

# Assistant Headteacher Shiphay Learning Academy Recruitment Pack



## Shiphay Learning Academy

Investing in Excellence

### Contents

Introduction from Head of School	Page 1
Job Description	Page 2
Person Specification	Page 7
Useful Information and Recruitment Timescale	Page 9
About Shiphay Learning Academy	Page 10

# Assistant Headteacher Shiphay Learning Academy Recruitment Pack

## Letter from the Head of School

Dear Applicant,

Thank you for your interest in the role of Assistant Headteacher at Shiphay Learning Academy, part of the Riviera Education Trust. We are looking for a Senior Leader to start in September 2023: an expert teacher with a passion for teaching and learning; a team player who can manage a group of adults and lead by example; a leader with a proven track record in the classroom and in leadership; a leader who can bring best practice to life in our setting; a leader who can manage the implementation of change to provide the best for our Shiphay children.

Shiphay Learning Academy is a happy and healthy place to learn. We are very much a 'family' school; we cultivate and nurture our Core Values of Respecting, Contribution, Creativeness and Aspiration in all our activities and relationships for all our children and staff. We set high standards in everything we do and strongly believe in the importance of the core skills of Reading, Writing and Mathematics.

At Shiphay, we believe that Primary school education is an experience that all children should enjoy to the full. Achieving academic excellence is a goal for every child at Shiphay, but we also strive to reveal and harness the personal talents and interests of every pupil and provide access to a broad and varied curriculum that is designed to engage pupils and promote a love of learning. The use of technology and the Arts are particular strengths of our school, as is the wide range of extra-curricular clubs and opportunities we offer.

We work collaboratively with schools across the South West to ensure that children at Shiphay – and our schools within Riviera Education Trust - get the very best education available; this is reflected in our consistently high standards of attainment in academic subjects.

I look forward to hearing from you and hope that you will be excited at the opportunity to be part of our team and make a difference for our children, today and in the future. School visits are strongly encouraged.

Your sincerely,



Kate Lee  
Head of School

# Assistant Headteacher Shiphay Learning Academy Recruitment Pack

## Assistant Headteacher - Job Description



<b>JOB TITLE:</b>	Assistant Headteacher
<b>RESPONSIBLE TO:</b>	Head of School
<b>LOCATION:</b>	Based at Shiphay Learning Academy, Torquay
<b>GRADE:</b>	L5 – L9
<b>SALARY:</b>	£48,895 - £53,973
<b>NOR:</b>	Up to 470 pupils

### Key tasks of this post include:

- Teaching a class (0.8)
- Being an expert in teaching and learning
- Developing a strategic overview for the team that you lead
- Leading the team of adults within the school team that you lead
- Identifying strengths within classroom practice and areas for further development
- Managing assessment and data processes in the team that you lead
- Leadership of a subject area
- Leadership of an area on the School Development Plan
- Wider school role as part of the Senior Leadership Team

# Assistant Headteacher Shiphay Learning Academy Recruitment Pack

## **Professional Values**

- Willingness to participate in Performance Management and Professional Development, including attendance at relevant staff development (internally and externally) and apply the knowledge
- Commitment to adopt, adhere and work within Trust policies and procedures and help identify, minimise and eliminate any Health and Safety issues in the workplace
- Value diversity and promote equal opportunities
- Ensure that all information in relation to the Trust is treated with discretion and strict confidentiality at all times
- Demonstrate a high level of courtesy and care at all times
- Commitment to the Safeguarding and welfare of children at all times
- Recognises the value and benefits of team working

## **General**

- Support the ethos, aims and vision of the Trust.
- Support the Trust in its drive to raise standards for all pupils.
- Support the enhancement and operation of the learning environment of the Trust

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

# Assistant Headteacher Shiphay Learning Academy Recruitment Pack

## Person Specification

TRAINING AND QUALIFICATIONS	Essential/ Desirable	Evidence  (Application, Interview, Reference)
Qualified teacher status	E	A
Degree	E	A
Higher degree/professional qualification	D	A
Recent participant in a range of relevant training	E	A
Commitment to wider reading and research	E	A
Recent coaching training, experience or qualification	D	A
<b>TEACHING AND LEADERSHIP EXPERIENCE</b>		
Experience of teaching in KS2	E	A
Experience of leading a team	E	A
Worked in more than one school	D	A
Leading and managing a curriculum area	E	A/I
<b>PROFESSIONAL SKILLS, KNOWLEDGE AND UNDERSTANDING</b>		
Excellent, recent classroom practice	E	A/I
Reflective practitioner	E	A/I
Knowledge of curriculum, statutory frameworks and assessment	E	A/I
Effective use of ICT in teaching and learning	E	A/I
Managing staff and the capacity to hold others to account	E	A/I
Committed to inclusive education	E	A/I
Committed to partnership working	E	A/I
<b>PERSONAL SKILLS, KNOWLEDGE AND UNDERSTANDING</b>		
Effective communication skills with a range of stakeholders	E	A/I
Professionalism and self-management	E	A/I
Emotional intelligence	E	A/I
Adaptability to changing circumstances and new ideas	E	A/I
Self-motivated	E	A/I
Integrity	E	A/I
Creative and strategic thinker	E	A/I
Reliability	E	A/I
Self-confidence	E	A/I
Resilience	E	A/I
Motivating and encouraging	E	A/I

# Assistant Headteacher Shiphay Learning Academy Recruitment Pack

## Useful Information and Recruitment Timescale

We hope that the information in this pack provides all the information that you require to consider your application for this position.

If you have any questions or matters that you would like to discuss informally regarding the post please arrange an appointment (telephone, virtual or face to face) to meet with Kate Lee (Head of School), via Chantal Bailey (school administrator) [shiphayadmin@rivieraet.co.uk](mailto:shiphayadmin@rivieraet.co.uk)

Visits to the school are strongly encouraged.

Please note that we require our application form to be completed and will not consider CV applications. This is in line with our safer recruitment procedures.

**Closing Date:** 17<sup>th</sup> April 2023 @ 9.00am

**Interviews:** W/C 24<sup>th</sup> April 2023

**Start Date:** 1st September 2023

**Shortlisting:** Shortlisting will be based upon the information you provide in your application and we will be looking for evidence of how you demonstrate the skills outlined in the person specification.

If you have not been invited for an interview by Wednesday 19<sup>th</sup> April, your application has not been successful. Unfortunately, due to the high number of applications we receive for posts in our trust, we are not always able to contact unsuccessful applicants individually.

# Assistant Headteacher Shiphay Learning Academy Recruitment Pack

## About Shiphay Learning Academy



Shiphay Learning Academy is an oversubscribed 2 form-entry primary school and nursery serving approximately 470 children and their families. Situated in Shiphay, Torquay, in the heart of the English Riviera, the school is very much part of the local community.

Our school values are at the core of everything we do. They underpin our teaching and learning, and provide an environment which prepares our pupils as confident, happy citizens. Our aspiration for Shiphay Learning Academy is to enable all children to reach out to their full potential in a safe, welcoming and happy environment.

We strive to serve our community and create responsible citizens, who are independent and confident lifelong learners, equipped to meet the challenges of a changing future. We aim for this to be achieved within an inclusive and respecting environment that values every individual, encourages creativeness and celebrates the diversity of our community.

The fundamental principles that guide everything we do are our Core Values and also our unwavering belief in Growth Mindset, the belief that everyone can achieve if they believe in themselves.

Our curriculum and aspiration are built upon the strong foundation of our Core Values – Respecting, Aspiration, Creativeness and Contribution – and these are the fundamental principles that guide our day-to-day practice.

Our Core Values drive every aspect of our organisation and all staff are expected to be committed to and sign up to the values. For the values to impact on our community, we have to all intrinsically believe in them, live them and breathe them. This enables our Core Values to be evident in everything we do.

# Assistant Headteacher Shiphay Learning Academy Recruitment Pack

## Aims of the Academy:

The staff, governors and parents of Shiphay Learning Academy worked together to provide this set of shared aims, articulated as our Learning Values which supports the ethos of the school. These are:

- Creating a positive learning culture for all, including respect for the learning of others. A Growth Mindset culture where children want to succeed, yet it is safe to fail and mistakes are seen as a part of this positive process.
- Seeing children as active participants and partners in their learning by involving them in understanding the learning process and assessing their own performance.
- Providing a climate where children are in a state of relaxed alertness; where high challenge and low stress make children engage in their learning.
- Building on existing learning to make links to future learning, in a stimulating, challenging and safe learning environment.
- Developing a lust for learning in both children and adults through a vivid, real, creative and relevant curriculum, delivered with appropriate pace, that caters for all types of learners.
- Being inclusive, with high expectations, where everyone can grasp the opportunity to shine.
- Celebrating success and making provision for everyone to develop potential.
- Developing a range of learning and personal skills that will serve pupils well, throughout their time in education and beyond, and into the world outside to make them citizens with a positive contribution to make.