

Assistant Headteacher Recruitment Information Pack



Lady Elizabeth Hastings C of E Primary School
Green Lane
Ledston
Castleford
WF10 2BD
Tel; 01977 557758

RECRUITMENT INFORMATION PACK

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June 2022

Dear Applicant,

Thank you for your enquiry requesting further details and an application form for our Assistant Headteacher position at Lady Elizabeth Hastings C of E Primary School.

Working as an associate member of the schools within the Brigshaw Learning Partnership, we are a Christian Foundation based on a historical Trust deed. We seek to create a positive, happy atmosphere in which all children and staff can value and take pride in their achievements and in doing so develop their full potential. Our school is located in the beautiful village of Ledston, surrounded by wonderful countryside which enhances our outdoor learning environment and enables us to personalise our curriculum based on children's interests and experiences outside the classroom.

Our Foundation Governors, local Clergy and staff engage with parents and other professionals in the community to provide an exceptional education in a welcoming, stimulating, safe and secure setting. We are proud of the quality of teaching and the quality of curriculum provision; as a small school we are able to extend our guidance and expertise to enable successful learning by all children in our care, regardless of their starting points.

Lady Elizabeth Hastings School has a strong staff team and a supportive Governing Body. Collective Worship is at the heart of daily life and children are taught and encouraged to have a knowledge, understanding and respect for other faiths. As a valued member of Lady Elizabeth Hastings' staff, you will be offered a range of opportunities for professional development by accessing expertise and support from experienced colleagues within the school and also from the other schools within the Brigshaw Learning Partnership.

Please find enclosed the job description and person specification.

If you would like further information about this role, please do not hesitate to contact the school on office@lehledston.co.uk Applicants are also welcome to visit the school. Please contact the office to arrange a time to suit.

We look forward to receiving your application in due course; the closing date for receipt of applications is 12.00 noon **on Friday 24th June 2022** and shortlisted candidates will be contacted by Wednesday 29th June 5pm.

Yours sincerely

Alexandra Vignes, Headteacher

About Lady Elizabeth Hastings

About us

Lady Elizabeth Hastings C of E Primary School benefits from working closely with a group of schools which together form the Brigshaw Learning Partnership. The schools in this partnership, Allerton Bywater, Brigshaw High School, Kippax Ash Tree, Kippax Greenfield, Kippax North, Methley and Swillington operate on a permanent, legal basis as a Multi-Academy Trust. Together with Great Preston, the Heads and staff of these schools work cooperatively towards raising standards and achievements within the locality. We do this by focusing on high quality teaching and learning; developing effective approaches to recruitment, retention and professional development of our staff and school leaders; and improving transition between primary and secondary phases of education

School Vision and Aims

Lady Elizabeth Hastings Voluntary Aided Church of England Primary School is part of the Church of England and maintained by Leeds District Council. Still supported today by the Lady Elizabeth Hastings Trust the school also works in harmony and association with the Ledston, Ledsham and Fairburn Parish Church, York dioceses and the Brigshaw Learning Partnership.

Our vision and aims focus on **FAITH** in Christ as,
‘Anything is possible... with Faith’

Jesus said to him, “if you can believe! All things are possible for one who believes” Mark 9:23

We have linked our vision with the Church of England’s national vision for

‘Education for life in all its fullness’ John 10:10

At Lady Elizabeth Hastings Voluntary Aided Church of England Primary School **Faith** is ...

Forming

- We build opportunities to develop discipline, confidence and delight in seeking wisdom, knowledge and skills, and developing talents in all areas of life
‘By wisdom a house is built, by understanding it is established: by knowledge the rooms are filled with all precious and pleasant riches.’ Proverbs 24.3

All are equal

- We value, explore and develop the myriad of qualities of every person, challenging individuals and societies to recognise talents in new and unconventional ways
‘All humankind is made in the image of God.’ Genesis 1:26-27

Inside outward looking

- We develop the skills to maximise engagement in the world around us and to develop spiritual, emotional and personal growth.
‘Let us run with perseverance the race that lies before us. Let us keep our eyes fixed on Jesus, on whom our faith depends from beginning to end.’ Hebrews 12 1-2

Taking opportunities

- We embrace challenge: personal, of others, in our community and the wider world, and we develop people to be agents of positive change in their society.

'All people are called to transform the world.' Genesis 1:26-31 and Micah 6:8

Hope and Aspiration

- We enable healing, repair and renewal, to cope wisely when things go wrong, opening horizons and guiding people into ways of fulfilling them.

'Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It does not dishonour others, it is not self-seeking, it is not easily angered, it keeps no record of wrongs.' 1 Corinthians 13: 4-5

Visitors often remark on the outstanding behaviour and friendly atmosphere that exists in school. We are a school that believes in developing good relationships where everyone cares, learns and thrives happily together. We work collaboratively as an associate member of the Brigshaw Learning Partnership. We value the contributions everyone makes to school life, placing value on the well-being of all individuals.

Mission Statement: Our Christian values permeate the very fabric of our building. We reflect upon, identify and model our understanding of the life of Jesus and the scriptures. We believe that there is something mysterious and potentially wonderful, in everybody. We celebrate 'Growing the fruit of the Spirit' on a daily basis as we care, learn and thrive together.

Christian Values: Our Christian Values are taught explicitly and discreetly throughout the curriculum. As a school we aim to bring these values to life through everything from collective worship to curriculum and architecture. The Christian Gospel says that everyone has a unique task to do, with God, and for God, whether they know it or not.

We aim to: create an atmosphere of trust and mutual support in which all children can develop intellectually, emotionally, physically, socially, morally and spiritually as individuals, members of groups, and as members of the diverse multi-cultural society in which we live.

We aim to: provide our children with experiences they need to develop into successful learners, confident individuals and responsible citizens.

We aim to: equip all children with positive attitudes, key skills and capabilities and knowledge to enable them to enjoy their childhood and serve as a foundation for further development. We encourage all children to be 'good learners', developing their individual talents to the full. We aim for all children to leave LEH with a sense of achievement and high self-esteem.

We aim to: involve as fully as possible all those who have a part to play in our school partnerships to provide a stimulating environment in which effective learning can take place. As a school we will work together in order to achieve the highest standards possible for each individual member of our school.

Please take time to read our school prospectus which can be found on our school website;-
www.ladyehastings.leeds.sch.uk

THE APPLICATION PROCESS

Completed applications should be returned to office@lehledston.co.uk or by post to: Lady Elizabeth Hastings C of E Primary School, Green Lane, Ledston, Castleford, WF10 2BD by **12 noon Friday 24th June 2022**.

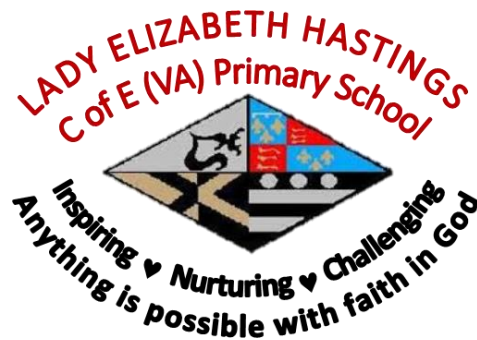
An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us by Wednesday 29th June, please assume your application has been unsuccessful.

QUERIES

If you have any queries on any aspect of the application process or need additional information please contact the School Business Manager on 01977 557758 or email office@lehledston.co.uk

The school has rigorous safeguarding procedures which are effective in all post appointments. Lady Elizabeth Hastings School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced Disclosure Barring Service (DBS) disclosure.

Appointments made will be subject to an Enhanced Criminal Records Bureau Disclosure and two satisfactory references



Job description: assistant headteacher

Job details

Salary: Leadership Scale 1 – 7 (depending on experience)

Hours: Full time

Contract type: permanent

Reporting to: the Headteacher

Main purpose

The assistant headteacher will support the headteacher in:

- Communicating the school's vision and supporting the headteacher's strategic leadership
- The day-to-day management of the school
- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives

This is a class-based role: the assistant headteacher will also have a timetabled teaching commitment of 80%

complying with the Teachers' Standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated from the headteacher.

Qualities

The assistant headteacher will:

- Uphold the Christian ethos of the school
- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct

- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Have a forward thinking and positive attitude towards school development.

Duties and responsibilities

School culture and behaviour

Under the direction of the headteacher, the assistant headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.

Teaching, curriculum and assessment

Under the direction of the headteacher, the assistant headteacher will:

- Commit to using evidence-based approaches to improving teaching and learning across school
- Support the development and teaching of a broad, structured and coherent curriculum
- Establish their own curriculum leadership, including developing the relevant expertise and access to professional networks and communities
- Support the subject leadership development of others
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Support the development of synthetic phonics to improve reading across school
- Take responsibility for the development of tutoring and the use of funding to deliver catch-up initiatives across school.

Special educational needs and disabilities

Under the direction of the headteacher, the assistant headteacher will:

- Promote a culture and practices that enable all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Work closely with the SENDCo to ensure interventions meet the needs of SEND pupils.

Organisational management and school improvement

Under the direction of the headteacher, the assistant headteacher will:

- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of their role of deputy DSL
- Ensure rigorous approaches to identifying, managing and mitigating risk

- Ensure effective use of budgets and resources
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

Staff management and professional development

Under the direction of the headteacher, the assistant headteacher will:

- Performance manage a proportion of the teaching staff and teaching assistants, including carrying out appraisals and holding staff to account to their performance
- Manage staff well with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs

Governance, accountability and working in partnership

Under the direction of the headteacher, the assistant headteacher will:

- Work with the governing body as appropriate
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

Other areas of responsibility

Attendance

The assistant headteacher will:

- Monitor pupil attendance and ensure it is continuously improving
- Analyse whole-school data on attendance, behaviour, exclusions and wellbeing to inform future improvement strategies

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the assistant headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Professional development in preparation for a leadership role
Experience	<ul style="list-style-type: none"> • Leadership and management experience in a school • Teaching experience of at least 5 years • Involvement in school self-evaluation and development planning • Line management experience • Demonstrable experience of successful line management and staff development
Skills and knowledge	<ul style="list-style-type: none"> • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships • An understanding of the National Tutoring programme/School-led tutoring and the implementation of these initiatives
Personal qualities	<ul style="list-style-type: none"> • A commitment to supporting the Christian ethos of our school. • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position

Notes:

This job description may be amended at any time in consultation with the postholder.

Headteacher's signature: _____

Date: _____

Postholder's signature: _____

Date: _____