

Application Pack

Assistant Headteacher

with Inclusion , SEND and Nurture responsibilities.

An extraordinary education for every pupil



Welcome

Jubilee Park Academy has proudly been part of the highly successful Rivers C of E Academy Trust since November 2020. We are part of a dynamic trust of sixteen primaries, first and nursery schools and a thriving teaching alliance with a strong educational reputation. As a member of our 850+ staff community, you will have access to a collaborative network of colleagues who work together to drive high standards and benefit from a contributing pension scheme, access to continued professional development and opportunities for internal talent management.

As a school, we are committed to creating a happy and vibrant school community, where everyone feels valued. Our children are given memorable experiences that excite them about learning for life through encouragement, nurture and by celebrating their individuality.

Overview

Jubilee Park Academy is a 1 form primary school located in Tipton, Sandwell.

It has 220 pupils from age 2-11 and 30 staff.

Established in 2003 , Jubilee Park Academy joined The Rivers CofE Academy Trust in 2020.

Performance

At this school 63% of pupils meet expected standard at Key Stage 2.

Our latest Ofsted judgement: "Good " (January 2020)

Quotes from the Inspectors:

"Pupils are proud to attend their school. They are happy, confident and very smiley."

"Leaders and staff want every pupil to do their very best in all areas of school life. "

"Pupils say, 'It is an amazing school because the teachers help us to learn new things every day.'"

About Us

The Rivers C of E Academy Trust is a multi-academy school trust, specialists in early years and primary provision, serving over 5250 pupils across three local authorities: Worcestershire, Dudley and Sandwell.

Established in 2014, The Rivers C of E Academy Trust now comprises of a respected teaching alliance, sixteen 'Good' and 'Outstanding' primary, first, and nursery settings and an alternative provision. We are a connected learning community with a shared aim to create '**an extraordinary education for every pupil**'.

We are a community of schools with a 'Christian ethos', welcoming families from all faiths and no faiths, but together we are guided by our shared mission, vision and values.

Our Mission

- Extraordinary Education
- Extraordinary People
- Extraordinary Futures

Our Vision

Through an **extraordinary education**, we empower pupils to be life-long learners and see their limitless potential. Respectful relationships and an unwavering focus on discovering talents and interests enable pupils to flourish and be **extraordinary people**. Together, we spark aspiration and drive achievement, so that pupils contribute positively to society and to their **extraordinary futures** in an ever-changing world.

Our STARS Values



Sharing



Trust



Achievement



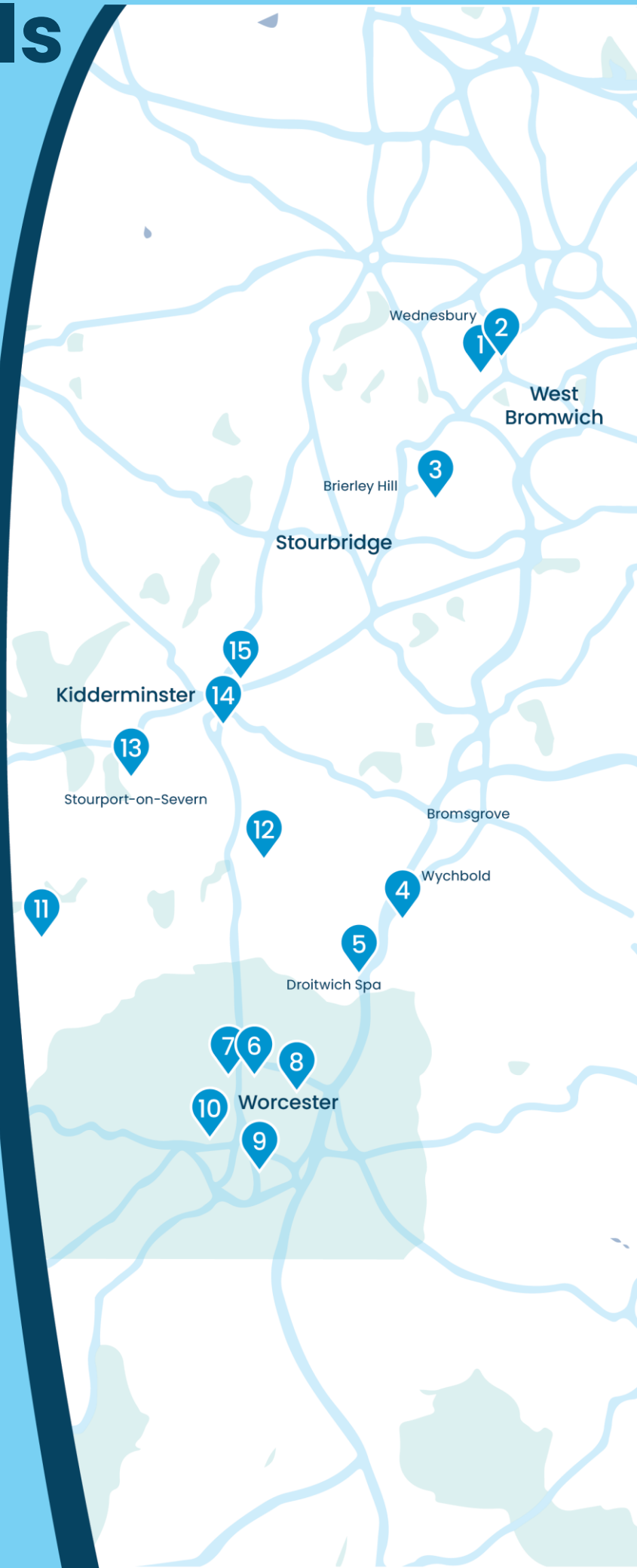
Respect



Safety

Our Schools

- 1 Summerhill Primary Academy Summerhill's Little Treasures
- 2 Jubilee Park Academy
- 3 Dudley Wood Primary School
- 4 Wychbold First and Nursery School
- 5 St Peter's Droitwich CofE Academy
- 6 North Worcester Primary Academy
- 7 Northwick Manor Primary School
- 8 Cranham Primary School
- 9 Cherry Orchard Primary School
- 10 St Clement's CofE Primary School and Pre-School
- 11 Great Witley CE Primary School
- 12 Cutnall Green CofE Primary School
- 13 Burlish Park Primary School
- 14 Heronswood Primary School
- 15 Unity Academy



Staff Benefits

We believe that collaboration and staff wellbeing are at the heart of our success.

Supported by our trust, we offer a range of benefits to enhance our work environment and support the professional and personal growth of our staff, including work-life balance.

Education Mutual

Staff can access a comprehensive range of healthcare services through Education Mutual, including mental health support, 24/7 GP Healthline, physiotherapy, stress management resources, and occupational health services.

Find out more about Healthcare and Wellbeing Services here:

www.educationmutual.co.uk/service/healthcare-and-wellbeing/

Teachers' Pension Scheme

As a member of the Teachers' Pension Scheme, you're contractually enrolled into the Scheme from day one.

Your pension is one of the most important benefits available to new teachers. So spend a few minutes online and find out the things you should know about your pension right now.

www.teacherspensions.co.uk

Other staff benefits include:

- Competitive salary
- Six INSET days per year
- Protected CPL time
- Continued professional development pathway for every role
- No work communication outside working hours
- Excellent holiday entitlement for support staff: Bank holidays plus 26 days paid holiday (pro rata)
- 5 days extra paid holiday after 5 years' service (pro rata)
- Time for You' day
- Family-friendly policies including flexible working, occupational maternity and paternity pay
- Reasonable release time for significant personal events
- Length of service awards
- Resources for retirement and financial planning
- Cycle-to-work scheme
- Free tea, coffee and milk



About the Role

Job Title: Assistant Headteacher- Inclusion, SEND & Nurture

Salary: L1-L5

Contract Type: Full time, Permanent.

Start Date: September 2025

Reporting To: Headteacher, Deputy Head teacher

Location: Highfield Road, Tipton, West Midlands

About: The closing date for applications is **9am Wednesday 12th June 2025**. Applications should be made on a Rivers Academy Trust application form, which are available on our website. Completed application forms should be sent to hr-jpa@riverscofe.co.uk.

Interviews for this post will take place on Wednesday 18th June 2025.

Shortlisting will take place on **Friday 13th June**. If you have not heard back from us after this date, unfortunately you have not been successfully shortlisted.

We would be delighted to hear from you and if you share our vision and want to make a real difference to our pupils, school and Trust. If you have any further queries, or would like to visit our school, please call the main office on 0121 522 2598. We look forward to hearing from you.

Job Description

Responsible to: Headteacher

Key responsibilities of the Inclusion Assistant Head Teacher:

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.

- Be a member of the Senior Leadership Team and take responsibility for specific aspects of leadership across the school.
- To undertake the role of school SENDCo and take responsibility for SEND provision across the school.
- To undertake the role of Deputy, Designated Safeguarding lead.
- To undertake the role of Senior Mental Health Lead.
- To promote positive mental health and wellbeing across the school and to undertake and disseminate, mental health training and initiatives.
- To lead the provision for nurture across the school.
- To lead PSHE and RSE ensuring the curriculum is compliant and highly effective.
- Overseeing the statutory data collections required for the school.
- To embed the school values into day-to-day life.
- Secure and support outstanding pupil behaviour, conduct and discipline.
- The development, organisation and implementation of the school's curriculum.
- Play a key role under the overall direction of the Head Teacher in formulating and reviewing the School Improvement Plan and the aims and objectives of the school.
- Strategic overview for curriculum, learning and teaching throughout the school.
- To lead on and promote the pastoral and academic needs of pupils.
- Ensure that systems are in place and deployed to support teachers and teaching assistants to continually improve their individual practice.
- Take a leading role in raising standards, improving the quality of learning and teaching through high quality staff development.
- To devise, update and promote all school policies.
- Encourage an ethos of innovation, excellence, reflection and aspiration for all.
- Assume responsibility for the welfare of pupils; follow up incidents; maintain records; have meetings with parents and, where appropriate consult with the Deputy Head and Head Teacher.
- To ensure communication with parents is regular and that clear systems are in place to record meetings.
- To help the school secure attendance above 97% for all pupils; embedding effective monitoring and developing appropriate interventions where necessary.
- To promote an atmosphere where hard work, effort and achievement is praised whenever possible.
- Ensure, through training days, research, wider reading and discussion with relevant colleagues, an up-to-date knowledge of teaching and learning issues.
- Report findings, as appropriate, to the Governing body and SLT.
- Ensure that the high-quality teaching pedagogy within the school is shared with all staff, through the provision of professional development opportunities.
- Participate in monitoring the quality of learning and teaching, behaviour and safeguarding through lesson observations, learning walks, induction and training of new staff and analysis of relevant data.
- Be informed of learning and teaching developments, locally and nationally, in order to ensure that all staff respond to and benefit from, changes and opportunities.

Job Description

The Assistant Headteacher will contribute to the leadership and management of the school through:

- Participating in the recruitment and development of teaching and non-teaching staff of the school.
- Outstanding performance management practice by ensuring positive staff participation, effective communication and procedures.
- The provision of professional advice and support and the identification of training needs.
- Sustaining and improving the quality of education offered to pupils in the school.
- Sharing responsibility in the school's development and to contribute to the planning and direction of the school.
- Promoting and safeguarding the welfare of all pupils in the school
- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Acting as a "critical friend" and provide effective professional challenge and support to the senior leadership team.


People, Relationships and Communications:

- Be a role model to middle leaders, the wider staff and students, setting an example to others.
- Be able to relate to all pupils in a positive and constructive way and inspire them to achieve more than they think possible.
- Possess integrity, optimism, credibility, resilience and calmness.
- Possess excellent written and verbal communication skills.
- To work with external agencies and professionals to ensure the social, emotional and mental well-being of children is supported across the whole school.

Pastoral

- To lead on the school transition and induction programmes for pupils.
- To liaise with the Head Teacher and SLT on issues pertinent to the progress and development of pupils.
- To enhance the opportunities provided for our pupils, outside of school hours.
- To work with external agencies and professionals to ensure the social, emotional and mental well-being of children is supported across the whole school.

Conditions of Employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment.
 - To be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions.
 - Any other duties as directed by the Head Teacher.
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Person Specification

Criteria	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none">• Honours degree• Qualified Teaching Status• A highly successful teacher with experience in different year groups.• Has achieved, or is willing to work towards achieving (within 3 years of taking the post), the National Professional Qualification for SENCOs.• Mental Health Lead training or awareness.• Experience of significant whole school leadership and a proven track record of having a successful, whole school impact on learning and teaching.• Experience of liaising and building excellent relationships with parents/carers.• Has regularly lead training events for the staff team.• Experience of leading and developing support staff.	<ul style="list-style-type: none">• Evidence of further professional development and training e.g EML/NPQ or recognised award in leadership.• Experience of working with Looked After Children (LAC)• Has led Performance Management, holding self and others to account.• Has led training in own school and externally.• Experience of leadership or proven expertise with vulnerable pupil groups e.g. EAL, Pupil Premium, persistent absentees.• Willingness to undertake Deputy Designated Safeguarding Lead training.• Experience of regular and effective liaison with Governors.
Teaching Quality and Experience	<ul style="list-style-type: none">• Possess thorough understanding of the requirements and opportunities of the Primary curriculum (Reception – Year 6)• Be an excellent teacher with the ability to inspire pupils to become effective, independent learners• Ability to plan lessons effectively and have sound understanding of strategies to raise attainment• Using data, through monitoring and evaluating to inform the progress and attainment of pupils	<ul style="list-style-type: none">• Knowledge of and potential to build positive and effective programmes for staff development in particular developing coaching and mentoring• Have experience of teaching a range of year groups and Key Stages• Experience of working closely with parents to achieve positive outcomes

Person Specification

Criteria

Essential

Desirable

Personal qualities

- Confident and has strong career aspirations
- Energetic and has a can-do attitude
- Developed self-awareness, self-management and self-confidence and used effectively
- The potential for creative and innovative leadership
- Excellent organisational skills
- The ability to manage, organise and motivate all staff with diplomacy, sensitivity and good humour
- Listen, reflect and communicate effectively
- Ability to work well in a team
- Ability to think creatively
- Enthusiasm, energy and commitment
- Have the ability to relate positively to pupils, parents and other stakeholders

How to Apply

Application forms are available to download here: [Vacancies | Jubilee Park Academy](#)

Please email completed application forms to hr-jpa@riverscofe.co.uk by 9am Thursday 12th June 2025.

Interviews for the position will take place on Friday 20th June 2025.

We are committed to safeguarding and promoting the well-being of children and expect everyone to share this commitment. The successful applicant will undergo a full enhanced DBS check.

Thank you for your interest in Jubilee Park Academy! If you would like to find out more or to arrange a tour of the school, please get in touch using the contact details.



The Rivers
C.of E. Academy Trust

Get in Touch

Jubilee Park Academy

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E: office-jpa@riverscofe.co.uk

[Home | Jubilee Park Academy](#)

The Rivers C of E Academy Trust

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