



Juniper Hill School

<https://www.juniperhill.bucks.sch.uk/>

Assistant Headteacher for Teaching and Learning Candidates Pack



We are seeking an exceptional leader to join our Juniper Team. This is a fantastic opportunity to join a successful, reflective, restless school that is committed to creating exciting learning opportunities for all of our children.

Welcome from Claire Garnett, Headteacher



Thank you for your interest in this role; we are delighted that you are considering joining our Juniper team.

You will be joining us at an exciting point in our school development journey. We have implemented a number of initiatives as part of our commitment to creating a stimulating and exciting curriculum, such as Forest School, using Kagan Structures, I'm a Clever I'm Writer etc. In your role as Assistant Headteacher for Teaching and Learning, you will be supporting the Leadership Team embed new initiatives and shape the direction of the school.

As a leader at Juniper, you will have the opportunity to be involved with the Juniper Community, supporting the PTA, School Travel Plan and Governing Body.



Juniper is a great place to work, as our new Assistant Headteacher for Teaching and Learning you, will help us to make it even better. Juniper is a successful school, where we live our vision of empowering everyone in our community to have the courage to make a difference in the world. Join us and make a difference in our children's lives.










Claire Garnett













The Juniper Way

The Juniper Team have a defined and consistent way of working underpinned by our school motto of Kindness, Enjoyment, Achievement; we call it The Juniper Way. It informs how we all act and behave, which shapes our culture. It helps us express the ambition we have for our school, children and wider community. At the heart of what we do are the relationships we invest in and nurture.












Kindness

-  I invest in my own self-care to be the best version of myself I can be.
-  I show kindness to myself.
-  I care about people in the Juniper Community and speak to them respectfully.
-  I give my time to all member of the Juniper Team to support them as best as I can.
-  I choose my language carefully.
-  I recognise when I've made a mistake, I'm not afraid to say sorry.
-  I thank people and give honest feedback. I praise readily, I make people feel good.
-  I am able to slow down and connect to how I am feeling.
-  I am honest, I behave with integrity, I build trust and show with empathy.

Enjoyment

-  I have a positive, optimistic outlook.
-  I enjoy being with the children.
-  I laugh and show a sense of humour.
-  I am present when I am talking to others.
-  I display confidence and credibility.
-  I enjoy my role on the Juniper Team.
-  I take advise and consult with others.
-  I enjoy reading and learning.
-  I am inquisitive. I share my ideas that may benefit Juniper.
-  I promote a culture of inclusivity and value diversity.

Achievement

-  I begin each day with a sense of renewed confidence.
-  I invest time understanding others and develop positive relationships.
-  I am enthusiastic about working at Juniper.
-  I am reflective; I'm aware of my own strengths and weaknesses and am committed to my own personal growth.
-  I remain calm in a crisis, and look for creative ways to solve problems.
-  I am approachable, fair and open minded.
-  I see the learning in every situation.
-  I am determined and never give up.
-  I have the confidence to take risks.
-  I go the extra mile for the Juniper Community.
-  I have a strong sense of commitment to the children, staff, parents and governors at Juniper.



The Assistant Headteacher for Teaching and Learning Role

Our motto, vision and values are embedded in all we do. It is important that you share Juniper's vision and values and subscribe to the Juniper Way.

As one of our three Assistant Headteachers, you will play a key role in working with the Leadership Team to help deliver our comprehensive School Development Plan. You will support the Headteacher monitor teaching and learning and use evidence informed understanding of effective teaching and how students learn to support improvements. You will have excellent communication skills and the skills to influence change.

You will be an excellent classroom teacher who understands how children learn. You will have a very good understanding of SEN; at Juniper, we have a PD (Physical Disabilities) ARP and are passionate about supporting our disadvantaged and SEN pupils. We value diversity and have close links with a school in Kenya. You will be expected to support our & SMSC & D provision.

At Juniper we have created our own unique curriculums; you will play a key role in supporting the Juniper Team drive our unique curriculums and be committed to your own professional development.

Finally, at Juniper, we put relationships at the heart of all we do. You will need to be warm, caring and supportive of everyone in our community.

What we are looking for?

This role would be perfect if you are looking for your next step in leadership. Ideally, you will have taught across the primary age range, led a core subject and implemented new initiatives in your current school.

We want someone who is confident they have the skills, experience and expertise to thrive in our successful school. We want you to be optimistic, openminded, enthusiastic, bring new ideas to Juniper and to make a positive impact in the Juniper Community.



Job Description

Job details










Salary: Leadership Group L1 £42,195 – L5 £46,566

Contract type: Full Time / Permanent

Reporting to: Headteacher

Main purpose

The assistant headteacher will support the headteacher and leadership team in:








-  Communicating the school's vision, delivering, driving and contributing to writing the SDP and supporting the headteacher's strategic leadership
-  The day-to-day management of the school
-  Establishing policies for achieving these aims and objectives
-  Managing staff and resources to that end
-  Monitoring progress towards the achievement of the school's aims and objectives
-  Contributing to the school's self-evaluation
-  Monitoring teaching and learning across the school
-  Making sure that all pupils are safe at Juniper and that effective safeguarding systems are in place
-  Making a full contribution to the wider life of the school

The assistant headteacher will also have a timetabled teaching commitment of 60% complying with the Teachers' Standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated from the headteacher.

Qualities






The assistant headteacher will:

-  Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
-  Build positive and respectful relationships across the school community
-  Set high expectations which inspire, motivate and challenge pupils
-  Have excellent subject knowledge in all areas of the primary curriculum from EYFS to Year 6
-  Manage behaviour effectively to ensure a good and safe learning environment
-  Show a commitment to Juniper and serve in the best interests of the school's pupils
-  Have a high personal profile and be visible throughout the school

Duties and responsibilities

School culture and behaviour

Under the direction of the headteacher the assistant headteacher will:

-  Create a culture where pupils experience a positive and enriching school life
-  Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
-  Ensure a culture of staff professionalism
-  Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
-  Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Teaching, curriculum and assessment

Under the direction of the 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 that all pupils are taught to read

Additional and special educational needs and disabilities

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

- 📖 Promote a culture and practices that enables all pupils to access the curriculum
- 📖 Have ambitious expectations for all pupils with SEN and disabilities
- 📖 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](#).

Organisational management and school improvement

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

- 📖 Establish and oversee systems, processes and policies so the school can operate effectively
- 📖 Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- 📖 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 these school improvement strategies are effectively implemented

Staff management and professional development

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

- 📖 Performance manage middle leaders, including carrying out appraisals and holding staff to account to their performance
- 📖 Manage staff well with due attention to workload
- 📖 Ensure staff have access to appropriate, high-standard professional development opportunities
- 📖 Keep up to date with developments in education
- 📖 Seek training and continuing professional development to meet their own needs

Governance, accountability and working in partnership

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

- 📖 Work with the governing body as appropriate
- 📖 Ensure 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 – Teaching and Learning

















Teaching and Learning Lead

The assistant headteacher will:

- 🏠 Ensure continuity and progression of teaching and learning in all subjects across the school
- 🏠 Understand the school's curriculum intent, implementation and impact and support subject leaders drive individual subjects
- 🏠 With the support of the Headteacher, Leadership Team and Subject Leaders monitor and develop Juniper's unique curriculums, such as Life Skills, Forest Schools etc
- 🏠 With the support of the Headteacher and Leadership Team evaluate teaching and learning by monitoring plans, work scrutiny and lesson observations, in order to identify effective practice and areas of improvement, and take appropriate action to improve further the quality of teaching
- 🏠 Work with the Assistant Headteacher with responsibility for Inclusion to deploy the LSA's to drive teaching and learning across the school

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person Specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">  Qualified teacher status  Degree  Professional development in preparation for a leadership role
Experience	<ul style="list-style-type: none">  Leadership and management experience in a school  Teaching experience across the primary age range – minimum 6 years  Involvement in school self-evaluation and development planning  Line management experience  Demonstrable experience of successful line management and staff development
Skills and knowledge	<ul style="list-style-type: none">  Understanding of high-quality teaching, and the ability to model this for others and support others to improve  Understanding of school finances  Effective communication and interpersonal skills  Ability to communicate a vision and inspire others  Ability to build effective working relationships  An excellent understanding of how to effectively monitor teaching and learning
Personal qualities	<ul style="list-style-type: none">  A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school  Ability to work under pressure and prioritise effectively  Commitment to maintaining confidentiality at all times  Commitment to safeguarding and equality,  Ability to work as part of a team  Has a vision for developing the curriculum at Juniper Hill School

How to Apply

If you would like any more information, or want to arrange a visit or have an informal conversation with our Headteacher, please contact our school business manager, Cherise Rae, on sbm@juniper.school

To apply for this role, please complete the Buckinghamshire application form and submit it along with a personal statement explaining why you are the right candidate for this role. Applications should be sent to Cherise Rae on sbm@juniper.school

Closing date: 9am on Friday 11th February 2022

Interviews: Wednesday 16th February 2022

Start Date: April 2022 or September 2022

