

# Low Moor C. of E. Primary School

*To learn together and grow in God's love*

## Recruitment Pack

### Assistant Headteacher (SEND and Inclusion)

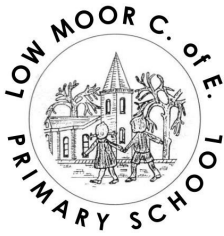
Leadership Pay Scale L4-L8

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**Closing date: Tuesday 15th October at 9.00am**

**Interview date: Monday 21<sup>st</sup> October to Wednesday 23<sup>rd</sup> October**



# Low Moor C. of E. Primary School

Headteacher: Mrs Y.C. Broadbent

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*To learn together and grow in God's love*

Dear Applicant,

Thank you for your interest in this vacancy and for taking the time to explore the opportunity of joining our team at Low Moor C. of E. Primary School. Due to the successful promotion of the current post holder, we are currently seeking to appoint an enthusiastic and dedicated assistant headteacher, and would be delighted to consider your application.

The role will include 3 days in the classroom and 2 days management and PPA release. Alongside the responsibility for SEND and inclusion, you will lead either EYFS and Key Stage 1 or Key Stage 2. It is expected that, unless already qualified, you will complete the SENCO national professional qualification within 3 years.

At Low Moor, we pride ourselves on fostering a warm, welcoming environment, not only for our children but for our staff as well. We believe that the success of our school is as a result of an extremely talented, hard-working and dedicated team, and as such, we are committed to supporting and developing each member, both personally and professionally.

Our school is a community where we encourage creativity and innovation and we provide a nurturing environment that is conducive to effective learning and holistic development for all. We strive to maintain a balanced approach to workload and well-being and our supportive measures include regular professional development opportunities tailored to individual career aspirations. It is our aim to ensure that you can perform at your best while enjoying a fulfilling career and personal life.

Furthermore, we value the importance of teamwork and collaboration. At Low Moor, you will find yourself among peers who are not only colleagues but also friends. We are committed to an ethos of continuous improvement and professional growth, and we regularly share best practice and ideas as a team.

If you are looking for a school where your skills will be appreciated and your well-being prioritised, I encourage you to apply to join our team. If you have any questions or would like to know more about us, please contact the school office and we will arrange for the relevant person to answer any queries you may have.

Visits to school are encouraged and you are warmly invited to contact the school office to make arrangements.

Thank you for considering Low Moor C. of E. Primary School. We look forward to the possibility of welcoming you into our school community.

Yours sincerely,

**Yvonne Broadbent**  
Headteacher



**Low Moor C. of E. Primary School**  
**Park House Road, Low Moor, Bradford BD12 0NN**

**Assistant Headteacher (SEND and Inclusion)**  
**Leadership Pay Scale L4-L8**

Low Moor C. of E. Primary School is a thriving two-form entry Church of England primary school, that is highly regarded within the community it serves. The school boasts a talented, dedicated and hard-working team of professionals, who are committed to providing an exceptional educational experience for their pupils. With well-behaved pupils who are eager to learn, our school offers a welcoming and stimulating environment that fosters academic excellence and personal growth.

An opportunity has arisen for a highly skilled and dynamic individual to join our friendly, supportive and successful school, commencing January 2025.

We are currently advertising two Assistant Head posts. In addition to this post leading SEND and Inclusion, we have a vacancy for an Assistant Head to lead Assessment and Pupil Outcomes. One post-holder will lead EYFS and Key Stage 1 and one post holder will lead Key Stage 2. The placement of the successful candidates will be dependent on their experience. We anticipate that some applicants may be interested in both roles and we are happy to receive tailored applications from the same person for each role.

**We are looking for an assistant headteacher who:**

- has a proven track record of achieving outstanding outcomes for pupils
- has the ability to lead, inspire, motivate and develop a team
- can competently and confidently establish relationships with all stakeholders
- is an effective communicator in both written and verbal contexts
- is willing to lead initiatives that positively impact the wider needs of the school and the community it serves.

**Key responsibilities:**

- Providing strategic leadership and vision for whole-school inclusion, ensuring that all pupils receive the support and resources they need to thrive
- Managing the school's SEND provision, including the identification, assessment and support of pupils with SEND and line-managing the SEND team
- Leading and overseeing the personal development of our pupils, fostering a nurturing and supporting environment
- Contributing to the overall leadership and management of the school
- Supporting the Headteacher in driving the school's vision and continuous improvement

**We offer:**

- a commitment to your continuing professional development;
- the opportunity to plan alongside and work effectively with another colleague;
- an attractive, well-resourced and positive learning environment;
- dedicated leadership and management time

### **Visits to school**

There will be opportunity to visit school in advance of the application deadline and it is strongly recommended that you do so. Please contact Mrs Helen Oates, or Mrs Kara Edmondson on 01274 600797 or [office@lowmoor-ce.uk](mailto:office@lowmoor-ce.uk) to make arrangements to visit on one of the following days:

- Monday 7<sup>th</sup> October at 4.00pm
- Thursday 10<sup>th</sup> October at 9.30am

### **How to apply**

This post is advertised via DfE Vacancies and we invite applicants to complete the online application form.

Further information can be obtained from school's Business Manager, Mrs Lisa Bryan on 01274 600797 or email: [lisa.bryan@lowmoor-ce.uk](mailto:lisa.bryan@lowmoor-ce.uk)

### **Closing date**

Completed applications should be submitted no later than: **Tuesday 15<sup>th</sup> October at 9.00am.**

### **Interview date**

Interviews will be held on Monday 21<sup>st</sup> October to Wednesday 23<sup>rd</sup> October.

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment. All posts are subject to an enhanced DBS check and satisfactory references. We are an equal opportunities employer and all applications will be considered.*

## **Low Moor C. of E. Primary School**

### **Assistant Headteacher (SEND and Inclusion) Job Description**

#### **Reports to: Headteacher**

#### **Job purpose:**

To assist the headteacher and governing body in actively promoting the school's vision and values, in order to ensure the welfare, progress and continued development of the school and its children. The assistant headteacher will have delegated responsibilities which are school wide. This will be in addition to carrying out the professional duties of a teacher.

#### **Main duties and responsibilities:**

##### **1. Leadership**

- 1.1. Maintain clear vision, purpose and high expectations focused on barriers to learning, pupil well-being and personal development.
- 1.2. Lead Early Years Foundation Stage and Key Stage 1, or lead Key Stage 2.
- 1.3. Inspire, motivate and influence staff to reach the highest academic standards.
- 1.4. Effectively communicate the school's vision and values to all stakeholders
- 1.5. Actively contribute to the day-to day management of the school.
- 1.6. Actively contribute to upholding excellent standards.
- 1.7. Lead identified projects to enhance extra-curricular provision.
- 1.8. Maintain a prominent visible presence, monitoring the work of the school on a daily basis.

##### **2. Leading SEND and inclusion**

- 2.1. Ensure that all teachers have the necessary skills to promote the achievement of pupils with SEND and other vulnerable pupils.
- 2.2. Quality assure the teaching provision for SEND pupils.
- 2.3. Lead strategies to secure excellent behaviour for learning for pupils with SEND, including those pupils with SEMH.
- 2.4. Quality assure the SEND provision map.
- 2.5. Monitor performance of SEND pupils and maintain a strategic overview of interventions as necessary.
- 2.6. Lead strategies to develop good mental health and high levels of resilience.
- 2.7. Quality assure any alternative provision offered to our pupils and monitor engagement.
- 2.8. Provide strategic leadership of provision for pupils with medical needs.
- 2.9. Have oversight of the impact of interventions for identified groups.
- 2.10. Support liaison with external agencies to secure provision for pupils with SEND.
- 2.11. Support liaison with the Local Authority to secure appropriate additional funding for pupils with SEND.
- 2.12. Lead professional development of staff to develop their inclusive practice.

- 2.13. Provide strategic leadership of the induction of pupils who join in-year.
- 2.14. Contribute to the Fair Access Process.

### **3. Leading teams**

- 3.1. As a key stage leader, provide support, monitoring and challenge to enable teachers to drive improvement.
- 3.2. Provide coaching and mentoring support to colleagues.
- 3.3. Set appropriate performance objectives for line-managed areas.
- 3.4. Review pupils' performance data in areas of responsibility and support with planning interventions and rapid improvement plans when required.

### **4. Teaching and Learning**

- 4.1. Undertake the normal responsibilities of a class teacher, as set out in the 'School teachers' pay and conditions document'
- 4.2. Ensure that learning is at the centre of strategic planning and resource allocation by supporting subject leaders in the development and implementation of curricular initiatives.
- 4.3. Lead and support the teaching and learning of all pupils by promoting models of excellent classroom practice, and coaching, mentoring and supporting self-evaluation for teaching staff.
- 4.4. Lead by example as a teacher and as a manager, achieving high standards of pupil attainment, behaviour and motivation through effective teaching.
- 4.5. Liaise closely with the relevant members of staff to ensure continuity and progression across age and ability ranges.
- 4.6. Take responsibility for the specified key stage/year group, monitoring progress and behaviour, and implementing improvement techniques.
- 4.7. Update the headteacher, SLT and governing body on the effectiveness of provision for pupils.
- 4.8. Ensure planning is effectively carried out and that the individual needs of both pupils and staff are being met.
- 4.9. Ensure that classroom environments promote safety and equality, and are stimulating places to learn.

### **5. Other duties**

- 5.1. Assist in preparing the learning environment and act to ensure pupils' health and safety.
- 5.2. Promote positive pupil behaviour in and around school, to maintain a constructive working environment.
- 5.3. Uphold school policies and procedures and understand your responsibilities relating to child protection, safeguarding and health and safety.

### **6. School ethos and community**

- 6.1. Reinforce and instil standards throughout school.
- 6.2. Promote the school's unique identity and celebrate its achievements.

- 6.3. Recognise, praise and celebrate the commitment and achievements of colleagues, pupils and other stakeholders.
- 6.4. Be a positive role model, demonstrating the values and behaviours that underpin the school vision.

## **7. Manage behaviour**

- 7.1. Implement whole-school strategies to promote positive behaviour for learning.
- 7.2. Undertake morning and lunch time duties as directed.
- 7.3. Maintain good relationships with pupils, exercising appropriate authority and acting decisively as necessary.
- 7.4. Be a positive role model and consistently demonstrate the positive attitudes, values and behaviour expected of pupils.
- 7.5. Promote and safeguard the welfare of all pupils, raising any concerns in accordance with the school's protocols and procedures.

## **8. Wider professional responsibilities**

- 8.1. Take opportunities to develop professionally and share good practice to develop consistently high standards of teaching and learning.
- 8.2. Work collaboratively with PVI and partner schools to support pupils' transition.
- 8.3. Facilitate the work of support staff to enhance pupils' progress.
- 8.4. Work collaboratively with parents and carers to support pupils' progress.
- 8.5. Support pupils to develop wider key skills.
- 8.6. Attend and actively participate in meetings.
- 8.7. Make a positive contribution to the wider life and ethos of the school.

## Personnel specification: Assistant Headteacher (SEND and Inclusion)

Attributes		How identified
<b>Qualifications and relevant experience</b>	<p>Essential</p> <ul style="list-style-type: none"> <li>• Qualified Teacher status</li> <li>• Recent leadership / management experience</li> <li>• Evidence of regular and appropriate professional development</li> <li>• Experience of working with pupils who have special educational needs and disabilities (SEND)</li> <li>• Willingness to complete SENCO national professional qualification within 3 years</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• National Professional Qualifications (NPQs)</li> <li>• Post Graduate qualifications (including MA/MEd) in Leadership and Management, Curriculum and Learning</li> <li>• SENCO national professional qualification or the National Award in SEN co-ordination (NASENCO)</li> <li>• Experience of supporting a school through an Ofsted or SIMAS inspection</li> <li>• Working knowledge of school management information systems</li> <li>• Track record of raising standards across the whole school</li> <li>• Experience of teaching across the whole primary age range</li> <li>• Experience of leading a subject area or phase/key stage</li> <li>• Experience in the role of Senior Mental Health Lead</li> </ul>	Application form, Certificates & Selection process
<b>Shaping the future</b>	<p>Essential</p> <ul style="list-style-type: none"> <li>• Communicate and implement a shared vision</li> <li>• Ability to think critically when carrying out school self-evaluation</li> <li>• Experience of planning and implementing successful school improvement strategies</li> <li>• Successfully lead change, creativity and innovation</li> <li>• Ability to build stakeholder esteem, recognise success and celebrate good practice</li> <li>• Experience of leading a team of staff to improve outcomes for all</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Experience in successfully managing financial and HR processes and systems</li> </ul>	Application form & Selection process
<b>Leading teaching and learning</b>	<p>Essential</p> <ul style="list-style-type: none"> <li>• Ability to engage with a range of professionals to support pupils with SEND</li> <li>• Develop effective staff through a range of approaches</li> <li>• Experience of implementing effective models of teaching and learning for students with SEND</li> <li>• Embeds the principles of effective teaching and assessment for learning</li> <li>• Models positive behaviour support and management</li> <li>• Possesses performance monitoring and evaluation techniques</li> <li>• Has high expectations for every pupil and a proven track record of making a difference to the learning and experience of pupils inside and outside the classroom</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Experience of curriculum design and implementing assessments for pupils with a range of SEND</li> <li>• Knowledge of assessment systems, including statutory primary testing.</li> </ul>	Application form & Selection process



Attributes		How identified
<b>Developing self and others</b>	<p>Essential</p> <ul style="list-style-type: none"> <li>• Supports staff excellence through leading performance management</li> <li>• Demonstrates the ability to design and deliver effective CPD</li> <li>• Challenges underperformance and support improved performance</li> <li>• Engages in self-reflection and reflection on school improvement</li> <li>• Willingness to share expertise, skills and knowledge and have the ability to encourage others to follow suit.</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Knowledge of suitable coaching and mentoring strategies to maximise performance</li> <li>• Ability to report to Governors on key leadership areas</li> </ul>	Application form & Selection process
<b>Managing the organisation</b>	<p>Essential</p> <ul style="list-style-type: none"> <li>• Works collaboratively to devise, implement and evaluate improvement initiatives</li> <li>• Uses flexible and differentiated approaches to report the impact of school improvement</li> <li>• Secures positive and effective affiliations to procure a range of resources and opportunities for the school</li> <li>• Manages own workload whilst supporting the wider needs of the school</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Ensures consistency of approach when working with all stakeholders</li> <li>• Ability to manage difficult conversations</li> </ul>	Application form & Selection process
<b>Securing accountability</b>	<p>Essential</p> <ul style="list-style-type: none"> <li>• Possesses strong data analysis skills, with the ability to evaluate the quality of pupils' progress using a range of evidence</li> <li>• Implements the principles and practice of quality assurance systems, including school review, self-evaluation and performance management</li> <li>• Reports accurately and in a timely manner to Governors and the Local Authority using a range of tools and methods</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Experience of school improvement following Ofsted, SIAMS or equivalent</li> <li>• Ability to lead change management for the benefit of stakeholders</li> </ul>	Application form & Selection process
<b>Strengthening community</b>	<p>Essential</p> <ul style="list-style-type: none"> <li>• Builds relationships between the school its community, external agencies and the local churches</li> <li>• Is aware of current issues and future trends that impact on the school / community</li> <li>• Implements strategies to encourage families to engage with the school and their child's learning</li> <li>• Is aware of other agencies and professionals and opportunities for collaboration</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Experience of being held to account through close partnership working</li> </ul>	Selection process

Attributes		How identified
<b>Safeguarding and ensuring the welfare of children</b>	<p>Essential</p> <ul style="list-style-type: none"> <li>• Has a thorough understanding of up-to-date safeguarding requirements and best practice.</li> <li>• Knows the current national and local safeguarding guidance</li> <li>• Develops and maintains a safe and supportive school culture</li> <li>• Develops the curriculum to include safeguarding awareness for pupils</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Experience of working with a multi-agency team to improve outcomes for individual pupils.</li> </ul>	Selection process
<b>Circumstances - personal</b>	<ul style="list-style-type: none"> <li>• Must be legally entitled to work in the UK (Asylum and Immigration Act 1996). Documentary evidence will be required at interview stage</li> <li>• No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required)</li> <li>• Requirement to participate in some out-of-school working hours, including evening and other in-service commitments</li> <li>• Excellent attendance and punctuality record</li> </ul>	Selection process Sight of appropriate document as specified in interview letter

## Recruitment of Ex-Offenders Policy

Low Moor C. of E. Primary School is required to send a copy of its policy on the recruitment of ex-offenders to all job applicants. The school's Safeguarding and Child Protection Policy is published on the school website <https://www.lowmoor.bradford.sch.uk/about-us/policies-documents>

- The governing body fully complies with the DBS Code of Practice and will not discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.
- All applicants are subject to a DBS check before the appointment is confirmed; this includes details of convictions and cautions, as well as spent and unspent convictions. A positive disclosure will not necessarily prohibit a candidate from being offered a position.
- The school is committed to the fair treatment of all applicants, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical or mental disability or offending background.
- The school promotes equal opportunity and welcomes applicants from a wide range of backgrounds, including those with criminal records.
- Candidates are selected for interview based on their skills, qualifications and expertise.
- All application forms and recruitment notices will contain a statement that a disclosure will be requested if a position is offered.
- All applicants are encouraged to provide details of their criminal record at the earliest stage possible. This may be sent under a separate and confidential cover.
- All applicants will be made aware of the existence of the DBS Code of Practice and will be provided with a copy on request.
- The school is committed to ensuring all disclosure information will only be seen by those who require access as part of their duties.
- The school will discuss any matters revealed on a DBS certificate with the applicant before withdrawing a conditional offer of employment.
- At interview, or in a subsequent discussion, open and measured discussion will take place on the subject of the offences.
- Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of any offer made.
- Legal advice is available for all involved in the recruitment process to ensure they can identify and assess the relevance and circumstances of offences.
- Recruitment personnel have received appropriate training and guidance in the relevant legislation relating to the employment of ex-offenders.

*Extract from DBS Policy (updated June 2024)*