

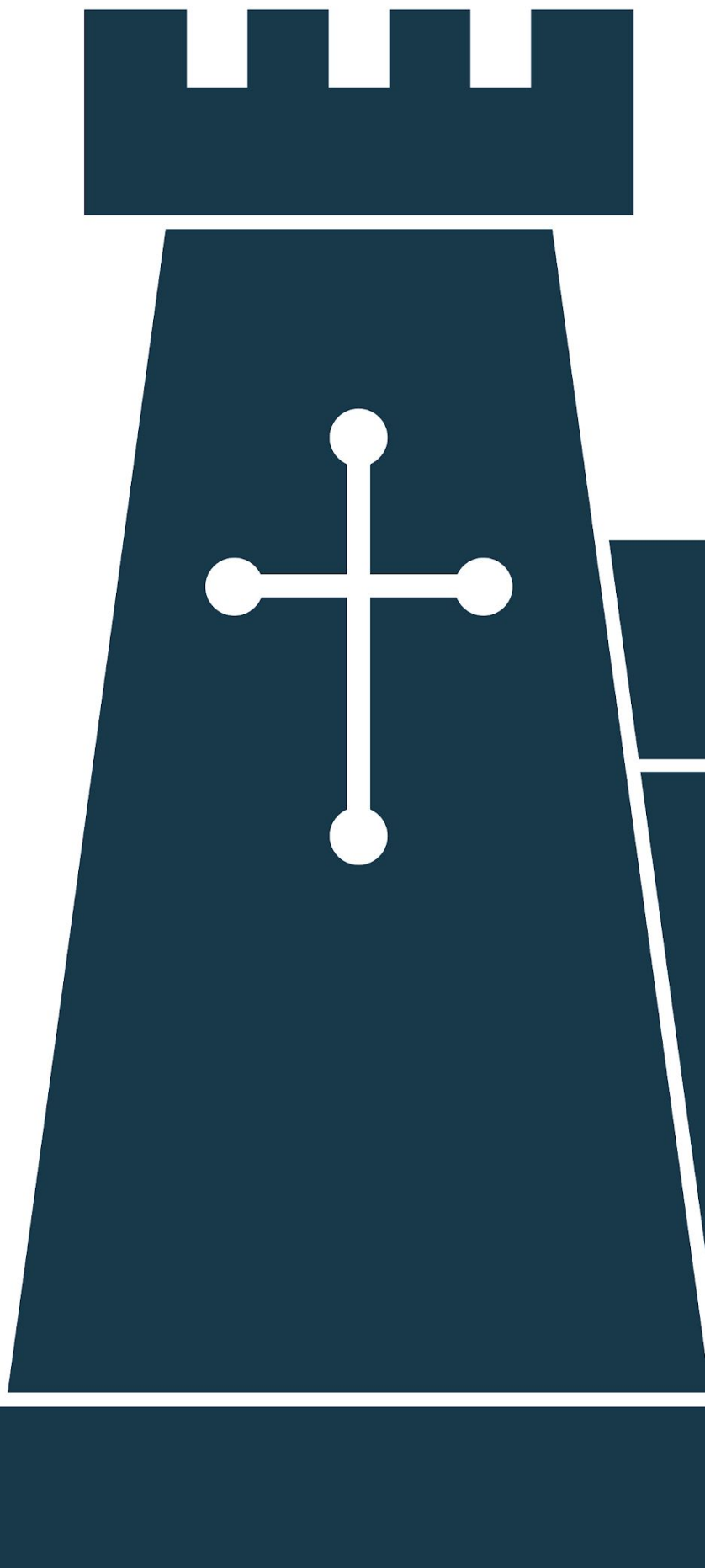


THE BAY
CE SCHOOL

Believe • Inspire • Excel

Assistant Headteacher (Primary)

September 2022





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September 2022

Dear Candidate,

Thank you for expressing an interest in the position of Assistant Headteacher (primary).

In September 2018, The Bay CE School opened as an all-through school providing education for students aged 4 to 16 years old. The school has two sites and this role is available at the Primary site.

We are looking to appoint an inspirational, enthusiastic and creative leader and teacher to join our school as Assistant Headteacher from January 2023. The post will be based on our primary site.

We are looking for an Assistant Headteacher, who has the highest expectations and standards of themselves and others; someone who has the ability to inspire and engage children, and work with staff in the continuous drive for improvement.

We are looking for an Assistant Headteacher who is:

- passionate about learning;
- has a thorough understanding of assessment, standards and progress data;
- committed to improving standards;
- has high expectations of the children and themselves;
- will respect and promote our school's Christian values; and be
- trustworthy, honest and open yet with a good sense of humour.

How to Apply

Interested candidates can download an application pack from our website: bayceschool.org or via email at recruitment@bayceschool.org.

Closing date for applications: Friday 7th October 2022 @ 12 noon

Interviews: Thursday 14th and Friday 15th October 2022

Completed application forms should be e-mailed to recruitment@bayceschool.org or posted

FAO: Mrs L Highmore, HR Business Partner, The Bay CE School, The Fairway, Sandown, Isle of Wight, PO36 9JH.

All applications will be acknowledged upon receipt. *Please note we are unable to accept CVs and only fully completed application forms will be accepted.*

References will be requested prior to interview and an enhanced DBS check will be required for successful applicants.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974.

Should you have any queries, please do not hesitate to contact me.

Yours Sincerely

Mr Duncan Mills
Executive Headteacher

Job Description

Assistant Headteacher
The Bay Church of England School
(Primary site)

Responsible to:
Executive Headteacher/Head of School

Job Purpose

The Assistant Headteacher will work with the Executive Headteacher, Head of School and Governing Board to provide an environment in which all staff and children are inspired, encouraged and developed, so that each individual achieves success and builds towards achieving their potential, and by doing so, continues to raise standards of achievement for all.



The Assistant Headteacher will work with the Executive Headteacher and Head of School to lead and manage the school on a day-to-day basis and act as a point of contact for all stakeholders and external agencies in matters relating to the school.

The Assistant Headteacher will be an ambassador for the school, promoting and raising its profile in the local and wider community. To ensure good behaviour and attendance is maintained at all times; supporting staff, parents and carers in promoting good behaviour in all children and ensuring that all children and adults are enabled to succeed in school without hindrance or disruption.

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 and the Cornerstone Federation
- Serve in the best interests of the school's pupils

Key Areas of Responsibility

Leadership of provision and outcomes for pupil premium pupils

- Improve the outcomes for pupil premium children and ensure that the pupil premium gap is rapidly diminished;
- Ensure that a coherent and consistent pupil premium strategy is implemented and reviewed at key points throughout the year;
- Model and develop high quality inclusive teaching that enables all pupils to achieve;
- Work collaboratively with the Executive Headteacher and Head of School, to establish creative, responsive and effective approaches to teaching and learning, to support our most vulnerable children;
- Engage proactively with stakeholders regarding curriculum development, content and pupil opportunities
- Ensure that the Pupil Premium funding is effectively allocated to the groups of pupils for whom it is intended and that it makes a significant impact on their education
- To provide a clear and concise action plan for Pupil Premium in consultation with the PP link governor
- To provide additional educational support to improve the progress and raise the achievement of these pupils
- To liaise with other staff responsible for interventions and pupil progress

- Work alongside secondary colleagues to further develop provision for pupil premium children across the all through school;
- Work collaboratively with the EVC lead to ensure that all pupil premium pupils have the opportunity to access broader curriculum opportunities, in the form of educational visits;

School culture and behaviour

Under the direction of the Executive Headteacher/Head of School, 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
- Meet with parents and carers to address behaviour incidents and concerns
- Work with external agencies, when required, to support behavioural provision
- Work with staff and parents to promote and lead community events, such as fundraising for the school

Organisational management and school improvement

Under the direction of the Executive Headteacher and Head of School, the Assistant Headteacher will:

- Sustain the school's ethos and strategic direction, together with the governors, and through consultation with other stakeholders
- Sustain 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 our duty of care
- Lead staff effectively with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- 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

Professional Development

Under the direction of the Executive Headteacher and Head of School, the Assistant Headteacher will:

- Work alongside SLT to develop and implement an effective and robust MEF cycle and provide feedback and evaluation on this for the Governing Board
- Keep up to date with developments in education to further develop their own pedagogy and CPD
- Proactively seek training and continuing professional development to meet the needs of the school
- If required, provide bespoke CPD, planning support and coaching to staff as part of informal support measures

Leading and Managing Staff

Under the direction of the Executive Headteacher and Head of School, the Assistant Headteacher will:

- Line manage delegated staff effectively to drive and sustain school improvement and assume responsibility for all aspects of their performance review
- Support the Executive Headteacher, Head of School and Governing Board in creating and maintaining good working relationships,
- Promoting the highest standards of courtesy and mutual respect amongst all members of the school community.
- Encourage and model initiative, teamwork and working in partnership.
- Motivate and support staff by identifying and addressing areas for development and building on their strengths to support school succession planning.
- Ensure that all staff carry out their professional duties in accordance with their job description and with national guidance and regulations.
- Develop and strengthen leadership, including middle leadership, across the school, delegating specified duties to members of the SLT as appropriate.
- Have regard for the work-life balance of school staff.

Governance, accountability and working in partnership

Under the direction of the Executive Headteacher and Head of School, the Assistant Headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- 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

Generic quality statement: The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security - All employees are required to ensure that any information or data collected or input in to a Council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.

Person Specification

JOB TITLE: Assistant Headteacher

Criteria	Essential	Desirable	Method of Assessment
Qualifications	<p>Qualified Teacher status.</p> <p>Degree or equivalent.</p> <p>Evidence of further professional development.</p>	<p>Further professional qualification e.g. NPQSL</p>	A / I
Experience	<p>Successful teaching experience in the primary age range.</p> <p>Substantial knowledge and understanding of learning and teaching at Key Stage 1/2/EYFS.</p> <p>Recent experience of working successfully as a middle leader in a school.</p>	<p>Teaching experience in more than one school</p> <p>Experience of working in a wider context than an individual school</p> <p>Leading of professional development</p> <p>Effective collaboration with external agencies</p> <p>Leadership of a significant area or phase, including responsibility for raising standards across the whole school and contributing to self-evaluation and school improvement.</p>	A / I / T
Knowledge	<p>Commitment to safeguarding and promotion of welfare of children and young people</p> <p>Sound knowledge of the Early Years curriculum and Primary National Curriculum</p> <p>A clear understanding of the essential qualities necessary for effective teaching and learning.</p> <p>The principles of effective assessment for learning.</p>	<p>Knowledge of the role of the Governing Board</p> <p>Confident in whole school self-evaluation.</p>	A / I / T

Criteria	Essential	Desirable	Method of Assessment
	<p>Knowledge and understanding of data analysis and the ability to use data to set targets for improvement.</p> <p>Excellent strategies for behaviour for learning</p> <p>A dedication to high academic standards</p>		
Skills & Abilities	<p>Demonstrate high quality inclusive teaching</p> <p>Inspire, challenge, motivate and empower others to carry our vision forward.</p> <p>Ability to investigate, resolve problems and make decisions.</p> <p>Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate).</p> <p>Ability to ensure that the school atmosphere is welcoming and that parents/carers are encouraged to take an active part in the life of the school and their child's education.</p> <p>Expecting and facilitating all children to reach their potential, irrespective of social background.</p> <p>Effective administrative and organisational skills and time management and the ability to work under pressure and to tight deadlines.</p>		A / I / T
Personal Attributes	<p>Creative, enthusiastic and proactive, keen to embrace new ideas and challenges.</p> <p>Demonstrate energy and enthusiasm.</p> <p>Demonstrate confidence and excellent inter-personal skills.</p> <p>Exhibit loyalty and respect confidentiality at all times.</p> <p>Committed to continuing professional development for self and others.</p>		A/I



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Assistant Headteacher (Primary)

Leadership scale 3-7 (£44,331 - £49,019)
To commence January 2023

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BAYCESCHOOL.ORG



cornerstone
federation

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