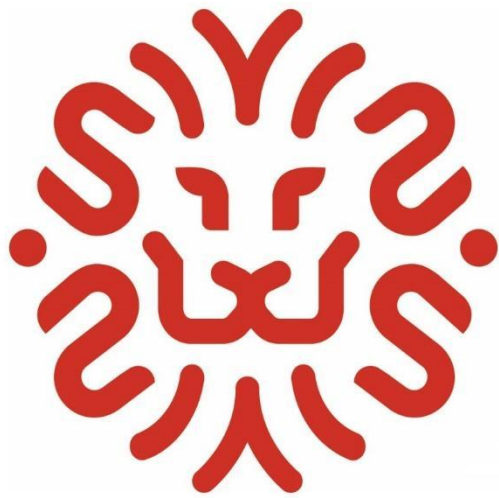




LION
ACADEMY
TRUST

Assistant Headteacher – Olympic Primary School

Information for Candidates

September 23 / January 2024 Start

Welcome from the

CEO

Dear Candidate,

Thank you for taking the time to apply for a role at the Lion Academy Trust. I am extremely proud of what our teams do on a daily basis - from teaching in classes that cater for the broadest range of needs and abilities through to the support teams that make sure that everything runs smoothly and ensures that our pupils, staff and visitors experience the very best of what primary-phase education can offer.

By seeking to engage with the Trust in applying for a new role, I would encourage you to explore our websites, social media feeds and where possible, speak to our staff about working for the Lion Academy Trust. We have high standards and expectations and work hard to make sure every pupil is afforded the education they deserve - but we cherish the staff we have and work as hard to ensure that we support and develop all our teams to achieve their full potential.

You will find all the details you need in the materials provided - if you are looking for an employer that will match and exceed your ambition to positively change the lives of the pupils and communities we serve, then the Lion Academy Trust may well be the employer for you.

Good luck on your journey to finding the right job and next steps in your career.



Justin James
Chief Executive Officer

About the Trust

The Lion Academy Trust was established in 2012 and has grown to run schools in London, Essex and Wellingborough. As a values-driven multi-academy trust, our moral foundations are the basis for the successes we have achieved:

The right to an outstanding education

We believe that all children and students have the right to an outstanding education and access to outstanding facilities. Proven school improvement strategies and resources are deployed to meet local needs.

The relentless pursuit of excellence

Our teams take responsibility to ensure that we deliver “good or better, every day”. Obstacles and barriers are overcome by clear, targeted support that drives the culture of sharing outstanding practice in the relentless pursuit of excellence.

Our pupils are the reason we exist

Outstanding teaching and learning is central to every decision made and every development introduced. The Trust is tightly focused on pupils as our “stakeholders” and as the reason why the Trust and schools exist.

Centrally defined, locally implemented hubs of excellence

Centralised design of pedagogy, policies and strategies are deployed via the three hubs with local relevance retained through transformative practice being implemented and developing communities of practice all working to achieve the same high standards and outcomes.

Investment in teams and practice is key to the transformation of education

At the core of our ethos is the belief that investment in high-quality, bespoke training and development is critical to our continued ability to successfully transform education. This is to enable both staff and pupils to develop as individuals and as professionals in order to achieve excellence.

You will find that as a Trust and education service provider, we pride ourselves on the consistent application of what we can evidence that makes a difference; staff are measured by the impact they create, not the workload they manage. Our drive to make a tangible, positive difference in every community we serve, recognising the contribution and challenges our families can offer and are facing, means that we go beyond context or reasons ‘why not’ - and never lose sight of why we are here: every pupil in our schools.

About the School

At Olympic Primary School we live, work and learn through our five values:

- **ASPIRATION** – aspiring to be the best that we can be.
- **KINDNESS** – being kind to everybody – our peers, staff and the community.
- **RESPECT** – we listen to one another, we take feedback and we improve.
- **HONESTY** – we always tell the truth.
- **RESPONSIBILITY** - we take responsibility for our actions.

We are a popular and fully inclusive Primary school and serve the community in the Wellingborough area. We are committed to playing a leading role in the enhancement of all our pupils and set equally high standards for every member of our team. Every role, in every setting, can and will directly impact on how our pupils thrive during their time with us - we operate as one team, with one common goal - to ensure that we deliver the best possible education for every one of our pupils. Following a successful Ofsted inspection in January 2023, the school has received a very well deserved overall rating of 'Good'.

As a school, we benefit from being part of the Lion Academy Trust and deploying the proven systems and pedagogies to inform how we operate. From the highly resilient IT infrastructure to the fully resourced and sequenced curriculum - we proudly function as part of the family of Trust schools and celebrate the opportunities that being part of a high performing trust afford us.

We are looking for an exceptional candidate to become our Assistant Headteacher at Olympic Primary School from September 2023 or January 2024. If you are ambitious, hardworking and are looking for progression as well as benefiting from research based school improvement then this is the school to further develop your career. We are looking for an individual who is a passionate, committed and a confident practitioner. We want to recruit staff that engage and inspire both pupils and colleagues. Ideal candidates will be resilient, hardworking and willing to go the extra mile to ensure that our provision is 'Good or better, everyday'.

The opportunities, skills, professional development, school improvement understanding and knowledge added to the opportunities for career progression in Lion Academy Trust and the success of the Trust through its approaches and track record mean that candidates can develop into highly successful leaders.

As an employer, we are forward-thinking, caring and, most important of all, a happy school where pupils of all abilities and social backgrounds achieve. Our values are at the heart of everything we do and all decisions we make. Our pupils are well-behaved and always aspire to be "the best versions of themselves". The Trust believes in no ceilings and staff are promoted and supported on their abilities, merit, effectiveness and commitment to our children, not on hierarchy or length of service.

Thank you for taking the time to complete your application - you will find all the answers to any questions you may have in the supporting documents. Good luck with your application.



**OLYMPIC
PRIMARY
SCHOOL**



Why work for the Lion Academy Trust?

To support all our staff, the Trust is committed to finding ways to ensure that your personal, financial, professional and pastoral needs are met during your time with the Trust. Wherever possible, we seek out innovative and impactful ways to add real benefits to our teams - from helping with cost-of-living pressures, ensuring that professional development is readily and easily accessible through to wellbeing assistance - to ensure the work-life balance is being managed effectively.

Professional support is key - and the Trust has worked extensively to fund critical benefits such as:

- Additional non-contact time for teaching staff - over and above statutory PPA time; this equates to 15% non-contact time for class teachers.
- Deploying a fully-resourced, sequenced curriculum across 11 subjects;
- Unlimited access to CPD and career development through providers such as The National College and The Key;
- Funding annual pay increments - having previously provided a boost even when these are frozen nationally;
- Meeting or exceeding the terms set out in nationally agreed terms and conditions - for both teaching and support staff;
- Clear and well-implemented policies and professional standards - in key areas like behaviour, managing parental engagement and supporting staff in challenging situations.

You'll find a raft of programmes through our Perks at Work platform that includes benefits like:

- An electric car-lease scheme, through Tusker;
- Support for bicycle and IT equipment purchases via salary sacrifice schemes;
- Cash-back on large purchases across a range of leading retailers and chains;
- Access to our employee assistance programmes and wellbeing schemes like free eye tests for display screen users; and
- Comprehensive access to support for staff and their families - including online fitness sessions, counselling and legal and financial advice.

And as an employer, we know the little things add up to happier, more productive member of staff - so we ensure:

- Free tea and coffee in all our settings;
- Actively implementing workload reduction measures around marking, lesson planning and data tracking;
- Paying staff to run clubs - and fully funding all after school clubs for our pupils;
- Minimising the impact of twilight and INSET days by planning these and managing these clearly throughout each term;
- Systems and core infrastructures work - printers, IT devices and networks, data management platforms - all are extensively vetted, tested and maintained - reducing stress, disruption and aggravation for busy staff; and
- Consistently applying our policies in every setting - and priding ourselves on being a fair and transparent employer.

And set above all this - the biggest benefit of working for The Lion Academy Trust is the pupils who come to our schools every day. The impact we have on their life chances and the preparation for the secondary phase of education and beyond is critical. By joining the Lion Academy Trust, in any role or function, you will directly benefit from being part of the team that has transformed the lives of every child who has attended one of our schools.

Lion Learning Pathways



In addition to a leading CPD programme and published resources, to support every school role, every Trust school has access to the Lion Learning Pathways. A programme of tried-and-tested guides and lesson formats to help build and enhance the progression of learning required by the National Curriculum. An invaluable resource providing all your teaching and learning content requirements – split by key stage to support Year 1 to Year 6.

As an educator within our Trust, the Lion Pathways Teacher supports workload reduction - the provision of content-rich, fully resourced subjects - via planning aides and digitised lessons means less time / resource on sourcing material; more time and focus on precision teaching. Learn more at <https://lionpathways.net/>

Reap the benefits:



Quality lessons



Engaging content



Class collaboration



Easy assessments

Job Profile

Job Details	
Job title	Assistant Headteacher
School	Olympic Primary School
Responsible to	Head of School
Location	Wellingborough
Salary	L1 - L5
Contract Type	Permanent

Main purposes of the job

To lead learning in a Lion Academy trust school and guide staff in developing consistent practice in teaching and learning ensuring high quality learning opportunities, pastoral care, safeguarding and behaviour through the management of behaviour, teaching and learning, attendance, pupil engagement, parental engagement, extended services and school organisation. This is so that all children achieve the highest standards of attainment and achievement.

The particular duties assigned to this post are subject to the general conditions of service for a class teacher as set out in the current school Teachers Pay and Condition Document. The duties of the role are set out below and the Assistant Headteacher will be required to safeguard and promote the welfare of children and young people.

These duties may be reviewed and amended in consultation with the post holder, in the light of any changes in the requirements and priorities within the school or the Lion Academy Trust partnership of schools. Variations in the duties of the Assistant Headteacher are common occurrences and cannot in themselves justify a re-grading of the post.

As part of the Assistant Headteacher role, you will be required to fully implement the Lion Academy Trust policies and processes including the Reading, Phonics, Writing, Maths, Topic, Assessment and LAT pedagogy across the Phase. This includes the full implementation of the operational non-negotiables. Additionally, to lead learning in school and guide their phase in developing consistent practice in teaching and learning, pastoral care, safeguarding and behaviour, ensuring that children achieve the highest standards of attainment and achievement.

Core and Professional Duties

The Assistant Headteacher will work closely with the Head of School and/or Deputy Head:

- Maintain and extend an ethos and provide educational vision and direction that secures effective teaching, successful learning and achievement by all pupils.
- Secure the commitment of the whole school community to the vision and direction of the Lion Academy Trust.
- Lead by example, provide inspiration and motivation and embody vision and purpose in the leadership of the school and collaboration for the pupils, staff, Governors, parents and carers.
- Implement and deliver all Lion Academy Trust policies, processes, strategies and procedures.
- Ensure that all those involved in the school are committed to its aims and are accountable for meeting long, medium and short term objectives to secure school improvement.
- Motivate all concerned with the school to create a shared culture and positive climate.

- Continue to place Lion Academy Trust School at the heart of its community by attending events throughout the year, engaging in activities that will promote Lion Academy Trust School within the community.
- Managing a year group, phase and undertaking a wider school responsibility allocated by the Head of School and/or Deputy Head.
- The Phase Leader will be expected to teach a class in the Upper Phase (Year 3 or 4).

General Responsibilities:

To assist and support the Head of School and Deputy Head Teacher to:

- Lead and deliver a balanced and appropriate curriculum program for the allocated Phase which takes account of the educational and social needs of pupils in the context of a primary school in line with the expectations set out by the Lion Academy Trust.
- To fully implement the Lion Academy Trust policies and processes including the Reading, Writing, Phonics, Maths, Topic, Assessment and LAT pedagogy across the Phase.
- Fully implementing the LAT non-negotiable operational expectations across the school and Phase
- Monitor, challenge and improve the effectiveness of curriculum planning and delivery within the phase to ensure rapid, sustained and improved pupil achievement.
- Ensure that the forensic use of assessment data and SPTO precisely track children's progress and ensure planning is precise and targeted to need.
- Deliver, in conjunction with other Leaders, a successful system of pastoral welfare for pupils in the school with particular responsibility for the upper phase in line with the Lion Academy Trust expectations.
- Deliver, monitor and challenge in conjunction with other lead professionals, senior leaders and teachers the provision and intervention in place for underachieving children, vulnerable children, EAL and SEN children to ensure they make rapid and sustained progress in line with national expectations.
- Maintain, challenge and ensure high standards of behavior and discipline across the school with particular responsibility for the upper phase in line with the Lion Academy Trust expectations and ethos.
- Develop and maintain effective lines of communication/service throughout the school and between staff, governors, parents and the wider community.
- Maintain and continue to develop the ethos of the school in line with the Lion Academy Trust Expectations.
- Contribute to the strategic development of the school as part of the middle leadership team. This includes monitoring and evaluating of practice and provision as part of the Lion Academy Trust self-evaluation process and the development of the school improvement plan.
- Contributing to the general day to day management of the school and Phase by having an overview of the school, being aware of the issues and concerns and ensuring that appropriate action is undertaken. This includes all operational management of the Phase.
- Keeping abreast of educational developments through your own professional training.
- Supporting the Head of School and Deputy Head in trying to ensure that change is implemented effectively and smoothly.
- Promoting and supporting decisions/policies agreed by the senior leadership team and the Lion Academy Trust.
- Helping to maintain outstanding behaviour around the school at all times and specifically carrying out one dinner time duty per week.
- Carrying out appraisal of staff as part of the Lion Academy Trust Appraisal Policy.
- Ensure the school, Phase provides a high quality stimulating learning environment for all children as outline in line with the Lion Academy Trust expectations.
- Conducting regular assemblies within the Phase and wider school if necessary.
- There is an expectation that the Phase Leader of Schools sit on and contribute to the Senior Leadership Team undertake a lunch duties and attend an early morning information briefing daily.
- Carry out any other additional duties deemed necessary directed by the Head of School.

Planning:

- Lead teachers and other staff in the full implementation and delivery of the LAT teaching and learning strategies which meets the needs of all groups of pupils.
- Attend and contribute to strategy meetings to support and implement the School Improvement Plan, in accordance with school strategy and direction.
- Liaise with the Assistant Head of Phase 3/4 and Inclusion Team in planning and monitoring intervention and targeted support for identified underachieving groups and ensuring that their provision is accurately and precisely targeted at needs across the phase. Monitor regularly across the phase, the programs of intervention to ensure they provide rapid and sustained progress for all individual pupils.
- Ensure through the monitoring of planning, preparation and assessment sessions in specific year groups ensures that learning and provision is precisely planned for and evaluated so that that all pupils specific needs are catered for.

Staff development and support:

- To provide leadership and support for colleagues with a specific focus on leading learning in your Phase delivering the Lion Academy Trust Teaching and Learning Strategies, process and policies.
- This will include:
- Monitoring the implementation, planning and delivery of the LAT strategies and pedagogy across the Phase and including supporting staff in the development of medium term plans;
- Ensuring that teachers assess accurately and use this data in combination with Arbor to forensically target and adapt teaching and learning to cater precisely for the needs of children.
- Monitoring and setting expectations for teachers in leading and organising weekly planning meetings that meet the LAT PPA expectations. Ensuring teachers are supported and challenged with short term planning ensuring explicit learning focus for all children's needs;
- Organising and delivering training, as needed, to groups of school staff;
- supporting, monitoring and leading staff in the use of assessment information and processes to inform teaching and learning;
- Provide a model of minimum outstanding teaching and learning
- Providing in-class support to staff, through demonstrating high quality lessons, team teaching, observation and feedback.
- Undertake high quality pupil progress meetings with teachers to challenge and support targeted learning for all individual pupils needs.
- Undertaking personal and professional development in order to maintain an up-to-date knowledge of educational initiatives, technologies and pedagogy, in order to advise appropriately on future strategies and requirements;
- Conduct appraisal meetings with teachers and set professional development and high quality pupil progress targets ensuring underperformance of children and the teachers.
- own practice improves ensuring a minimum standard of good. Monitor, guide, support and challenge a teacher's progress towards those targets.
- Mentor ECT's by implementing a program of specific support and evaluate progress towards specific identified targets ensuring that their teaching and learning is minimum good.

Monitoring and review:

- Maintain consistently high standards of teaching and learning through the effective monitoring and evaluation of the phase's' planning, delivery of the curriculum/LAT strategy through lesson observations, learning walks, work scrutinies and pupil interviews;
- Use the LAT Perspective Tool to undertake all monitoring and evaluation and use this to challenge and support teachers in improving their teaching and learning /provision
- Ensure identified areas of inconsistency are tackled through support in the form of guidance, INSET, year meetings, exemplification, modelling of learning or challenge ensuring the LAT benchmarks are used as reference points for minimum expectation.
- This includes follow up and review against identified progress and expected time scales.

- Maintain high standards of attainment and achievement through the effective monitoring of pupil progress in a Phase. Lead pupil progress meetings with teachers, year group leaders, lead professional dialogue, maintain minimum expectations and ensure actions are being taken to ensure rapid progress or sustained progress of children where needed;
- Monitor assessment and recording procedures, ensuring that year leaders undertake agreed procedures in line with school strategies and this is impacting directly on children's; learning and progress;
- Maintain records of non-contact and actions taken (in line with agreed priorities) to report the impact to the Leadership team on the quality of teaching, standards and actions taken to address areas for development in each phase/phase with clear milestones.

Day-to-day management:

- Ensuring the Phase has access to appropriate resources (practical and human) to deliver lessons effectively and that resources are appropriately deployed;
- Ensure the ethos and expectations of Lion Academy Trust and Learning Strategy are delivered in each specific Phase in reference to environment, behaviour and attitudes that exemplifies our high expectations on our staff and children.
- Take responsibility for addressing and reporting Safeguarding and Health and Safety issues as they arise in school in line with school policy. To raise awareness of Health and Safety issues amongst staff and ensure compliance;
- Maintain and lead on ensuring high standards of pupils' behaviour and discipline, within the framework of the school policy and support and challenge other staff as necessary
- so as to facilitate high quality learning and a safe environment for all children;
- Ensure that new teachers or staff members covering classes in your phase are familiar with lesson plans, expectations and Phase procedures in order to be able to carry out their responsibilities effectively.
- To be the lead member of staff for all educational visits and experiences, including trips and to ensure that these meet the statutory and best practice requirements, as well as the health and safety guidelines.

External liaison:

- Liaise with relevant external agencies as appropriate, such as external advisory staff or consultants and/or other schools on specific teaching and learning issues relevant to the Phase, its pupils and staff.
- Liaise effectively within the LAT framework with parents/stakeholders to ensure excellent relationships between home and school in order to improve pupil's learning and behaviour. This includes being proactive in solving issues and reflecting a high stakeholder service to ensure that the relationships with parents and stakeholders impact positively on all pupils' outcomes.

This Job description is representative only. Other reasonable duties may be allocated from time to time commensurate with the general character of this post and its grading. There will be an annual review of the roles and responsibilities of members of The Lion Academy Trust. This may result in changes to designated roles and responsibilities in line with the emerging priorities of The Lion Academy Trust.

Person Specification

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

Essential: Requirements without which the job could not be done.

Desirable: Requirements that would enable the candidate to perform the job well.

Evidence: A = Application Form, I = Interview, R = Reference.

Qualifications, Experience and Professional Development	Essential	Desirable	Evidence
Qualified Teacher Status	☒	☐	A
Honours Degree or equivalent qualification	☒	☐	A
Evidence of Continuing Professional Development	☒	☐	A
Postgraduate Degree	☐	☒	A
Experience			
Evidence of recent successful teaching experience (minimum 3 years)	☒	☐	A/I/R
Evidence of a management role in Primary Schools	☐	☒	A/I/R
Evidence of successful subject area leadership and management, which will probably include experience of management of staff, classroom organisation, budgets and administration in a primary school	☒	☐	A/I
Experience of monitoring and evaluating curriculum delivery and Teaching and Learning	☒	☐	A/I
Experience of School Improvement Planning for pupil progress and monitoring the impact of action plans and interventions	☒	☐	A/I
A proven success in a leadership/management role, including the ability to lead, motivate and support a staff team	☒	☐	A/I
Evidence of a sound understanding of a range of teaching styles and approaches	☒	☐	A/I
Evidence of working in a multi-cultural and diverse school environment with a high percentage of EAL learners	☐	☒	A/I
Professional Knowledge and Understanding			
Awareness and understanding of current educational trends and issues, including national policies, Inclusions, priorities and legislation	☒	☐	A/I
Target setting; pupil tracking; benchmarking and other method of analysing both pupil attainment and achievements	☒	☐	A/I
Implications of equal opportunities and inclusion issues	☒	☐	A/I
Strategies for improving the quality of learning and teaching, including promoting excellence and challenging poor performance	☒	☐	A/I

Strategies for school improvement and raising standards of achievement	☒	☐	A/I
Understanding of appropriate strategies for managing pupils' behaviour	☒	☐	A/I
ICT and its effective use as a management tool as well as across the curriculum to enhance teaching and learning	☒	☐	A/I
Personal Skills and Attributes			
A highly motivated, energetic and enthusiastic team leader who is approachable and promotes positive relationships	☒	☐	A/I/R
A proven track record as an outstanding, creative teacher who motivates children	☒	☐	A/I/R
Able to relate well to children and share their interests and enthusiasms	☒	☐	A/I/R
Effective administrative and organisational skills	☒	☐	A/I/R
Ability to communicate orally and in writing to a wide range of audiences	☒	☐	A/I
Ability to manage effectively pupil discipline and have a commitment to a high level of pastoral care	☒	☐	A/I
Working knowledge of ICT for teaching and administrative purposes	☒	☐	A/I
Ability to cope with the pressures of a demanding management position	☒	☐	A/I/R
Other			
Commitment to providing an effective learning environment appropriate to the need and abilities of all pupils	☒	☐	A/I
Commitment to the development and maintenance of positive partnerships between the school, parents and the community	☒	☐	A/I

How to Apply

The closing date for applications is **Friday 29th September 2023** at 17:00pm with interviews held week commencing **Monday 2nd October 2023**.

Application forms must be completed in full and applicants should directly address the skills and experience outlined in the person specification. Application packs can be requested from Kerry Ridge, Operations Manager via email to kerry@lionacademytrust.net

Completed applications to be submitted by Friday 29th September to Kerry Ridge, via the email address above.

For more information about this position or to have a confidential discussion about the role please contact Martin Hunter, Deputy Head of School via the school email address:
school@olympicprimaryacademy.net

Details about the school can be found at: <https://www.olympicprimary.net/>

The successful candidate will require two positive references from current and previous employers. The position is subject to an enhanced DBS and medical checks.

The Lion Academy Trust is an equal opportunities employer and is committed to safeguarding and protecting the welfare of children.

