

Assistant Headteacher

Candidate Information Pack

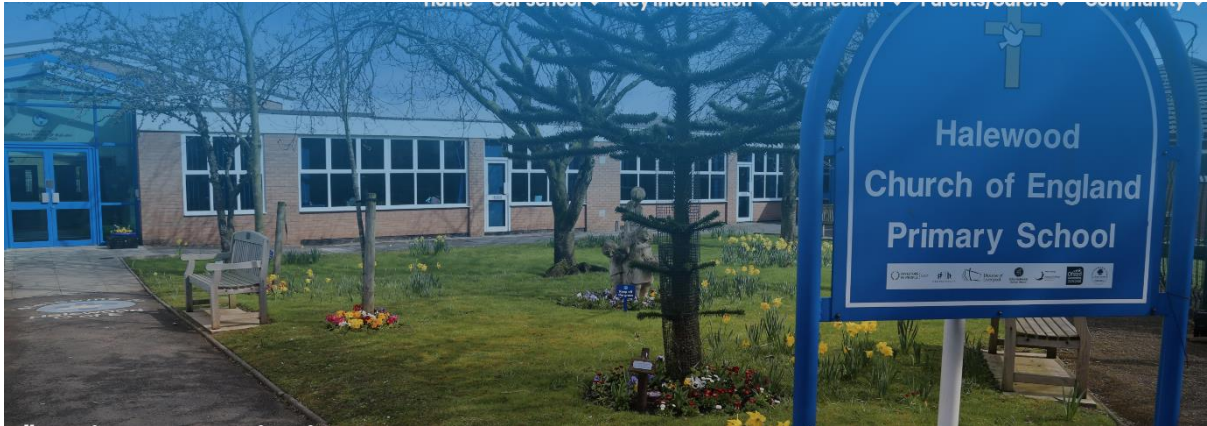
Halewood Church of England Primary School



Train up a child in the way that they
should go and when they are old, they
shall not depart from it.

Proverbs 22:6

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www.halewoodcofe.co.uk
Headteacher: Mr Dave Catt



About Liverpool Diocesan Schools Trust

We believe

Jesus said, 'Let the children come to me.' (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

What is our Purpose?

Working together with our school communities, providing an excellent education and life-enhancing relationships with the Christian faith and Jesus Christ.

We do this through:

- Being a family of schools that is committed to well-being and supporting each other, so that all children, learners and staff across our Trust, flourish.
- Connecting with each other to share practice and provide an excellent education that is built on distinctly Christian values.
- A commitment to inclusion, ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.
- Strong bonds of collaboration, innovative approaches to education and a shared purpose amongst schools, families, and communities.

What is our vision?

As a Diocesan Trust, our Christian values are intrinsically linked to our commitment to provide an innovative, high quality education, so that children

and learners make excellent progress and fulfil their academic potential, by ensuring that:

- We live out our **Christian values** to **develop future citizens** who can contribute positively to a caring, compassionate nation.
- We share a Trust-wide commitment to providing an **education** that enables children and learners to **flourish and achieve** - academically spiritually, morally, socially, culturally, physically.
- We celebrate **diversity**, **address inequality**, **overcome disadvantage** and **raise aspirations** so that learners can achieve their **highest academic potential**.
- Access to an **inspirational curriculum** and **excellent teaching** enables our children to acquire a **deep body of knowledge** and a zest for **life-long learning**.
- Our schools can thrive under outstanding **local leadership**, accountable to the Executive team and Board of Directors.
- We identify **talents** and provide opportunities for **staff** to develop, pursue career developments and contribute significantly to **wider improvements**
- We maintain a strong emphasis on **safeguarding** and the **mental health and well-being** of all our pupils and staff.
- Our schools are self-sustaining, **inclusive learning communities** of professionals who **connect and collaborate** to **share best practice** and **innovative approaches rooted in informed evidence**.



Our Core Values

We value Difference

We are respectful of the:

- **Uniqueness** of each individual school
- **Differences** within each school and community

We value Local

- Providing aligned support and central services to empower local leaders to make local decisions that meet the needs of the local communities

We value Collaboration

- We value the opportunities to **collaborate** and work as a **team** to improve outcomes across our Trust

We value Inclusion

- We welcome **all** and are committed to ensuring that **each pupil** receives an educational experience related to their **own** personal gifts or needs
- We celebrate **diversity** and the individual talents of our pupils and staff

We welcome pupils and staff of all faiths and none.

We are a fully inclusive organisation and encourage applications from individuals from minority communities.



About Halewood Church of England Primary School



At Halewood C of E Primary School we serve the community by providing a happy, secure, and caring Christian environment where all are valued and respected. We believe in the uniqueness of the individual and recognise the diversity and range of contributions that each can make. We aim to provide for the spiritual, emotional, physical, mental, and social, development of the whole child; this includes a growth in knowledge and understanding of self, and the world in which we live. We seek to foster self-esteem and a sense of responsibility to others and the world around. In all that we do we endeavour to provide a high quality of education within a creative, stimulating, encouraging and mutually supportive environment where children are enabled to develop the skills they require for living.

Halewood C of E Primary is a popular and successful school. As a Church of England school, our Christian values, underpin all that we do, and we have close links with two local churches. We joined LDST in October 2017 to deepen these links and to continue to improve the education we provide to our children. We are very proud to have been judged Good with Outstanding features in our latest Ofsted inspection. Our staff are committed to raising standards for all pupils. They pride themselves in working effectively together, and in partnership with parents, to provide a caring and supportive learning environment.

We want children to enjoy their education and develop an enthusiasm for learning and so have designed a curriculum that allows children to become confident and fluent with powerful knowledge and vocabulary, as well as providing a wealth of opportunities to develop their strengths and talents. Children are taught in such a way that they acquire knowledge that they can take with them for the rest of their lives, knowledge that they can use when articulating themselves, or when reading and solving problems. Challenging opportunities to apply knowledge are embedded throughout our curriculum. Progressively planned learning enables children to constantly apply prior knowledge and build upon it.

We are proud of our school and encourage you to visit our website and X/Twitter page to further help you with the application and get a further feel for our school community.

www.halewoodcofe.co.uk @halewoodcofe



Letter from the Headteacher

Dear Applicants,

Halewood CofE Primary School are looking to appoint an ambitious and passionate Assistant Headteacher to join our Leadership Team. This is a wonderful career development opportunity which has arisen at an exciting time in the journey of our school. Our Christian vision is *Train up a child in the way they should go and when they are old, they will not depart from it* (Proverbs 22:6). This shapes every decision we take as a school. Our Christian values permeate across school and shape how we behave towards one another: friendship, forgiveness, hope, thankfulness, perseverance, and responsibility. We teach children the importance of loving their neighbour as God loves us; this is something that all staff model to children every day. We aspire for all our children to leave Halewood C of E Primary with our Christian values at the core of who they are, so that they can make a positive difference to world.

You will be an outstanding individual who will assist us in raising standards in Teaching and Learning, as well as leading Early Years and KS1, with a focus on Early Reading. We expect the Assistant Headteacher to provide clear and supportive professional direction through excellent communication skills and outstanding classroom practice; to be at the forefront of providing a truly whole child-focused education. We recognise that as a senior leader, you will also need support and challenge yourself so that you can grow to be the best you can be, and we will commit to making this happen. Being part of LDST will give you the opportunity to share and be involved in developing practice across several schools. This role offers an exciting prospect for an outstanding practitioner take full advantage of the unique opportunities that our schools bring and to make a significant impact on improving the education of all the children we serve. In return, we can offer you:

- A supportive Senior Leadership Team and Governing Body
- An extensive CPD development programme
- Well behaved and motivated children
- A happy positive environment
- A committed and caring staff team
- A well-resourced teaching and learning environment
- An Ipad and MacBook Pro teacher package

If you are an ambitious individual with an established reputation for raising standards, coupled with relentless drive and commitment, then we want you to apply.

Yours sincerely,

Dave Catt
Headteacher

Job Description

Title: Assistant Headteacher

Salary: Leadership Scale L1 – L5 (potentially negotiable depending on current salary)

Accountable to: Headteacher & Local Governing Body

Area of accountability: Classroom Practitioner with whole class responsibility in KS1, KS1 and Early Years lead, Reading lead, behaviour and attitudes across school, other specific tasks and whole school responsibilities as required by the Headteacher following analysis of the school's needs and candidate's strengths.

Candidates must be prepared to take a full and active part in all aspects of school life and support the Christian ethos of the school.

Main Duties:

- To Be an excellent classroom practitioner.
- To lead KS1 and Early Years
- To lead reading across the school
- To drive the whole school Christian vision and values
- To undertake the professional duties of the Headteacher during their absence.
- To have an impact on school-wide educational progress
- Identify and drive the requirements of the School Improvement Plan to raise attainment and progress under the overall direction of the Headteacher.
- To line manage and appraise identified staff.
- To ensure health and safety and school requirements are met.
- To assist in the smooth running of the whole school at all times.
- To analyse and interpret whole school data and produce action plans for improvement.
- To manage behaviour effectively in both the classroom and through supporting colleagues with behaviour management.
- To lead and share responsibility for developing and implementing school policies, decision-making and strategic planning.
- To lead the school operational planning day to day

Qualities and Knowledge

- Holding and articulating clear values and moral purpose, focused on providing a world class education all for pupils.
- Demonstrating optimistic personal behaviour, positive relationships, and attitudes towards all stakeholders.
- Leading by example - with integrity, creativity, resilience, and clarity - drawing on own expertise /skills, and that of others.
- Sustaining wide, current knowledge and understanding of education locally, nationally, and globally, and pursuing continuous professional development.

- Working with political, business, and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into our school's context.
- Communicate at every opportunity the vision of our school and empowering all pupils and staff to excel.

Pupils and Staff

- Demanding ambitious standards for all pupils, overcoming disadvantage, and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Securing excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design.
- Establishing an educational culture of 'openness' as a basis for sharing best practice.
- Creating an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identifying emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Holding all staff to account for their professional conduct and practice.
- Attend meetings and prepare reports for the Local Governing Body and the Trust Board as required.

Systems and Process

- Exercising strategic, curriculum-led and affordable financial planning to ensure the equitable deployment of budgets and resources to ensure positive pupil outcomes.
- Ensuring that the school's systems and processes are well considered, efficient and fit for purpose.
- Providing a safe, calm and well-ordered environment for all pupils and staff.
- Valuing excellent practice by establishing rigorous, fair, and transparent systems and measures for managing the performance of all staff.
- Actively supporting the governing board to understand its role and deliver its functions effectively.

The Self-Improving System

- Working and collaborating across the Trust to improve outcomes for all pupils.
- Championing best practice and securing excellent achievements for all pupils.
- Developing effective relationships with colleagues in other schools, further and higher education and public services to improve academic and social outcomes for all pupils.
- Shaping the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.

- Inspiring and influencing others to believe in the fundamental importance of education in pupil's lives and to promote the value of education.

Safeguarding Children and Safer Recruitment

- Maintain a collective responsibility, and an individual commitment to safeguarding and promoting the welfare of students and recruitment of staff.
- Being part of the whole school safeguarding team
- Ensure that the safeguarding policy is followed where there may be a concern.

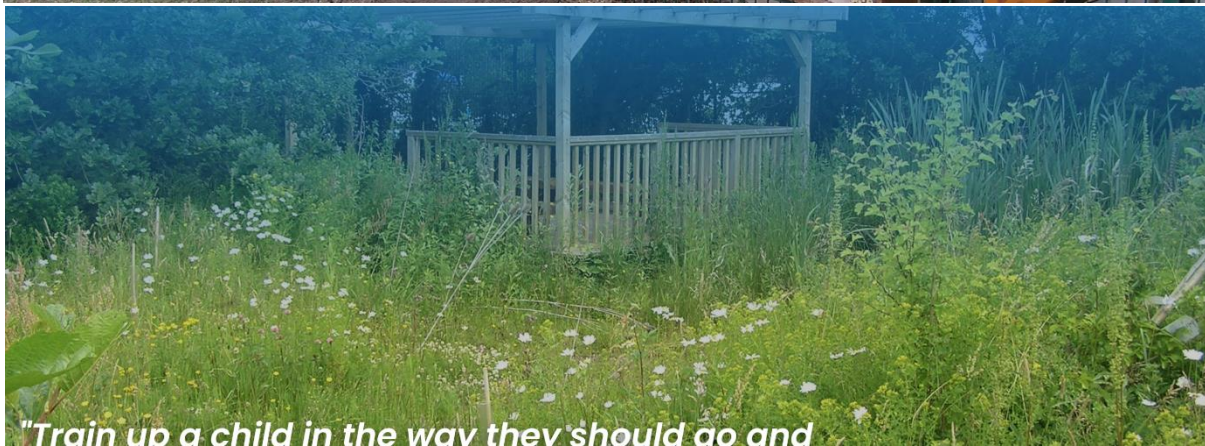
Additional and Special Educational Needs and Disabilities

- Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities.
- Establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively.
- Ensure that the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- Ensure the school fulfils its statutory duties with regard to the SEND code of practice.

General Duties and Responsibilities

- Teaching the pupils according to their educational needs, including the preparation and, marking and feedback of work.
- Provide cover teaching when required.
- Lead Collective Worship.
- Assessing, recording and reporting on the development, progress and attainment of all pupils.
- Supporting and promoting the school's provision of social, spiritual, moral and cultural opportunities.
- Promoting the general progress and wellbeing of individual pupils and of any class or group of pupils assigned.
- Writing relevant records and reports.
- Maintaining records of and reporting on the personal and social needs of pupils.
- Communicating and consulting with the parents of pupils.
- Communicating and co-operating with relevant persons or bodies outside the school.
- Participating in meetings arranged for any of the purposes described above.

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.



Person Specification – Assistant Headteacher

The successful candidate will have:	Essential/ Desirable	How will it be identified?
<p>Qualifications</p> <ul style="list-style-type: none"> • A recognised teaching qualification with Honours degree or equivalent. • Evidence of recent personal and professional development. • Evidence of continued and relevant professional development in school leadership and management. • Completed or be working towards Leadership qualifications such as NPQSL, NPQH or equivalent qualifications 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p>	<p style="text-align: center;">Application form</p>
<p>Qualities</p> <ul style="list-style-type: none"> • A Secure understanding of the school’s Christian character and distinctive ethos. • Evidence of clear values and moral purpose which places pupils at the heart of all decisions. • Demonstrating personal behaviour consistent with the ethos and vision of both Halewood C of E Primary and LDST. • Commitment to a curriculum that is creative and relevant to the interests and needs of all pupils, including their wellbeing. • Absolute commitment to ensuring the safety and wellbeing of pupils. • Proven record of being transparent and accountable to parents, governors, relevant external bodies and the local community. • To work in partnership with enthusiastic, proactive governors and colleagues within LDST in the best interest of all Trust schools. 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	<p style="text-align: center;">Application form Interview</p>

<p>Knowledge</p> <ul style="list-style-type: none"> • To have the knowledge to effectively lead Early Years and KS1 • To have a knowledge and understanding of all 3 Key Stages in the primary sector. • To Secure understanding of the current educational landscape and the challenges and opportunities it presents. • Demonstrable ability to plan strategically, lead, motivate, develop, and inspire staff, and to manage change. • Knowledge and understanding of how to maintain and raise the quality of teaching and learning across the school and a proven track record for doing so. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application form</p> <p>Interview</p>
<p>Experience</p> <ul style="list-style-type: none"> • Experience in Early Years and KS1 • Proven record of excellent teaching in the primary classroom. • Able to evidence strong curriculum leadership. • Experience of leading a team. • Experience of working with a wide range of abilities including G&T and SEND. • Experience of leading staff development. • Experience of Safeguarding including being Designated Safeguarding Lead or member of a Safeguarding Team. • Proven track record of analysis, evaluation and communication of progress data to ensure positive outcomes. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p>	<p>Application Form</p> <p>Interview</p>
<p>Skills</p> <ul style="list-style-type: none"> • Ability to think strategically and support the Headteacher in building and communicating a coherent vision. • Excellent inter-personal skills. • A working knowledge of effective inclusive practice. • Involvement of school improvement planning. • Knowledge of self-evaluation processes. • Up to date knowledge of safeguarding practices. • Sound knowledge of the role of ICT in teaching and learning across the curriculum. • A high regard for administrative efficiency 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application Form</p> <p>Interview</p>

<p>Personal Attributes</p> <ul style="list-style-type: none"> • Positive leadership qualities coupled with an enthusiastic team approach to management. • Able to uphold the Christian ethos of the school and its teamwork approach. • Able to maintain and further develop links with parents and the local community. • Ability to relate to people at all levels and good communication skills. • A self-confident person with an engaging personality who can maintain the caring, child-centred approach that currently exists within the leadership of the school. • Excellent organisational skills and ability to meet deadlines. • Present a good role model for pupils and staff. • To work in partnership with enthusiastic, proactive governors and colleagues within LDST in the best interest of the school. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
<p>Interest/Motivation/Commitment</p> <ul style="list-style-type: none"> • Commitment to equality of opportunity and inclusion • Promote and support an enriched curriculum including educational visits, extra-curricular activities. • Demonstration of commitment to the Christian values of the Trust. 	<p>E</p> <p>E</p> <p>E</p>	<p>Application Form</p> <p>Interview</p>

How to Apply

Application Process

The application process for this role is a 3-stage process:

- Application form
- Lesson observation
- Interview and tasks

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please email david.catt@ldst.org.uk or call 0151 487 5673.

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

Closing Date: Wednesday 1st May 2024
Shortlisting: Thursday 2nd May 2024
Observation dates: Friday 3rd May 2024 or Tuesday 7th May 2024
Interview Date: Friday 10th May 2024
Start Date of Post: 1st September 2024

Visits to the school are strongly advised. Please contact the school office to confirm your preferred date of visit.

Visit 1: Monday 22nd April – 1.30pm
Visit 2: Tuesday 23rd April – 3.30pm
Visit 3: Wednesday 24th April – 10am

Please contact the school office on 0151 487 5673 or email karen.sefton@ldst.org.uk to arrange a visit.

Our Trust Prayer

Heavenly Father,
Let peace, friendship and love grow in our schools.
Send the Holy Spirit to give
excellence to our learning
love to our actions and
joy to our worship.
Guide us to help others,
so that we may all
Learn, Love and Achieve, Together with Jesus.
Amen