



Gaywood Primary School

Respect ♦ Resilience ♦ Ambition ♦ Diversity



Assistant Headteacher Application Pack



Dear Potential Applicant,

Thank you for your interest in our fantastic new position of Assistant Headteacher at our school.

Gaywood Primary is a very well resourced, two form entry school and part of the West Norfolk Academies Trust which includes seven Primary and four Secondary schools.

As a trust, our subject specialists have worked together to create a well structured and sequenced knowledge based curriculum that gives our children the knowledge and skills to be successful learners.

Our new Assistant Headteacher will lead on interventions across the school, with a particular focus on Upper Key Stage Two, therefore teaching experience in these year groups is essential. This exciting new role will involve some teaching in the form of interventions, ensuring that all our children have the skills to move on to their next stage of learning.

We are seeking to appoint a highly motivated and experienced leader who can inspire and lead staff and be a team player, supporting and coaching colleagues as well as contributing to the strategic leadership of our school.

I hope this pack gives all of the information you may need however please feel free to contact me if you would like an informal conversation about this new role. Visits to our school are warmly welcomed.

The closing date for applications is **24th March 2023** at 9am with interviews being held during **w/b 27th March 2023**.

I look forward to receiving your application.

Yours Sincerely,

Neil Mindham
Executive Headteacher



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The Role

- Assist the Executive Headteacher and Deputy Headteacher in leading and managing the school
- Contribute to the strategic leadership of the school
- Oversee whole school intervention with a particular focus on Key Stage Two
- Lead a core subject
- Designated Safeguarding Lead
- Lead and manage specific areas of school improvement
- Pupil Premium Lead
- Improve and develop teaching and learning



Our Offer



- A salary of L6 to L10 (£50,122 to £55,360)
- Well behaved children who are keen to learn
- Friendly and supportive colleagues who are motivated to develop their school and work well together
- A commitment to wellbeing for all our colleagues
- An excellent CPD programme linked to your needs and aspirations
- To be part of a solution focused and supportive Senior Leadership Team
- A unique opportunity to develop your career in a forward-looking Trust



JOB DESCRIPTION

School:	Gaywood Primary School part of West Norfolk Academies Trust
Job Title:	Assistant Headteacher
Grade:	Salary L6 - 10
Responsible to:	Headteacher & Deputy Headteacher
Working With:	Staff, Parents & School Community

Purpose of the Job

To provide an effective education to pupils within the framework provided by the Headteacher, the Governing Body, DfE and the Local Authority, paying full regard to all statutory requirements.

Main Duties and Responsibilities

- Be a member of the Senior Leadership Team
- Assist the Headteacher and Deputy Headteacher in leading and managing the school
- Improving and developing teaching and learning
- Develop the positive ethos and values of the school
- Lead and manage specific areas of school improvement, raising teaching standards through CPD, working closely with teachers and monitoring and assessment

Key Responsibility Areas

- Leading Interventions – particularly those in Key Stage Two
- Leading a core subject
- Designated Safeguarding Lead
- Pupil Premium Lead

Professional Duties

Shaping the future

- In partnership with the Headteacher establish and implement an ambitious vision and ethos for the future of the school
- Play a leading role in the school's improvement and self-evaluation planning process
- In partnership with the Headteacher manage school resources
- Devise, implement and monitor action plans and other policy developments
- Lead by example to motivate and work with others
- In partnership with the Headteacher, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and taken in to account



Leading teaching and learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Work with the Headteacher to raise standards through staff performance management
- Lead the development and delivery of training for teaching and support staff
- Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
- Work in partnership with the Headteacher in managing the schools through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
- With the Headteacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality
- Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school
- Develop, review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- Ensure through leading by example the active involvement of pupils and staff in their own learning

Developing self and others

- Support the development of collaborative approaches to learning within the school and beyond
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school in the absence of the Headteacher
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting
- Work with the Headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management
- Lead the annual appraisal process for all identified support and teaching staff

Managing the organisation

- Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication
- Working with the Headteacher, undertake key activities related to professional, personnel/HR issues
- Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and solution focused member of the executive senior leadership team
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate
- To undertake any professional duties, reasonably delegated by the Headteacher



Securing accountability

- Lead and support the staff and governing body in fulfilling their responsibilities with regard to school performance and standards
- Support the Headteacher in reporting the school's performance to its community and partners
- Promote and protect the health and safety welfare of pupils and staff
- Take lead responsibility for promoting and safeguarding the welfare of children and young people within the school

Strengthening community

- Work with the Headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Develop and maintain contact with all specialist support services as appropriate
- Promote the positive involvement of parents/carers in school life
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools and external agencies

General:

- To take an active part in all aspects of school life. To provide information and advice of the Headteacher as required and support accountability processes throughout the school.
- To take on specific tasks related to the day-to-day administration and organisation of the school as required.
- To take on any additional responsibilities which might, from time to time, be determined by the Headteacher.

Job context and flexibility

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

West Norfolk Academies Trust is committed to safeguarding and promoting the welfare of children and young people and the post holder will share this responsibility, therefore appointments are subject to satisfactory references and an enhanced DBS check with barred list. Shortlisted candidates will be subject to an online search.

This post is exempt from the Rehabilitation of Offenders Act 1974 but Exceptions Order may apply.



PERSON SPECIFICATION

Qualifications	Essential	Desirable	How assessed
Qualified Teacher Status	✓		Appl/Int
Honours degree or equivalent qualification	✓		
Registered/Started/Completed NPQML, NPQSL or NPQH		✓	
Evidence of Continuing Professional Development	✓		
Designated safeguarding lead or willing to complete training if required	✓		

Experience	Essential	Desirable	How assessed
Proven track record as a consistently good or outstanding practitioner	✓		Appl/Int/ Ref
Teaching Primary pupils in Upper Key Stage Two	✓		
A senior management role in Primary Schools	✓		
Leading and managing a major school initiative	✓		
Experience of coaching and mentoring	✓		
Teaching in more than one key stage		✓	
Teaching in more than one school		✓	
Leading a core subject	✓		
Leading staff development	✓		
Working with school parents' groups and the wider community		✓	

Skills, Attributes and Knowledge	Essential	Desirable	How assessed
Understanding of current national education initiatives	✓		Appl/Int/ Ref
Understanding of target setting, including: pupil tracking; benchmarking and other method of analysing both pupil attainment and achievements	✓		
A commitment to developing the whole child through an enriched curriculum in school and extra- curricular activities	✓		
Strategies for inclusion and development of all children	✓		
Good knowledge and understanding of the National Curriculum, including Foundation Stage Curriculum	✓		
Knowledge of effective teaching and learning strategies to meet the needs of all pupils	✓		
Ability to maintain high standards of discipline and behaviour throughout the school	✓		
Setting high standards to staff and students by personal example	✓		
Ability to work effectively under pressure, prioritise and meet deadlines	✓		
Ability to communicate to staff on all levels, both written and orally.	✓		
A commitment to equal opportunities	✓		



Personal qualities	Essential	Desirable	How assessed
Ambition for self and others	✓		Appl/Int/ Ref
Genuine concern for others	✓		
Positive attitude to work	✓		
Supporting positive mental health within the school	✓		
Decisive, determined and self-confident	✓		
Integrity, trustworthy, honest and open	✓		
Accessible and approachable	✓		
Excellent attendance and punctuality	✓		
Excellent interpersonal skills	✓		

Appl = Application form	Int = Interview	Ref = Reference
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How To Apply

- Click on the link [here](#) and complete the application form
- Alternatively look in the 'Vacancies' section on our website (top right hand side) www.gaywoodprimary.co.uk
- Complete all 3 parts of the application form and send with a covering letter by email to: recruitment@westnorfolkacademiestrust.co.uk
- Alternatively, you can send your completed application forms to:

HR Department
 West Norfolk Academies Trust
 Queensway
 King's Lynn
 Norfolk
 PE30 4AW

Closing Date for Applications: **Friday 24th March 2023 at 9:00am**

Interview Dates: **w/b 27th March 2023**