



NORBRECK PRIMARY ACADEMY



JOB APPLICATION PACK

Assistant Headteacher

Leadership Scale: L7 - L11 (£54,816 - £60,488)

Full Time Permanent Post

Closing Date: Monday 15th April 2024

NORBRECK PRIMARY ACADEMY

Whatever we do, we do it well.

CONTENTS

- Welcome from the Chair of Trustees
- Welcome from the Headteacher
- Welcome from our Junior Leadership Team
- About Norbreck Primary Academy
- Job Description
- Person Specifications
- Pay and Conditions
- How to Apply



Chair of Trustees Welcome

Dear Applicant,

Thank you for your interest in the post of Assistant Headteacher at Norbreck Primary Academy. We are proud of our school and believe this is an exciting opportunity for the successful applicant.

I am sure you will have already begun finding out about the school and the post and hope that what you see gives you a flavour of what we have to offer. We hope you will quickly realise that we are a warm, welcoming and friendly school where everyone matters.

As a good school, we are looking to appoint a passionate and motivated Assistant Headteacher to help build on our successes and play a key role in the next stage of the school's development. Joining our Senior Leadership Team, you will work with the Headteacher and Deputy Headteacher and other school leaders to continue to build on our strengths, help identify areas for development and to lead and work with all members of our school community to ensure we provide the very best for our children.

We welcome visits from those interested in working with us. Please contact us to arrange an informal tour or to discuss the position further.

We look forward to hearing from you and receiving your application.

Yours faithfully,

L Pannett

Lisa Pannett
Chair of Trustees



Headteacher's Welcome

Dear Applicant,

Thank you for the interest you have shown in the post of Assistant Headteacher at Norbreck Primary Academy.

The vacancy has arisen as I am retiring from my position as Headteacher at the end of the academic year and the current Deputy Head and Assistant Head are assuming the positions of Headteacher and Deputy Headteacher.

The role is significant as you will play your part as part of the Senior Leadership Team making and taking high level decisions.

The school has an extremely high reputation in the area amongst parents and other professionals and many aspire to work here.

The staff of Norbreck are hardworking, professional and dedicated and aim to give of their best to meet the needs of our large school. Every child is valued and nurtured, each member of staff playing their part in this.

Our school motto, "Whatever we do, we do it well" applies not only to children but to staff too and to be a "Norbrecker" staff and children are encouraged to be hardworking, resilient, kind, respectful and enthusiastic.

If you believe in this philosophy and have a strong commitment to the professional development of yourself and others, then we look forward to receiving your application.

Your faithfully,

KFM c Carter

Karen McCarter
Headteacher



Junior Leadership Welcome

Hello!

A warm welcome from the Junior Leadership Team.

We are excited to learn more about you and why you think you would be a great Assistant Headteacher at our school.

We're looking for someone who fulfils our Norbreck Core Values: Resilient, Enthusiastic, Hard-Working, Kind & Respectful.

We would like someone who is easy to approach, trustworthy and listens to our thoughts and views.

You should make us feel safe.

We would like you to inspire our teachers and pupils to make our learning even more engaging and enjoyable.

Are you the chosen one?!

Best wishes and good luck,

Eva

Jacob

May

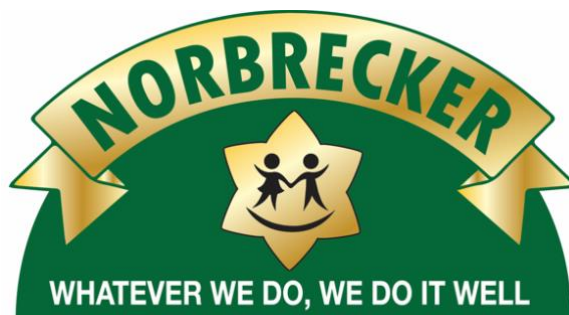
Harry

Head Girl

Head Boy

Deputy Head Girl

Deputy Head Boy




ENTHUSIASTIC


HARD WORKING


KIND


RESILIENT


RESPECTFUL

About Norbreck Primary Academy

Norbreck Primary Academy is a three-form entry primary school serving the Norbreck community to the north of Blackpool. Norbreck Primary School was opened in 1934 and converted to an academy in 2012. The school is almost unrecognisable from the original 1934 building, benefiting from major redevelopments over the years. Our school environment is bright, modern, and spacious. Staff and children have access to latest technologies and equipment to support teaching and learning

Families and visitors often comment on our friendly, family feel and note the kind and welcoming atmosphere around school.

Staff work hard to create an exciting curriculum which is brought to life with special opportunities. They support and nurture the children in their care and passionately strive for children to achieve their very best. We provide a high-quality education whilst making wonderful memories along the way.

At Norbreck, we believe in building effective partnerships between home and school and constantly reflect on this and how we can make improvements. We value our partnerships with other schools, agencies and the wider community and we are passionate about raising standards.

We believe in giving every child the best start to their education, preparing them for future challenges and life beyond school.

Our school motto is, 'Whatever we do, we do it well', a philosophy and desire that underpins every aspect of school life and the ambition we have for our children.



What we're looking for...

We are looking to appoint an Assistant Headteacher with an enthusiasm and commitment to raising standards and to providing the very best provision for all our pupils. They will have a core desire to make a difference. We wish to appoint an outstanding teacher with the energy and vision to join our SLT in driving forward improvements. Our new Assistant Headteacher will oversee curriculum development and support all staff in raising standards of teaching and learning. We aim to provide a carefully planned, connected curriculum that is innovative and relevant to our children and their needs and aspirations. We want someone who has a passion to bring out the best in every child and wants to support our staff to excel.



JOB DESCRIPTION

Job details

Salary: ISR: L7 – L11

Hours: 32.5 Hours per week

Contract type: Full-time permanent post

Reporting to: Headteacher

Responsible for: Co-ordinating Curriculum Development, Teaching and Learning Leader

Liaising with: Trustees, Headteacher, Senior Leadership Team, Teaching Staff, Support Staff, Office Staff, External Agencies and Parents

Disclosure level: Enhanced

Main purpose

The Assistant Headteacher will support the Headteacher and Deputy Headteacher in:

- Being an active participant of the Senior Leadership Team; formulating the aims and objectives of the school
- Communicating the school's vision compellingly and supporting the Headteacher's strategic leadership
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards meeting the school's aims and objectives
- To be responsible for leading and coordinating curriculum development, planning, teaching and learning across the school
- The day-to-day management of the school
- To assist in the smooth running of the school at all times, including being responsible for the management of the school in the absence of the Headteacher and Deputy Headteacher
- Undertake the normal responsibilities of a class teacher when requested
- The Assistant Headteacher is expected to have a timetabled teaching commitment of approximately 50%, complying with the Teachers' Standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated by the Headteacher.

Qualities

The Assistant Headteacher will:

- 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

Duties and responsibilities

School culture and behaviour

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Support the Headteacher on a daily basis and deputise for them as necessary
- 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
- Encourage high levels of pupil attendance and help to uphold a school culture of safety, enjoyment, and engagement with learning to support attendance

Teaching, curriculum and assessment

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Establish and sustain high-quality teaching across subjects and phases, based on evidence
- Ensure the teaching of a broad, structured and coherent curriculum that meets the needs of the children, enables the school to achieve key performance targets and delivers good value for money
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so all pupils are taught to read

Curriculum Development

To assist in, and lead when appropriate on:

- The development, organisation and implementation of the school's curriculum
- School policies on curriculum, teaching and learning, assessment and reporting
- Ensuring that teaching and learning provides a coordinated, coherent curriculum entitlement for individual children including those with additional learning needs
- Ensuring that information on pupil progress is used to improve teaching and learning, to motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers
- To aid Trustees in their future leadership of the academy

Organisational management, leadership and school improvement

To work as a member of the Senior Leadership Team to contribute to:

- Fulfilling the school's vision and mission
- Maintain and develop the ethos, values and overall purpose of the school
- Formulating the aims and objectives of the school and policies for their implementation
- A development plan which will translate school aims and policies into actions
- Monitoring and evaluating the performance of the school
- Implementing The Board of Trustees policies on equal opportunities for all staff and pupils
- The efficient organisation, management and supervision of school routines
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- 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 school improvement strategies are effectively implemented
- Assist in creating an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other
- Attend all meetings identified by the Headteacher and communicate the school's vision effectively at meetings – both internal and external
- Assist liaison with other educational establishments in order to promote the continuity of learning, progression of achievement and curriculum development

Staff management and professional development

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Participate in recruitment and deployment of teaching and non-teaching staff of the school
- Actively contribute to good management practice by ensuring positive staff participation, effective communication and procedures
- Participate in arrangements made in accordance with the regulations for the appraisal of the performance of staff in school
- Advise, contribute and where appropriate, co-ordinate the professional development of staff to increase their effectiveness
- Lead INSET programmes, staff and curriculum meetings within the school
- Demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or bodies
- Manage staff well, with due attention to workload;
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs
- The handling of individual disciplinary cases

Governance, accountability and working in partnership

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Work with the Board or Trustees as appropriate
- Make sure 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
- Assist in ensuring that all information required by the Trustees, Headteacher and Trust Board to evaluate the school's provision is produced accurately, timely and efficiently

Leading and co-ordinating curriculum development, planning, teaching and learning across the school

The Assistant Headteacher will:

- Be responsible for implementing the ambitious curriculum for all subjects across the school, focused on high achievement
- Take a lead role in development, implementation and review of the curriculum
- Liaise closely with subject leaders and year group leaders to ensure continuity and progression across the key stages
- Support and develop staff to ensure high quality teaching and learning in all curriculum areas across the school
- Ensure a rich and stimulating environment for children through the development and maintenance of appropriate resources across the school
- Identify and disseminate the most effective teaching approaches for pupils within the school
- Support the development of pupils to work independently and learn more effectively
- Lead the development of effective curriculum links with advisers, partner schools, the community and external agencies

Safeguarding

Norbreck Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

All staff must be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

This job description sets out the main duties and responsibilities of this post at the time of drafting. It cannot be read as an exhaustive list. It is current at the date shown, but in consultation with the postholder may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title.

1st March 2024

PERSON SPECIFICATION

Category	Criteria	Essential/ Desirable	Source A- APPLICATION I- INTERVIEW R- REFERENCE T- TASK/ OBSERVATION P- PRESENTATION
Qualifications and Training	Qualified Teaching Status	E	A
	Degree	E	A
	Professional development in preparation for a leadership role	E	AI
Experience	Leadership and management experience in a school	E	AI
	Experience teaching a range of primary age groups	E	AI
	Involvement in school self- evaluation and development planning	E	AI
	Demonstrate excellent experience of successful line management and staff development	E	AI
	Experience of development of a curriculum area	E	AI
Knowledge and Understanding	A clear understanding of the essential qualities necessary for improving the quality of learning and teaching and the ability to model this for others and support others to improve	E	AI
	Effective communication and interpersonal skills	E	AI
	Ability to communicate a vision and inspire others	E	AI
	Ability to build effective working relationships	E	AI
	Up to date knowledge of the latest technologies, effective for teaching, learning and communication	E	AI
	Up to date knowledge of statutory regulations and guidance relating to this post	E	AI
	In depth knowledge of the primary curriculum	E	AI
Skills, Abilities and Understanding	Demonstrate consistently high- quality teaching strategies	E	AT
	Support and motivate both colleagues and pupils by leading by example	E	AT
	Communicate effectively to a wide range of audiences (verbal, written, using ICT as appropriate)	E	AI
	Manage a team to successfully achieve agreed goals	E	I
	Develop and deliver effective professional development for staff as appropriate	E	I
	Analyse data to evaluate the performance and achievement of pupil groups, pupil progress and be able to plan appropriate courses of action for improvement	E	IT
	Deal successfully with situations that may include difficult situations and conflict resolution	E	I
Personal Qualities	A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	E	I
	Ability to work under pressure and prioritise effectively	E	I
	Commitment to maintaining confidentiality at all times	E	I
	Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position	E	I

Pay and Conditions

Safer Recruitment

Norbreck Primary Academy is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our pupils and staff and therefore have a rigorous process that includes assessing candidates suitability to work with children.

We are committed to safeguarding and promoting the welfare of pupils and expect all staff and volunteers to share this commitment. All staff are required to hold an enhanced DBS Disclosure. To comply with Safer Recruitment Guidelines, CVs will not be accepted.

Equal Opportunities

We believe that all individuals are of equal value, and we are committed to equal opportunities for all. All people who work and study at the school have the right to be respected and valued within a safe and secure environment and not be discriminated against on the grounds of age, class, race, disability, sexual orientation, religion or belief.



Application Procedure

Application forms are available on the school website:

<https://www.norbreck.blackpool.sch.uk/vacancies>

Completed application forms and covering letters should be returned by email to:

admin@norbreck.blackpool.sch.uk or by post to:

Mrs. K. McCarter (Headteacher)
Norbreck Primary Academy
Norbreck Road
Thornton-Cleveleys
FY5 1PD

Closing Date: Monday 15th April 2024

Shortlisting: Friday 19th April 2024

Interviews: w/b: Monday 29th April 2024

Applicants are advised that, following shortlisting, they will be contacted with further details about the interview process.

Visits to the school are welcomed. We will be hosting these in the week beginning Monday 18th March 2024.

Please contact the school on 01253 852219 or email admin@norbreck.blackpool.sch.uk to arrange a visit.

Thank you for the interest you have shown in this vacancy.

