



Assistant Headteacher of Primary

L9-13
(Outer London)

Full Time

Start: January 2026

Edmonton County Primary School

Bury Campus

Little Bury Street, Edmonton,
London, N9 9JZ

Tel: 020 8360 3158 Email: ECSRecruitment@edact.org.uk

Headteacher: Paul Miller Head of Primary: Erini Franciosa

About EdAct



EdAct

www.edact.org.uk

Our Trust comprises Edmonton County Secondary School (Bury and Cambridge Campuses), Lea Valley Academy, Edmonton County Primary School, and from September 2022 both Salmons Brook School (Special) and the EdAct Therapy Centre.

Our Academies provide an education for children aged 2-18 in North London. We have been educating young people in this part of London since 1919 and throughout that time our approach has been epitomised by high standards and academic excellence, a tradition that continues today.

Our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect are evident in all our work and result in young people who develop and grow as independent, resourceful and resilient individuals.

The Trust has set out the following vision for its work:

Excellence in all we do

Developing a shared understanding of teaching and learning by sharing strengths and best practice

Ambitious and Accountable to our community for the better use of public funds so more resources are available to address the challenges we face

Creative in our approach to achieving the best for the children

Trusted by the community to provide a high-quality education and a great place to work

As a Trust we are committed to providing the best for the children in our schools but also to offer excellent professional development to our wonderful team of staff. If you join us you will enjoy excellent conditions of service and teach children who are keen to learn and succeed. The success of our Trust means that you will have great career prospects either within the Trust or beyond.

We look forward to hearing from you

Dr Susan Tranter

Chief Executive



Edmonton County School

www.edmontoncounty.co.uk

Ofsted Report

Edmonton County School (ECS) is a mixed, community, comprehensive school with a long history of providing a high-quality education to the communities of Enfield and Edmonton for children aged 2 to 19. Although we are a large organisation, with over 1800 students and around 250 staff making up our school community, our dual-campus structure means that the young people in our care have the experience of being in a caring and supportive environment that much smaller schools can offer.

ECS has a hard-working and high-calibre staff working as teachers and members of the wider workforce. Together, we share the aim that we are 'Educating our Community for Success'. The governors, staff and myself share a passionate commitment to meeting the varied individual needs of all our students, in order to ensure they leave ECS with the best possible academic qualifications. We want them to enjoy every aspect of their learning, and we want them to develop as individuals so that they leave us as confident and socially-responsible young people, who are well-equipped to contribute to society and enjoy success in whichever field they choose for themselves.

At Key Stage 4 (GCSE), the progress of our students is consistently good, whilst the progress of our post-16 students studying A Levels usually puts the school in the top 10% of Sixth Forms nationally. Children make excellent progress in our Primary provision, with achievement above Enfield and national averages. Whilst we continue to enjoy increasingly high standards of academic achievement, we are always ambitious to do even better, and we are continually looking for ways to raise the level of achievement of our students.

Research has shown that strong partnerships between parents and school staff have a positive impact on a child's progress and helps them to feel good about school and their education. I have been teaching in north London schools for over 25 years and have been a senior school leader for over 15 years. I know that a successful school and happy children depend on all of us working together.

Working together also ensures that children are getting a consistent message about good behaviours. Our school is a calm, orderly place and we have high expectations regarding attendance, punctuality, attitudes towards learning, showing respect to members of the school community and the wearing of our uniform, both in school and in the local community.

I look forward to hearing from you.

Paul Miller, Headteacher

About ECS



Edmonton County School

www.edmontoncountyprimary.org.uk/

Ofsted Report

Edmonton County Primary consists of Nursery – Year 6 with a seamless transition into Year 7 with no hesitation.

Edmonton County is a school with a strong sense of community. We are very proud of our school and work very hard to ensure that all our children feel happy, healthy, secure and safe so that they achieve their full potential. Our broad, stimulating and relevant curriculum helps each child to develop a firm foundation on which they can build in preparation for adult life. We recognise each child's individuality and strive to meet their needs in a caring and fully inclusive environment.

“Our Ofsted inspection in April 2024 confirm that we are a ‘good’ school. Our Year 6 outcomes have been better than national results for the last two years.

Edmonton County Primary provides a wonderful place for children to grow and develop in a warm and nurturing environment. We believe that our children need to feel happy and secure at all times. We provide a strong foundation in basic skills learning, enriched with adventure and creativity. Providing safety, nurture and strong guidance forms the essence of an excellent learning atmosphere.

We have a strong commitment to raising the achievement of all children through a wide range of opportunities and experiences that promote the development of each child academically, socially, physically, intellectually, morally and spiritually. At our school, we want our children to become the best that they can be and leave as strong, open minded, confident individuals who have the ability and adaptability to thrive in an ever-changing world.

Erini Franciosa
Head of Primary



Job Description: Assistant Headteacher of Primary



A senior leader that is fully involved in the wider life of the school and all other stakeholders. To work alongside the leadership team to ensure high expectations are fully embedded across the school. To demonstrate a passion for developing staff and children.

Accountable to: Head of Primary Phase. Ultimately the Headteacher and CEO.

The postholder is responsible for:

- Leading a core areas across the school
- Being an exemplary classroom practitioner
- Leading teaching and learning across a phase
- The line management of staff within a phase
- The line management of support staff within a phase
- Ensuring consistency of practice across the school.
- Taking a major role in the leadership of the school

The leadership of a significant area of the school within a subject and/or phase (key stage):

- To take leadership responsibility for ensuring high standards of teaching and learning across the school.
- Data, assessment and tracking the progress of all key groups across the school, planning and implementing strategies to ensure standards are raised.

KEY PURPOSE OF THE JOB

- To be a senior leader in the primary phase of Edmonton County School and demonstrating excellent interpersonal and communication skills.
- To be accountable for standards and progress across a school.
- To be responsible for leading teaching and learning within the school, modelling exemplary practice at all times.
- To line manage teachers within the school in liaison with Head of Primary
- To lead and manage the curriculum and consistency of practice across the school within the framework of national and school policies
- To take a strategic overview of the school in terms of successes, improvements needed including CPD needs, in line with whole school improvement focus
- To be accountable for the achievement and progress of children across the school in the areas of a Core Subject/ school producing reports for the head of primary as required
- To support, hold accountable, develop and lead staff to ensure high standards of teaching and learning within the Core Subject chosen.
- To carry out the duties of a teacher as set out in Pay and Conditions and subject to any amendments due to Government legislation. This includes duties as may be reasonably directed by the Executive Headteacher and Head of Primary.



Job Description: Assistant Headteacher of Primary



LEADERSHIP RESPONSIBILITIES for a phase/key stage

In addition to class teaching (see relevant job description below) the Assistant head of Primary will:

- Act as a role model for excellent classroom practice
- Work in collaboration with the Head of Primary in terms of strategic planning and school self-evaluation
- Liaise with other leaders, including Subject Leaders and other School Leaders in relation to monitoring of teaching and learning, and CPD or resourcing needs
- Assist with Performance Management of teachers and support staff across the school
- Ensure that appropriate work is prepared, initiatives undertaken and focus of strategic plan or projects are implemented, resourced and evaluated throughout the school
- Ensure consistency of practices in own class and across the school in line with school policies
- Ensure the effective moderation of standards within the school.
- To ensure good teaching and learning across the school, leading to good progress.
- Ensure the effective operation of planning, target setting and assessment for learning within the school
- Contribute to curriculum review development as required
- Contribute to the induction and professional development of teachers and trainees assigned to the school
- Contribute to the development and delivery of whole school initiatives aAdhere to and promote the school safeguarding, health and safety and other policies at all times; ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.



Job Description: Assistant Headteacher of Primary



Class Teacher Job description

Classroom organisation:

- a. To have concern for the children throughout the school day and to safeguard their health and safety at all times.
- b. To provide a stimulating, happy, well managed environment within the classroom which encourages positive attitudes, enthusiastic involvement in learning and self-discipline in the children.
- c. To provide positive praise as appropriate to encourage learning.
- d. To set up and maintain a consistent, safe and stable environment for children and adults with clear routines and structures.
- e. To establish a framework for behaviour in the classroom in line with school policies.
- f. To consistently involve the children in their learning.
- g. To promote children's independent learning through the appropriate organisation of classroom resources.

Planning and record keeping

- a. To undertake general class teaching duties which include the providing of programmes of study planned jointly and recorded in advance by the teachers in the year group.
- b. To monitor, assess and evaluate the educational programme for the assigned class, keeping in mind the needs of individual children.
- c. To complete forecasts, records and reports to parents as agreed in school policies.
- d. To make plans, timetables etc. easily available to supply teachers, line managers, the Headteacher, and any others who might reasonably request them.
- e. To initiate and manage external school trips to broaden the children's learning.

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Delivering the curriculum:

- a. To be an experienced Classroom Practitioner.
- b. To directly deliver lessons ensuring that all aspects of the taught programme are delivered in a manner that is appropriate to the age of the children taught.
- c. To promote respect for everyone, adults and children.
- d. To deliver lessons with pace and passion.
- e. To use a range of teaching strategies including whole class teaching, group teaching and individual teaching as most appropriate and efficient for the programme of study taught.

Assessment:

- a. To monitor the children's progress; formally and informally assessing them in line with the school requirements.
- b. To monitor pupils' behaviour, and social development and consistently use school based systems for behavioural management.
- c. To identify children with specific needs, to inform Head of Primary and co-operate with them in designing and implementing an education plan.
- d. To monitor and take account of the individual children's language needs, especially those with EAL.
- e. To use assessment for learning to inform future planning.
- f. To be responsible for the generation of the annual school report for pupils in the class.

Support for Colleagues:

- a. To manage TAs, support staff, students and involve them in planning and classroom organisation and resources.
- b. To offer professional support and coaching to other teacher colleagues, support staff, students, etc.
- c. To induct members of staff into the daily classroom routines, i.e. teaching assistants, students, etc.

Working with parents:

- a. To ensure effective communication with parents, establishing a strong home/school relationship.
- b. To engage parents in supporting their child's learning out of school through, for example, curriculum workshops, termly curriculum letter, regular home school work.

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Personal effectiveness:

- a. To self-evaluate teaching methods having regard for current educational practice and a whole school approach which supports the children's learning at all times.
- b. To set high standards of punctuality.
- c. To keep abreast of latest developments regarding general teaching techniques and within a specified responsibility.
- d. To be able to communicate effectively both verbally and in written form on a specified area of responsibility.
- e. To contribute positively to all staff meetings and opportunities for professional dialogue.

Whole school commitment:

- a. To demonstrate a commitment to the full life of the school and to work with all other members of staff to ensure the success of whole school initiatives and assemblies, displays, staff meetings, parent consultations and other activities as they occur in the school year.
- b. To demonstrate a commitment and implement all school policies and established practices.
- c. And any other duties as required.

This Job Description is written in accordance with the provisions of the Schoolteachers' Pay and Conditions Document and is subject to the Condition of Service for school teachers in England and Wales. (Both documents are available from the SBM upon request). Salary is assessed in accordance with the School's Pay Policy.

Edmonton Academy Trust is committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment.



Candidate Specification: Assistant Headteacher of Primary



Assistant Headteacher of Primary

Strategic Leadership / Leading and Managing Staff	<ul style="list-style-type: none"> Ability to inspire and motivate staff, pupils and parents Evidence of successful strategies for planning, implementing, monitoring and evaluating the curriculum Ability to prioritise work load, analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these Ability to lead, model and manage positive behaviour, good order and assertive discipline in the school Experience of working in and leading staff teams in a positive and supportive method. Ability to delegate work and support colleagues in undertaking responsibilities Experience of appraisal and supporting the continuing professional development of colleagues <ul style="list-style-type: none"> Experience of working with governors to enable them to fulfil their responsibilities Understanding of effective budget planning and resource deployment 	Desirable
Skills / abilities	<ul style="list-style-type: none"> Excellent classroom practitioner Demonstrable ability to be adaptable and solve problems Show a willingness to learn, acquire and apply new knowledge and skills Good interpersonal skills Good communication skills, both written and oral Good influencing/negotiating skills Evidence of ongoing CPD 	Application form Interview References
Commitment	<ul style="list-style-type: none"> To practise equal opportunities in employment and service provision To maintain a personal commitment to professional development, linked to the competencies necessary to deliver the requirements of this post To maintain consistently high standards and expectations in all aspects of the job 	Application form Interview



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Personal	<ul style="list-style-type: none">• Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit• Ability to work independently and as part of a team. Sensitivity to the needs of others• Openness and willingness to address and discuss relevant issues• Ability to remain positive and enthusiastic when working under pressure	Interview
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Leadership Team Structure – September 2022

Primary Leadership Team Structure September 2025 - 26

<i>Head of Primary – Erini Franciosa</i>		
<ul style="list-style-type: none"> Leadership and management of the Primary Phase Strategic leadership of EYFS Developing the school's Curriculum Development and Strategy Strategic oversight of curriculum planning and review Strategic Leadership of the Senior Leadership Team across the school Strategic Leadership of the SEND Team across the school Developing the school's Sport Premium Strategy; being accountable for the appropriate expenditure of the Sport Premium grant Staffing, personnel & recruitment Primary marketing & recruitment strategy Primary School Progress Plan Financial planning and resource management Assessment systems and processes Overall Management of trips 	<ul style="list-style-type: none"> Pupil behaviour strategy and exclusions Punctuality and Attendance Performance Management / Appraisal School monitoring and self-evaluation processes Governor relations Whole school calendar Staff Development Strategic oversight of website planning and review Strategic leadership, managing and planning the opening of a nursery for the trust 	<ul style="list-style-type: none"> Line-manages: Deputy Heads of Primary, Assistant Heads of Primary, Primary Office Manager, Primary Family Support Coordinator, Extended After School Provision, SENCo, <u>PSHE</u>, & PE Coordinator Chairs: Leadership Team meetings, Staff Briefings, Staff Meetings Attends: All Governors meetings, other meetings as appropriate
<i>Deputy Head of Primary – Gemma Arnel</i>		
<p>Key responsibilities:</p> <ul style="list-style-type: none"> <u>Deputising</u> for Head of Primary Strategic leadership of the Quality of teaching Strategic leadership of English and Maths Modelling expectations for all subject leadership Leading training related to the teaching of subject leadership Improving the leadership of subjects to ensure the progress and attainment of all children in these subjects Strategic Lead for Assessment, marking and feedback Development of the school's Able, Gifted and Talented (AG&T) policy and provision for children Overall leadership of interventions <u>programme</u> and Pupil Premium Strategy Whole School Timetabling/duty and cover Duty and cover arrangements 	<ul style="list-style-type: none"> Pupil behaviour strategy and exclusions Punctuality and Attendance Performance Management / Appraisal School monitoring and self-evaluation processes Governor relations Whole school calendar Staff Development Strategic oversight of website planning and review Strategic leadership, managing and planning the opening of a nursery for the trust 	<p>Other responsibilities:</p> <ul style="list-style-type: none"> Gate, lunch and late duties Attends: Governors Primary committee meetings by invitation As directed by HT

Assistant Head of Primary- Phase Leader for Years Nursery – 2	Assistant Head of Primary – Phase leader for Years 3 – 6
<p>Subject lead responsibilities:</p> <p>English:</p> <ul style="list-style-type: none"> Managing online platforms: Accelerated Reader Coordinating literacy initiatives: Star Reader, Reading buddies etc QA of English attainment data Coordination and monitoring of Reading interventions Modelling expectations for teaching Reading in all Key Stages Monitoring of teaching and learning in Reading in all Key Stages Modelling expectations for teaching Writing in all key stages <u>Monitoring of</u> teaching and learning in Writing Leading training related to the teaching of English Planning Reading enrichment events (World Book Day, book fairs, Book week, etc.) Planning workshops for parents in all Key Stages Line management of the librarian and the use of the library Writing weekly newsletter articles / activities for English Creating and updating designated webpages <p>Other responsibilities:</p> <ul style="list-style-type: none"> Whole school CPDL and enrichment programme Gate, lunch and late duties Member of the PTA Attends: Governors Primary committee meetings by invitation as directed by HT <p>Attends: Governors Primary committee meetings by invitation as directed by HT</p>	<p>Subject lead responsibilities:</p> <p>Humanities/Science and PSHE:</p> <ul style="list-style-type: none"> Developing the school's individual subject Strategies; improving the progress and attainment of all children in these subjects Developing, maintaining and resourcing high-quality curriculum across all Key Stages Managing online platforms for each subject QA of attainment data Modelling expectations for teaching in each subject in all Key Stages <u>Monitoring of</u> teaching and learning in all Key Stages Leading training related to the teaching of each subject Planning enrichment events Writing regular newsletter articles / activities Creating and updating designated webpages <p>Other responsibilities:</p> <ul style="list-style-type: none"> Whole school CPDL and enrichment programme Gate, lunch and late duties Member of the PTA Attends: Governors Primary committee meetings by invitation as directed by HT <p>Attends: Governors Primary committee meetings by invitation as directed by HT</p>

How to apply

You can apply online by completing the application form:

www.edmontoncounty.co.uk/trust/vacancies/careers/current-vacancies/

We look forward to hearing from you.



NON NOBIS SOLUM



Bury Campus

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