



Headley Park Primary School

Assistant Headteacher
Recruitment Pack

Headteacher's Welcome



Welcome to Headley Park Primary School.

At Headley Park we are unapologetic in our pursuit of excellence and we believe that every child has the ability to excel. Our staff and governors work hard to ensure that every pupil develops the ability and desire to learn more, realise their potential and make their mark in the world.

We set high standards in all areas of school life and nurture individuals with real courage and integrity. We champion a sense of pride in our community and create a welcoming environment where all are able to thrive. Our pupils and staff live our Headley Park Habits: at Headley Park we are ambitious, respectful, responsible and safe.

Our amazing community are a key factor of our success and we are looking to appoint a highly motivated Assistant Headteacher to join our ambitious leadership team and help us achieve our mission. This pack will give you an insight into our school and our approach. We would encourage you to visit our school to meet our wonderful children and learn more about the role. I look forward to having the opportunity to show you around our great school.

Alex Gingell
Headteacher

welcome

The opportunity



Assistant Headteacher (Pastoral)

We are looking for an excellent teacher and leader to join our team in this new role.

The role of the Assistant Headteacher is to develop and lead safeguarding and pastoral care across the school, including behaviour, attendance and well-being. The Assistant Headteacher will oversee provision for students in receipt of the pupil premium and act as designated teacher for looked after children. They will be a visible presence in the school, supporting colleagues in embedding the behaviour curriculum and leading on safeguarding as the designated safeguarding lead (DSL).

The role

This is a full-time, permanent position. The role will involve a teaching responsibility, which is likely to be two days of PPA cover per week.

At Headley Park, we have a lot to offer our valued staff team.

Amazing Children

Headley Park children are happy, positive and well behaved. They are full of potential and eager to learn.

Evidence Informed

We are committed to evidence informed practice. Leaders make decisions based on what evidence says works.

Behaviour

At Headley Park we aim to make it easy for our pupils to behave by teaching them the behaviours we expect. We have a behaviour curriculum that provides staff with a consistent approach to rewards, routines and sanctions across the school, from Nursery to Year 6. Behaviour is fully supported by a responsive SLT.

Curriculum

Our fully sequenced, cumulative curriculum is underpinned by detailed schemes of work and additional resources to support the planning and delivery of excellent lessons.

Instructional Coaching

All our teachers are entitled to weekly instructional coaching sessions using the Steplab professional learning platform.

Steplab Hub

We are a Steplab Hub School meaning we help other schools prepare for their instructional coaching journey by sharing our expertise.

Support Staff

We have a team of highly skilled support staff who work alongside teachers in every year group.

One Team

Members of staff at all levels come together to support each other. We are a friendly and approachable team and our most recent staff survey found that **100%** of our staff are proud to work at HPPS.





Workload and wellbeing

We take the workload and wellbeing of staff seriously. Leaders are committed to working in partnership with staff at all levels to regularly review workload. The approaches in place to support wellbeing and workload at Headley Park are in line with DFE best practice guidance.



Trained mental health first aiders



Access to support through the Cathedral Schools Trust HR team



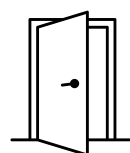
No specified frequency, type or volume of marking and feedback



Proportional and purposeful approach to assessment data



Flexible communication policy



Open door SLT

Working for the CST

We are proud to be a part of the Cathedral Schools Trust

The Cathedral Schools Trust (CST) is a multi-academy trust in the South West. CST value diversity and encourage excellence, and believe that strong and trusting relationships are at the heart of good education.

Primary Schools

Headley Park Primary School
Victoria Park Primary School
Cathedral Primary School
St Werburgh's Primary School
Hotwells Primary School
Stoke Park Primary School

Secondary schools

St Katherine's School
Bristol Cathedral Choir School
Trinity Academy

Working at Headley Park will give you access to fantastic opportunities for staff professional development and collaboration across trust schools, including:

- Opportunities to visit other schools to observe best practice
- Whole trust INSET training
- Bespoke professional development programmes
- NPQ training opportunities





Equal Opportunities

Cathedral Schools Trust is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world.

Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.

The duties outlined in the job description may be modified by The Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This document does not form part of your contract of employment with the school.

Headley Park

Mission and Vision

We exist to ensure that all children have the opportunity to succeed in their learning, achieve highly and develop the attributes they need to excel in wider life. In order to achieve our mission, we have four key drivers that drive every decision we make: Excellence, Community, Character and Equity.



Excellence

We set high standards in all areas of school life so that all pupils produce work of the highest quality, develop expertise across the curriculum and achieve their full potential.



Community

We champion a sense of pride in our community and encourage all to find their voice, work together and contribute to the world in which they live.



Character

We build a culture rooted in respect where kind, open minded and honest individuals with real courage and integrity are nurtured.



Equity

We firmly believe that all children can achieve. We take deliberate action to eliminate barriers to learning so that everyone is empowered to realise their full potential.



Headley Park Habits

At the heart of school life are the Headley Park Habits. These four habits are designed to reflect the qualities everyone in our school is expected to demonstrate in order to achieve a harmonious community where all can enjoy and achieve.



Ambitious

Ambition is a crucial life skill. It helps us go further in our hobbies, education, jobs and life. An ambitious attitude can lead anyone to achieve anything they set their mind to and can help people overcome challenges.



Responsible

People who are responsible are more likely to succeed in school, in the workplace and in the wider world. If we do what we say we will do and accept that our choices and actions have results then people will trust us.



Respectful

Everyone is a valued member of the school community and therefore everyone should be treated the same no matter their race, religion, gender, sexuality or disability. People who give respect to others get respect from others.



Safe

Being safe is important so that we don't hurt ourselves or each other. When we are safe we can relax, feel good about ourselves and enjoy our lives.



Questions and visits



Questions and visits

Visits to the school are encouraged and welcomed. We have arranged the following times for candidates to visit. However, if none are suitable, please contact the office and we will try to arrange an alternative time.

Thursday 21st March

11.30 – 12.00, 4.00 – 4.30, 4.30 – 5.00

Friday 22nd March

9.30 – 10.00

Monday 25th March

9.30 – 10.00, 4.00 – 4.30, 4.30 – 5.00

Wednesday 27th March

4.30 – 5.00, 5.00 – 5.30

Monday 15th April

4.00 – 4.30, 4.30 – 5.00

Wednesday 17th April

9.30 – 10.00, 4.30 – 5.00

Thursday 18th April

11.00 – 11.30, 4.30 – 5.00, 5.00 – 5.30

To book a time to visit, please email: office@headleypark.bristol.sch.uk or call 0117 903 1511.

Informal discussion

To arrange an informal discussion about the role, please contact Alex Gingell, Headteacher, by phoning 0117 9031511.

Find out more

To find out more about life at Headley Park, you can visit our website and twitter feed.



www.headleypark.bristol.sch.uk



@HeadleyParkPrim



How to apply

Applications

All applications should be made via the eteach website (which will redirect you to our application portal).

Closing date for applications: 9.00am on Monday 22nd April

Shortlisting: Tuesday 23rd April

Interview date: Monday 29th April and Tuesday 30th April

Start date: Monday 2nd September 2024

Safer Recruitment

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.

