its pupils is at the heart of everything the school does.

We seek to appoint an excellent practitioner who thrives on challenge, is passionate about improving the life chances of pupils, enjoys working as part of a team and feels confident in trying new ways of doing things. The successful applicant will be well supported and we can offer you a school committed to your professional learning.

Applicants are welcome to contact the school and tour before making an application. We look forward to receiving your application.

Yours sincerely

Mr M Perry
Head of School

Mrs K Mirams
Executive Headteacher

JOB DESCRIPTION



Job Title: Assistant Headteacher (EYFS Lead)
Salary: L3
Responsible to: Head of School

Main Purpose

The Assistant Headteacher will:

- Undertake the normal responsibilities of the class teacher
- Be a member of the senior leadership team
- Assist the Head of School in leading and managing the school
- Undertake such duties as are delegated by the Head of School
- Play a major role under the overall direction of the Head of School in formulating and reviewing the School Improvement Plan and the aims and objectives of the school by:
 - Establishing the policies through which they shall be achieved
 - leading and managing staff and resources to that end
 - monitoring progress towards their achievement

Main Tasks

The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared

Class teacher responsibilities

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document
- To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including some provision for cover of absent teachers
- To be responsible for teaching across both key stages

The internal organisation, management and control of the school:

To contribute to:

- Maintaining and developing the ethos, values and overall purposes of the school
- formulating the aims and objectives of the school and policies for their implementation
- to contribute to planning improvement which will translate school aims and policies into actions
- implementing the Local Authority's and Governing Body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs
- the efficient organisation, management and supervision of school routines

JOB DESCRIPTION



Curriculum Development

- To be responsible for progress and teaching and learning support including leading a core area across the school.
- To lead a core subject/key area of the school with passion and enthusiasm coupled with strategic leadership based on strong pedagogy and innovation.
- To be responsible for progress and teaching and learning support across EYFS and ensuring strong outcomes at the end of EYFS.

To contribute to:

- The development, organisation and implementation of the school's curriculum
- school policies on curriculum, teaching and learning, assessment, recording and reporting
- ensuring that the learning and teaching provided by teaching teams form a co-ordinated, coherent curriculum entitlement for individuals
- ensuring that information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers and to aid Governors in their management of the school
- ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided

Pupil Care

To be responsible for upholding and supporting the school's pastoral and behaviour systems

To contribute to:

- The development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance
- The effective induction of pupils
- The school's behaviour policy and the encouragement of good behaviour
- The development of culture of independent learning

The management of staff

- To be responsible for the line management of staff where appropriate
- To participate in the recruitment and development of teaching and non-teaching staff of the school
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures
- To participate in arrangements for the appraisal of the performance of teachers
- To support the provision of professional advice and support and the identification of training needs

Relationships

- To be responsible for fostering positive relationships across the school community
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education and wellbeing
- To assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments.
- To develop and maintain positive links and relationships with the community, local organisations and employers

PERSON SPECIFICATION



	CRITERIA	ESSENTIAL/ DESIRABLE
Qualifications	Qualified Teacher status	E
	Evidence of commitment to own professional development	E
	Leadership training	D
Experience	Excellent classroom teacher with a proven commitment to improving the quality of children's learning	E
	Experience of monitoring teaching and learning and strategic planning	E
	Knowledge and experience of School Improvement planning and curriculum planning	E
	Evidence of liaising collaboratively with more senior and less senior colleagues	E
	Experience and knowledge of meeting the needs of all pupils including those with a range of SEND	E
	A proven track record of good progress and strong outcomes at EYFS.	E
	Experience of leading a year group or phase with a focus on teaching and learning development	E
	Experience of using assessment (and data where appropriate) to identify support and key areas to develop across a phase/year	E
	Experience in more than one school	D
	Experience of Performance Management/Appraisal	D
	Experience of giving feedback to staff to further their development	D
	Knowledge and experience of coaching and mentoring to support colleagues	D
	Experience of leading a subject, year group or key area	D
	Experience of monitoring and improving outcomes for pupil premium children	D
Experience of leading a core subject/key area	D	

PERSON SPECIFICATION



CRITERIA		ESSENTIAL/ DESIRABLE
Skills and Abilities	Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety	E
	Ability to motivate and lead a team with sensitivity and energy	E
	Ability to foster links within Swale Academies Trust	E
	A good understanding of the current changing climate in education	E
	Strong knowledge and understanding of maths (or key subject area to lead) and teaching approaches at a whole school strategic level	E
	Ability to foster links with local community and with other schools, local, nationally and internationally	D
	Ability to motivate commitment among all staff groups and to lead meetings	D
	Strong understanding of curriculum development through enrichment	D
Personal qualities	Ability to communicate effectively, both written and oral, with a wide range of stakeholders	E
	Ability to communicate positively with children and parents.	E
	High motivation and ability to use personal self-evaluation in order to become more effective	E
	Positive attitude	E
	Enthusiasm, creativity and a commitment to providing the best learning opportunities	E
	Strong interpersonal skills	E
	Passion for leading and developing a core subject or key area with innovation and a strong understanding of pedagogy and approaches	E
	Friendly, with a sense of humour.	D
	A drive for personal and professional improvement.	D

OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team

The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and all electronic applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Mrs Taney Cook
Regis Manor Primary School,
North Street,
Milton Regis,
Sittingbourne
Kent
ME10 2HW

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying or a teaching role or if you have previously held a teaching role in past employment.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>

