



# Gifford Primary School

Be Strong, Be Kind, Be Proud

## ASSISTANT HEADTEACHER RECRUITMENT PACK



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- Required for January 2025
- Salary: L8 – L12 (£68,583 – £74,702 based on 2024 pay award)
- Closing date: 12.00pm Monday 30<sup>th</sup> September 2024
- Selection process: w/c 30<sup>th</sup> September 2024
- Interview date: TBC

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# Welcome



## HEADTEACHERS MESSAGE

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Dear Applicant,

Thank you for showing an interest in the position of Assistant Headteacher at Gifford Primary School. Gifford Primary School is a popular four-form entry school. Located in the London borough of Ealing.

We are seeking an enthusiastic and visionary Assistant Headteacher to join our exceptional leadership team. In this role, you will drive ambitious initiatives, enhance our educational practices, and contribute to a thriving learning community. You will be a key player in implementing forward-thinking strategies in a collaborative team environment.

At Gifford we are committed to making a real difference in the lives of our pupils. We pride ourselves on being a forward-thinking school that embraces innovation and values a "have-a-go" attitude. Our dynamic environment offers a platform for ambitious professionals who are eager to shape the future of education and lead our school to new heights.

Visits to the school are essential. To arrange a visit please contact the HR team on 020 8845 4661 or email [HR@gifford.ealing.sch.uk](mailto:HR@gifford.ealing.sch.uk). We look forward to hearing from you.

Yours faithfully,

Sarah Wilson  
Headteacher

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# What is Gifford Like?



"A culture of high academic aspiration and a shared drive for success permeates the school. Through the curriculum, pupils are taught about the contributions to society made by a diverse range of historical and modern-day prominent figures.

The school encourages pupils to believe they too can make a positive difference in the world. Academic achievement and pupils' personal development are equally prioritised. Pupils and school staff work together to create a programme of regular enrichment experiences. The '11 by 11' programme includes expressive arts activities, public speaking exercises and careers guidance. Older pupils enthusiastically support those who are younger. Pupils behave maturely. They treat each other with great care, kindness and respect.

The school encourages pupils to share their views. Elected members of the 'Gifford Government' gather and share the opinions and suggestions of their classmates in order to improve the school further. For example, the play area was extended following feedback from pupils in Years 1 and 2. Pupils are happy here."

**Ofsted Quote May 2024**

# What we are looking for

Pupils are at the heart of all we do



**Are you:**

- Ambitious?
- An inspirational teacher?
- Passionate about making a difference?
- Someone who really cares about children?
- Continually looking for ways to improve your practice?
- A positive team player?
- Someone with a can-do attitude?
- Excited by a challenge and full of great ideas?

**If this is you, then Gifford is the place for you!**

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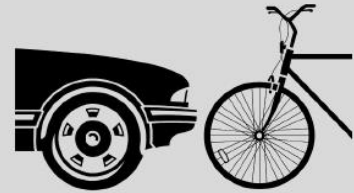
# What's great about working at **Gifford Primary School?**



**Creative approaches to the curriculum**



**Excellent CPD opportunities for all staff at all levels of their careers**



**Well resourced facilities including free parking on site and cycle to work scheme**



**Supportive employee assistance programme for all**



**A diverse, multicultural and stable staff team**



**PPA for all teaching staff exceeds the national expectations**



**Inner London Salary & Local Government Pension Scheme**



**Staff wellbeing and workload balance is fundamental to our approach**



**An extensive support team of highly skilled experienced professionals**

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# Person Specification

<b>Qualifications and training</b>		Essential	Desirable
1.1	Qualified teacher status.	✓	
1.2	Evidence of significant professional development that is relevant to the position and a commitment to ongoing professional self-development.		✓
1.3	Teaching experience with the primary age range.	✓	
<b>Teaching and management experience</b>		Essential	Desirable
2.1	Recent experience of working successfully as a senior or middle leader in a school.	✓	
2.2	Successfully carried out initiative development, implementation and evaluation.		✓
2.3	Evidence of a whole school responsibility and experience of turning policy into effective and successful practice.	✓	
2.4	Raised the achievement of a significant group of pupils across the ability range.	✓	
2.5	Successfully promoted and deployed high standards of behaviour and a positive ethos within a school.	✓	
2.6	Have extensive experience of teaching in the phase they would be overseeing.		✓
2.7	Proven track record of having significant impact on raising pupil attainment and progress.		✓
2.8	Leadership of a significant area or phase or inclusion including responsibility for raising standards across the whole school.		✓
<b>Professional knowledge, understanding, skills and attributes</b>		Essential	Desirable
3.1	Understanding of the essential qualities necessary for effective teaching and learning.	✓	
3.2	An in-depth understanding of planning teaching and assessing the whole curriculum across two key stages.	✓	
3.3	Up to date knowledge of statutory regulations and guidance relating to the post.	✓	
3.4	Secure knowledge of matters relating to safeguarding.	✓	
3.5	Analysed and interpreted data to support the setting and meeting of challenging objectives.		✓
3.6	Review whole school systems to ensure the robust evaluation of school performance and actions to secure improvements.		✓
3.7	Lead and manage a school team/s to successfully achieve agreed goals.		✓
3.8	Be an effective team player that works collaboratively and effectively with others.	✓	
3.9	Develop and deliver effective and inspirational professional development for staff (including mentoring and coaching as appropriate).		✓
3.10	High standard of communication skills, oral and written, for a range of audiences, using ICT as appropriate.		✓
3.11	Demonstrate high quality teaching strategies		✓
3.12	Support, motivate and inspire both colleagues and pupils by leading through example.	✓	
3.13	Evidence of accountability to the governing body, parents, pupils, staff and/or the LA for the effectiveness of an aspect of the school.		✓
3.14	Contribute effectively to the work of the Headteacher and senior leadership team.	✓	
3.15	Deal successfully with situations that may include tackling difficult situations and conflict resolution.	✓	
3.16	Work successfully with a range of external agencies.	✓	
<b>Commitment</b>		Essential	Desirable
4.1	Demonstrate a commitment to safeguarding and child protection.	✓	
4.2	A commitment to providing equal opportunities in both the curriculum and pastoral care, valuing the needs of individual children and the diversity of their cultural backgrounds.	✓	
4.3	Relating positively to and showing respect for all members of the school and wider community.	✓	
4.4	Promoting the school's vision and ethos.	✓	

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# Job Description

## **Purpose:**

- Under the overall direction of the Headteacher play a major role:
  - in formulating the aims, objectives of the schools and establishing the policies through which they are to be achieved
  - be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement
  - proactively manage staff and resources
- Take on the responsibilities of the Headteacher as agreed and appropriate in the absence of the Headteacher and deputy Headteacher
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
- Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards (2012)*
- Take responsibility for; promoting and safeguarding the welfare of children and young people within the school and child protection issues as appropriate

## **Duties and responsibilities:**

All teachers are required to carry out the duties of a schoolteacher as set out in the current [School Teachers Pay and Conditions Document](#). Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher [standards](#) as part of the appraisal process as relevant to their role in the school.

## **Shaping the future:**

- Support the Headteacher and governors in establishing an ambitious vision and ethos for the future of the school
- Play a major role in the school improvement and school self-evaluation planning process, through agreed priorities.
- Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate
- 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 into 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
- Assist with the development and delivery of training and support for staff in the areas of teaching and learning
- Lead the development and delivery of training and support for staff
- Lead the development and review of agreed aspects of the curriculum including planning, recording, reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
- Assist the senior leadership team in managing the school through strategic planning and the formulation of policy and delivery of the strategy, ensuring management decisions are implemented
- Support the senior leadership team with the processes involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school, including lesson observations, to ensure a consistently high quality
- Ensure the systematic teaching of basic skills and the recording of impact, is consistently high across the school
- Ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards

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- 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
- Support the induction of staff new to the school and those being trained within the school as appropriate
- Act as an induction coordinator for NQTs, have responsibility for students on teaching practice and those undertaking work experience, as appropriate
- Participate in the selection and appointment of teaching and support staff as appropriate
- 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 senior leadership team in ensuring an appropriate programme of professional development for staff, in line with the school development plan and performance management including coaching and mentoring as appropriate
- Lead the annual appraisal process for all identified support and teaching staff

### **Managing the organisation:**

- Contribute to regular reviews of the school's systems to ensure statutory requirements are being met
- Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication
- As appropriate and under the leadership of the Headteacher, undertake 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 effective member of the senior leadership team
- Contribute to the day-to-day effective organisation and running of the school
- To undertake any professional duties, reasonably delegated by the Headteacher

### **Securing accountability:**

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

### **Strengthening community:**

- Assist the senior leadership team 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
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Attend meetings with parents and carers as appropriate 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

#### **Other:**

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the Headteacher

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Please refer to the job vacancy page on our school website for the Privacy Notice for job applicants.

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