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**Candidate Pack**

**Assistant Headteacher**

**Easter 2025**

**Proud to be part of**



Dear Applicant,

Firstly, thank you for your interest in the post of Assistant Headteacher at Marlfields Primary School.

Our school is a very happy and warm place to learn and work and we are looking for a new, experienced Assistant Headteacher to support our senior leaders, staff and school community to provide an ambitious and visionary curriculum offer to every child we have the privilege of educating.

Our school is an improving school, under new leadership, which will become a member of the Children First Learning Partnership in April 2025. This membership will provide our school with the additional capacity, expertise and support it requires whilst allowing us to remain as a school with our own unique identity and agreed autonomy. The successful applicant will be fully supported and professionally developed via a wide range of collaborative working opportunities on offer across the Trust visit [www.childrenfirstlp.org.uk](http://www.childrenfirstlp.org.uk) for further information about the Trust.

**The Trust Vision:**

The Children First Learning Partnership is a community of schools in which our children come first; we are proud of each and every one of them and want them to thrive, flourish and achieve their full potential within a supportive and caring environment.

The vision of the CFLP is to be one of the highest performing and constantly improving Trusts in the country with capacity and capability to support others for the benefit of all children

**The Trust Values:**



As a Local Advisory Board we are keen to appoint an experienced, inspirational leader who can support the Headteacher in leading the school forward at pace.

It is imperative that you visit Marlfields Primary School to see our school for yourself and to know whether you could be the Assistant Head we are looking for. Please contact our School Business Manager, Mrs Hatton on 01260 633120 to arrange an appointment. We envisage the successful candidate will join Marlfields at the start of the Summer term, if not before (April 2025), therefore applications must be received by **12 noon on Thursday 30th January 2024.**

Please take a look through the candidate pack, which includes the full job description and person specification, as well as further information about our school.

We look forward to meeting you soon

Yours faithfully,

Mr. G Provis

Chair of The Local Advisory Board

**School Vision-**

To promote a culture of high expectations, where students have a **passion** for their own education are encouraged and **determined** to aspire to their personal goals showing confidence, independence, **individuality** and resilience on their journey. Where the curriculum is fulfilling, **enjoyable** and challenging. Assisted by a fair, supportive and equal pastoral system where pupils well-being is paramount and secure and where lives are enhanced by opportunities, successes and rigorous emotional support culminating in**respect** for each others’ learning journey

*Working together to achieve our best*

**School Values**

At Marlfields Primary Academy we strive for excellence in all we do in school and in the wider community.

We provide a place where all can achieve their potential; develop their mind; be creative and cultivate their interests.

**School Structure (30 PAN)**

*Foundation Stage*

* Nursery
* Reception

*Key Stage One & Key Stage Two*

* Single classes

Current numbers of PP - 57 pupils (32%)

Current numbers of SEN - 34 pupils (18%)

**Important Information**

**Key Stakeholders**

**Ofsted**

The latest Ofsted results and report can be found here:

<https://reports.ofsted.gov.uk/provider/21/140895>

**Details of the Post :**

We are seeking to appoint an Assistant Headteacher who will also be a classteacher in KS2. Weekly leadership time will be provided to ensure they can fulfil their role. At this point the specific curriculum areas/ key areas which the successful candidate will lead will depend on their specialisms.

The school is currently RI and is going through a significant period of change. A new headteacher joined the school in December, a new English/SLT member joins us at Easter. This post is an extremely important appointment for us and will provide the successful candidate with the opportunity to be part of the transformation of our curriculum and the subsequent improvement of pupil outcomes. There is no doubt that this will be a rewarding and beneficial opportunity for someone on their way to Headship. We will offer a full induction and access to a wide range of high quality CPD both within our school and those across our Trust. The post will commence in April 2025.

**Main purpose of the role:**

* Under the overall direction of the Headteacher play a major role:
* in formulating the aims, objectives of the schools and establishing the

policies through which they are to be achieved

* be responsible for the standards and curriculum of all pupils including

monitoring of progress towards achievement

* proactively manage staff (including the lunch time supervisors) and resources
* Take on the responsibilities of the Headteacher as agreed and appropriate in the absence of the Headteacher
* Carry out the professional duties of a teacher as required by the UPS 3 teacher expectations.
* Take responsibility for child protection issues as appropriate
* Specifically lead the whole school provision of key areas of school leadership- ( to be confirmed based on the skillset of the successful candidate.)
* Take responsibility for promoting and safeguarding the welfare of children and young people within the school

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##### **Duties and responsibilities**

## **Shaping the future**

* Support the Headteacher and Local Advisory Board in establishing an ambitious vision and ethos for the future of the school
* Play a major role in the school improvement and school self-evaluation planning process, through agreed priorities.
* Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate
* Lead by example to motivate and work with others
* In partnership with the Headteacher, lead by example when implementing and managing change initiatives
* Promote a culture of inclusion within the school community where all views are valued and taken into account

**Leading teaching and learning**

* Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
* Work with the Headteacher to raise standards through staff performance management
* Assist with the development and delivery of training and support for staff in the areas of teaching and learning
* Lead the development and delivery of training and support for staff
* Lead the development and review of agreed aspects of the English, Art and DT curriculum including planning, recording, reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils driven by a clear curriculum intent and implementation statement.
* Assist the senior leadership team in managing the school through strategic planning and the formulation of policy and delivery of the strategy, ensuring management decisions are implemented
* Support the senior leadership team with the processes involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school, including lesson observations, to ensure a consistently high quality
* Ensure the systematic teaching of basic skills and the recording of impact, is consistently high across the school
* Ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
* Ensure through leading by example the active involvement of pupils and staff in their own learning

# **Developing self and others**

* Support the development of collaborative approaches to learning within the school and beyond
* Support the induction of staff new to the school and those being trained within the school as appropriate
* Act as an induction mentor for ECTs, have responsibility for students on teaching placement and those undertaking work experience, as appropriate
* Participate in the selection and appointment of teaching and support staff as appropriate
* Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
* Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data, target setting, and the management of the lunchtime supervisors
* Work with the senior leadership team in ensuring an appropriate programme of professional development for staff, in line with the school development plan and performance management including coaching and mentoring as appropriate
* Lead the annual appraisal process for all identified support staff

# **Managing the organisation**

* Contribute to regular reviews of the school’s systems to ensure statutory requirements are being met
* Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication
* As appropriate and under the leadership of the Headteacher, undertake activities related to professional, personnel/HR issues
* Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
* Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
* Be a proactive and effective member of the senior leadership team
* Contribute to the day-to-day effective organisation and running of the school
* To undertake any professional duties, reasonably delegated by the Headteacher

### **Securing accountability**

* Support the staff and governing body in fulfilling their responsibilities with regard to the school’s performance
* Contribute to the reporting of the school’s performance to the school’s community and partners
* Promote and protect the health and safety welfare of pupils and staff
* Take responsibility for promoting and safeguarding the welfare of children and young people within the school

### **Strengthening community**

* Assist the senior leadership team in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
* Develop and maintain contact with all specialist support services as appropriate
* Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
* Attend meetings with parents and carers as appropriate to ensure positive outcomes for all parties
* Strengthen partnership and community working
* Promote positive relationships and work with colleagues in other schools and external agencies

**Areas of Expertise**

* Effective classroom practice
* School Improvement
* Pedagogy to raise standards
* Assessment and Data analysis in all phases of the school
* Communication with all Stakeholders
* Child Protection
* Pupil Premium Expenditure
* Behaviour
* Mentoring and induction of new staff and ECT’s

**Assistant Headteacher Person Specification**

The following attributes are necessary in undertaking the role of Assistant Headteacher at Marlfields Primary School

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Attributes** | **Requirements** | **Essential/ Desirable** | | | **Measurement** |
| **Qualifications** | * Qualified Teacher Status and relevant ongoing Continuing Professional Development (CPD) * Honours degree or equivalent * NPQSL/NPQML | Essential    Essential  Desirable | | | Application form  Letter of application Certificate |
| **Experience** | * Recent and relevant senior leader experience with a proven track record of raising achievement * Proven record of exemplary teaching which has ensured good/outstanding progress and achievement for pupils across the full ability range * Proven record of successful curriculum /subject leadership leading directly to an increase in standards of attainment * Experience of leading and implementing whole school initiatives and managing change, developing strategies for raising achievement. * Experience of monitoring and evaluating curriculum delivery * Additional Teaching and Learning Responsibilities e.g. Key Stage Leadership/Assistant Head | Essential      Essential      Essential      Essential        Essential    Essential | | | Application form  Letter of  Application  Interview |
| **Strategic Leadership** | * Ability to analyse data, develop strategic plans, set targets and monitor and evaluate progress towards these * Ability to articulate and share the vision of Marlfields Primary School with all stakeholders * Experience of undertaking effective performance appraisals * Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement. * Understanding and commitment to promoting and safeguarding the welfare of all pupils * Commitment to equal opportunities * Experience of mentoring/coaching students/ECT’s | Essential      Essential    Desirable    Essential      Essential  Essential  Essential | | | Application form  Letter of  Application  Interview |
| **Teaching and Learning** | * Clear understanding of what good quality teaching and learning looks like and strategies to develop this. * Secure understanding of the requirements of the national curriculum and end of year expectations * Knowledge and understanding of a range of successful teaching and learning strategies to meet the needs of all pupils * Secure understanding of assessment strategies and the use of assessment to inform the next stages of learning * Experience of effective monitoring of   teaching and learning   * Clear understanding of the characteristics of positive and successful behaviour management. | Essential      Essential      Essential        Essential      Essential    Essential | | | Letter of  Application  Interview |
| **Knowledge and Skills** | * Ability to communicate effectively, orally and in writing to a range of audiences; e.g. staff, pupils, governors, parents. * Excellent personal organisational skills * Ability to prioritise workload and work to specific deadlines * Knowledge of ways in which links with external agencies can be used to extend learning opportunities for pupils. | | Essential        Essential    Essential    Essential | Letter of  Application  Interview | | |
| **Personal Attributes** | * Warm and approachable * A “can do” attitude and an ability to solve issues as and when they arise * Ability to inspire, challenge, motivate and empower others * Can work collaboratively and effectively with all stakeholders * Self-motivation and a commitment to continued professional development. | | Essential  Essential    Essential    Essential    Essential | Interview | | |

**Application Process**

Candidates must submit the following for the attention of Mrs C Sleath, Headteacher.

1. **ONE PAGE** Letter of Application
2. Application Form to be completed online via [Cheshire Schools Jobs](https://www.cheshireschooljobs.co.uk/)

Deadline for application is **12 noon** on **Thursday 30th January 2025**

Email to sbm@marlfields.cheshire.sch.uk

The following is an anticipated timeline of our proposed recruitment process:

|  |  |
| --- | --- |
| Activity | Timeline |
| Application deadline | 12 noon Thursday 30th January 2025 |
| Shortlisting | Thursday 30th January 2025 |
| Pre Interview Activities | w/c Monday 3rd February 2025 |
| Interview | Monday 10th February 2025 |
| Appointment | Easter 2025 or before |

The selection process will include a combination of assessments and an interview panel.

It is envisaged that the decision on appointment will be made within 24 hours of the interview / assessment.

Any offers made will be subject to a full DBS check, fitness to work and suitable references.