



CANDIDATE PACK

ASSISTANT HEADTEACHER

For

LADYBARN PRIMARY SCHOOL

Ladybarn Primary School
Briarfield Road, Withington
Tel: 0161 445 4898

Part of





There are so many reasons to work at our amazing school!

What our staff say...

I have an amazing work life balance here due to structures and routines in place.

I have always been supported on my professional development and the ongoing appraisal process is working really well.

I am still as proud to work at Ladybarn as when I got my job (a fair few years ago!)

I take every opportunity to tell people how great our school is!

It's a great school to work for. You feel part of a team and aim to get the best results from the children.

I love Ladybarn. I love the ethos and the opportunities for professional development.



What our parents say...



My child loves coming into school and speaks positively about the staff.

The school's atmosphere is very good. Teachers are very nice and polite, they respect everyone.

We couldn't have wished for a better school for our children.

Ladybarn is a fantastic school – it has an excellent reputation – I would certainly recommend.

Lovely staff and lovely school – very welcoming teachers.

Ladybarn school has a friendly and safe environment – my children really love school time.

What our pupils say...

I really love how everyone persuades me to get things right and how they are always there to help me.

I always get the choice to speak, listen and share ideas in class so that I can be confident to say something related to the task I do.

I have trusted adults around me and anything that seems not right, I know will be dealt with without any hesitation and before it gets out of hand.

I enjoy school because I get my voice heard.



I feel proud to be at Ladybarn because we are a restorative school.



Dear Candidate

Thank you for your interest in becoming an Assistant Headteacher at Ladybarn Primary School, part of Kingsway Community Trust.

As an initial introduction to school, I would invite you to visit our website which can be found at www.ladybarn.manchester.sch.uk. We would also encourage and welcome your visit to Ladybarn Primary in order for you to experience, first-hand, the vibrancy of our teaching and learning.

This is a challenging opportunity for an exceptional candidate with teaching experience in urban primary schools. The Assistant Headteacher will work in partnership with the Executive Headteacher and Head of School, as part of the Senior Leadership Team in securing high quality learning and teaching across the school.

Ladybarn is a multi-cultural, urban primary school in South Manchester. It is a large two-form entry school with approximately 483 children on roll, including a full-time nursery.

The school has a rich cultural mix of pupils. 77.5% of pupils are from a Racially minoritised group, 68.1% of pupils are EAL speakers and 33 languages are spoken by pupils in addition to English. 42.0% of pupils are on Free School Meals and 42.8% of pupils are Pupil Premium.

Kingsway Community Trust has an excellent reputation for our forward-thinking approach and excellent teaching and learning. Our expertise includes nationally recognised work in developing EAL learners, British Council award winning international schools work and restorative school development. We work to enable all staff to be supported through extensive trust and school-wide networking, excellent training and development opportunities and pastoral support which includes staff as well as the children.

The Trust is led and managed by one Executive Headteacher and one Trust Board. In each school there is a full time Head of School who lead and manage alongside the Executive Headteacher. Throughout the school we have a dedicated team of professionals. They provide an unwavering commitment to the children, supporting them to achieve the highest standards. The staff promote resilience, aspiration, confidence and collaboration as a thread through everything they do with the children.

Lisa Vyas
Executive Headteacher

OUR VISION – LADYBARN PRIMARY SCHOOL WILL:

- Provide a nurturing and safe environment where excellence and diversity are valued and celebrated
- Create enthusiasm for learning that will shape young people’s lives and future chances
- Enable children to build friendships and relationships through respect, teamwork and valuing their community
- Harness all children’s potential so that there are no limits as to what they can achieve
- Never forget that we are at the heart of our community



KINGSWAY COMMUNITY TRUST CAN OFFER YOU:-

- A thriving learning community with a positive ethos and innovative approaches
- A supportive and empowering environment, supported by a National Leader of Education
- The support of a well-established, highly successful and forward thinking Trust
- A learning-centred school where the best possible practice is the priority
- A comprehensive CPD programme and opportunities to develop as a leader
- A vibrant, supportive community of like-minded professionals
- A culturally rich and diverse urban community

HOW TO APPLY

Your completed application form and any supporting documents should be submitted to:-

Email: jobs@kingswaycommunitytrust.co.uk

Closing date: 28 April 2025, 9.00am

Shortlisting: 30 April 2025

First stage assessment - Lesson observations: 6 May 2025

Second stage assessments/interview: 8 May 2025

Employment Start Date: 1 September 2025

Assessments will consist of the following tasks:

- Lesson observation - Teach a 20 minute English lesson to year 3, whilst being observed by the panel
- A group task
- Presentation to the panel answering a question posed to you
- Followed by interview questions

Job Description – Assistant Headteacher

Reports to: Executive Headteacher, Head of School and Governing Committee

Salary Grade: L4-8

Status of the Post

- To work in partnership with the Executive Headteacher and Head of School, as part of the Senior Leadership Team (SLT), in securing high quality learning and teaching across the school.
- To lead year 3/4 phase, building a cohesive and high functioning team.
- To lead a key area / subject of school improvement
- To be a class based full time teacher with some leadership release time

Key Accountabilities:

To fulfil the professional duties as specified in the Teachers Pay and Conditions Document with respect to teaching and the role of the Assistant Headteacher.

Key Responsibilities:

Shaping the Future:

- Contribute to the generation of a clear vision for the school which supports children's learning and development
- Demonstrate the vision and values in everyday work and practice
- Contribute information and data to assist in the planning of the School Improvement Plan, which identifies appropriate priorities and targets for improvement
- Be responsible for evaluating actions and strategies taken to raise standards in their phase
- Lead by example, both within and beyond, their phase
- Lead with significant impact a key area of school improvement.

Leading Learning and Teaching:

- Responsibility for a key phase of the school
- Demonstrate outstanding class teaching which effectively impacts on learning to a high standard
- Encourage risk-taking to create an original approach to the delivery of the curriculum
- Ensure that the Learning Values are fostered and are explicit throughout the working of the school
- Implement systems of monitoring and evaluate the quality of education within the phase
- Monitor, evaluate and review classroom practice and support colleagues to make improvements within the phase and across the school
- Engage the appropriate resources to enable improvements to be made
- Challenge underperformance and ensure effective, corrective action and follow-up
- Analyse data and benchmarks to monitor the progress in every child's learning, year on year, within the phase
- Fulfil relevant teaching responsibilities

Developing Self and Working with Others

- Support and provide staff within their phase with opportunities to further improve their performance, in addition to undertaking appraisal for a designated team of staff
- Work with Governors and senior colleagues to recruit and select teaching and nonteaching staff
- Manage and develop relationships with staff, parents/carers, Governors and the community
- Keep abreast of current initiatives and disseminate to appropriate staff

Managing the Organisation

- Ensure communication between the phase and SLT is regular, consultative and informative
- Ensure the implementation of whole school policies which support the school's values, aims and objectives
- Line-manage colleagues in the phase on a day-to-day basis
- Ensure the safety of pupils, staff and others on the school site
- Develop and maintain links with parents/carers and the community
- Contribute to an effective staffing structure, which is regularly reviewed
- Maintain an overview of the logistics to ensure the smooth running of their phase

Securing Accountability

- Ensure all necessary administration within the phase is completed and deadlines are met
- Lead meetings and professional days to disseminate information, solve problems and make decisions
- Contribute to meetings in school and outside to ensure appropriate views are represented
- Act as Head of Site in the exceptional absence of the Executive Headteacher, Head of School and Deputy Headteacher

Strengthening the Community

- Build on and support the development of relationships between the school and local community and promote the use of people's strengths and skills to enhance learning.
- Strengthen home school links within the phase by actively engaging parents in their child's education

Person Specification – Assistant Headteacher

Selection Criteria	Method of Assessment	Essential	Desirable
<p>At the shortlisting stage, when the governors evaluate application forms and supporting letters, the criteria as stated below will be applied. Applicants must use concrete examples to indicate how they fulfil the essential and desirable (where appropriate) criteria listed below.</p>			
1 Qualifications and Training			
1.1 To be a qualified primary teacher	Application form	✓	
1.2 To have evidence of continuing and recent professional development relevant to the post.	Application form	✓	
2 Experience			
The successful candidate will have:			
2.1 Recent, significant and very successful experience as a teacher in the primary phase.	Application form	✓	
2.2 Significant experience of teaching in Key Stage 2.	Application form	✓	
2.3 A proven track record of raising attainment and outstanding teaching.	Application form	✓	
2.4 Significant and successful experience of leading key whole school priority aspects of the curriculum	Application form/Interview	✓	
2.5 Experience of supporting colleagues in order to secure improvement in the teaching and learning of mathematics and / or English.	Application form/Interview	✓	
2.6 Significant experience of leading staff training for teachers and other staff	Application form/Interview	✓	
3 Knowledge & Understanding			
3.1 An excellent understanding of current theory and practice in teaching and learning.	Application form/Interview	✓	
3.2 A good understanding of effective leadership and management strategies in relation to raising pupils' attainment and school improvement.	Application form/Interview	✓	
3.3 A strong understanding of the pastoral needs of pupils in an urban school	Application form/Interview	✓	

3 Knowledge & Understanding			
3.1 A proven track record as an outstanding teacher	Application form	✓	
3.2 Knowledge of the whole primary curriculum including current working knowledge	Application form/Interview	✓	
3.3 Strong understanding of assessment, recording and reporting	Application form/Interview	✓	
3.4 Understanding of assessments, recording and reporting	Application form/Interview	✓	
3.5 Knowledge of how the effective use of data and target setting can raise standards	Application form/Interview	✓	
3.6 Up to date knowledge and understanding of current educational issues	Application form/Interview	✓	
3.7 Clear understanding of safeguarding issues and protecting those most vulnerable	Application form/Interview	✓	
4 Skills			
4.1 Ability to motivate, lead and manage people to work both individually and in teams	Application form/Interview	✓	
4.2 Commitment and confidence in working in partnership across the Trust with other colleagues and strengthening/empowering others	Application form/Interview	✓	
4.3 Ability to implement change and plan strategically	Application form/Interview	✓	
4.4 Outstanding communication skills, with a range of audiences both orally and in writing	Application form/Interview	✓	
4.5 Strong communicator with parents	Application form/Interview	✓	
4.6 Ability to prioritise, work under pressure and meet deadlines	Application form/Interview	✓	
4.7 Effective administrative and organisational skills	Application form/Interview	✓	
4.8 Working successfully with parents and wider community	Application form/Interview	✓	
4.11 Ability to manage pupil behaviour and pastoral needs	Application form/Interview	✓	
5 Personal Attributes			
5.1 Value all children and committed to the development of the whole child	Application form/Interview	✓	
5.2 High expectations of every child being the best they can be	Application form/Interview	✓	
5.3 Relate well to pupils, staff and parents and care about their individual needs	Application form/Interview	✓	
5.4 Able to adapt to changing circumstances and new ideas in a positive and creative manner	Application form/Interview	✓	
5.5 Ability to deal with sensitive issues in a professional manner	Application form/Interview	✓	

5.6 Has high standards of self and others	Application form/Interview	✓	
5.7 Energy, resilience and enthusiasm	Application form/Interview	✓	
5.8 Integrity and loyalty	Application form/Interview	✓	
5.9 Flexibility and proactivity	Application form/Interview	✓	
5.10 Commitment to healthy minds and body development	Application form/Interview	✓	
6 References			
6.1 Positive recommendation(s) in professional references		✓	
6.2 DBS (E) clearance/no adverse outcomes from the DBS check		✓	