

## Assistant Headteacher (KS2)

**St Luke's CE Junior School**

**Permanent, full-time**

**Salary: L4-8 (£50,807-£56,082)**

**Starting September 2024**

St Luke's is a nurturing and inclusive school, strongly influenced by its caring Christian church foundation. Its core values of love, courage and hope, reflecting its status as a church school, permeate all aspects of school life: 'The values are exceptionally well known by pupils and parents. They play a significant role in the normal working day.' (SIAMS, October 2023).

St. Luke's operates across two sites (infant and junior), located within a short walking distance of each other and in an attractive residential area of Bournemouth. This brings unique interest and opportunity to the school: the school enjoys impressive resource and facilities across both sites and ensures that the school community is strong and united. St. Luke's is a positive and proactive member of the CLP family, contributing to the trust's wider work with enthusiasm and professional generosity as well as benefitting from the support and encouragement that are central to CLP's way of working.

This delightful school is seeking an inspirational leader to join the SLT in the new role of Assistant Headteacher. Primarily based at the junior site, you will lead confidently and positively, enabling the school to be the very best it can be whilst embracing and nurturing those Christian values. Parents and pupils are proud of their school and want the very best for it; staff bring talent and commitment and are ready to offer enthusiastic support of their new senior leaders.

There are eleven other primary schools within the Partnership so the Assistant Headteacher at St. Luke's will immediately join a professional network which is part of the wider CLP leadership community. St. Luke's also has the advantage of being just 10 minutes' drive away from CLP's central offices and training suite; support, guidance and encouragement are literally just down the road!

CLP is a single family of twenty schools across two Local Authority areas: Dorset Council and Bournemouth, Christchurch & Poole Council. The two furthestmost points of CLP are Boscombe and Swanage. There are about 5,400 pupils overall who are supported by around 900 committed staff. CLP is an established MAT, enjoying a growing reputation as a group which greatly values the individuality of its schools and the character, professionalism and creativity of its staff. Schools within CLP do not seek to be the same as each other. Rather, they benefit from each other's experience and expertise so that they get stronger together. CLP schools work to strengthen the opportunities available to staff and children and to operate within a climate of collaboration and service to one another. CLP strives to be both an educator and employer of choice, with families and staff who are proud of their school and the wider family of which they are part.

We welcome applications from those seeking to progress their leadership career.

Our new Assistant Headteacher will:

- Bring positive and purposeful energy to inspire our school in a warm and caring manner;
- Be passionate about providing a rich, vibrant and positive educational experience, offering success and opportunity to every child;
- Be committed to an inclusive school culture;

- Understand that positive relationships are central to an effective culture and have experience of engaging, leading and motivating a team;
- Be dedicated to promoting welfare, learning and emotional well-being of pupils and staff.
- Have experience and a keen interest in two or more leadership areas e.g. assessment, wider curriculum, SIAMS, teaching and learning, core subjects, etc.

You will be part of a very supportive team, both within the school and more widely within the Partnership. You will be encouraged to develop both personally and professionally and can expect to derive a great deal of job satisfaction from a demanding but privileged role.

In return for your high performance and commitment we can offer a development programme specific to your own needs and career objectives, supported in school and by our central school improvement team.

Informal visits to the school are warmly encouraged. You are also encouraged to contact the interim Headteacher, Nigel Helm, who would be delighted to speak with you about the school. To arrange a convenient time for catch up, or a visit to the school, please contact the office on **01202 514396**. Please visit the school [website](#) for further information about the school.

**Internal Applications (current CLP employees only):** Please send the following to [recruitment@coastalpartnership.co.uk](mailto:recruitment@coastalpartnership.co.uk) by the closing date:

- An expression of interest detailing your suitability for the role, addressed to Nigel Helm, Headteacher
- An up-to-date CV
- Contact details for two referees which can be internal or external.

**External Applications:** Please apply via the BCP website or by sending a completed application form to: [recruitment@coastalpartnership.co.uk](mailto:recruitment@coastalpartnership.co.uk). To comply with our statutory safer recruitment practices and obligations, we are unable to shortlist incomplete applications. Please ensure you include a full employment and education history, details of two referees and explain any gaps in employment. **CVs will not be accepted.**

**Closing Date:** Midday: Monday 13<sup>th</sup> May

**Interviews:** Week commencing Monday 20<sup>th</sup> May

*Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.*

*The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.*

CLP is committed to creating a diverse environment and is proud to be an equal opportunity employer. All applicants who meet the person specification will receive equal consideration for employment. We value the fact that our schools are very different, as are our colleagues within them. Our culture is one in which colleagues serve and inspire each other in the spirit of professional generosity; colleagues are empowered to be themselves and to be their best. At CLP, everyone is welcome and encouraged to achieve and be heard.

Coastal Learning Partnership offers its employees a range of benefits, including:

### Financial

#### Competitive Salary

Recognising Continuous Service from other relevant employments

Higher than average Pension Contributions via our Occupational Pension Schemes

Holiday pay, increasing with service

Occupational Maternity and Paternity pay

### CPD and Training

Excellent networking and training and development opportunities for all staff, from courses and qualifications to effective appraisal and internal transfer and promotional opportunities

### Medical and Wellbeing Support

Free and confidential counselling, physiotherapy, weight management support, menopause help, personal training, GP referral service and some private surgical procedures

### Employee discount schemes

Discounted BH Active Membership

Discount schemes offering a range of high street, restaurant, holiday, finance and other benefits

Cycle and Tech Schemes offering discounted equipment via payroll

Free Eye Tests for VDU



**Job Description: Assistant Headteacher**

Start Date:	1 <sup>st</sup> September 2024
Responsible to:	Headteacher
Location:	St Luke's CE Primary School
Salary:	L4-L8
Hours of work:	Full Time
Disclosure Level:	Enhanced Disclosure & Barring Service Check with child barred list check

**Main Purpose**

- To support the Headteacher in communicating the school's vision compellingly and supporting the Headteacher's strategic leadership;
- To contribute to ongoing self-evaluation and school improvement, supporting the raising of standards;
- Formulating the aims and objectives of the school;
- Establishing policies for achieving these aims and objectives;
- Monitoring progress towards the achievement of the school's aims and objectives.
- They may also be required to undertake any of the duties delegated from the Headteacher.

**Safeguarding**

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*The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, Enhanced DBS check and satisfactory references.*

**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;
- Serve in the best interests of the school's pupils;
- Be able to support colleagues to provide the best education for the children of the school.

**Professional responsibilities and duties****Supporting School Improvement**

Under the direction of the Headteacher, the Assistant Headteacher will:

- Support the Headteacher in the production of the School Improvement Plan;
- Take a lead on the implementation of some priorities within the School Improvement Plan, according to need;
- Contribute to the school's self-evaluation process, including devising and monitoring action plans and other policy development.



### **Leading Teaching, Learning and Curriculum**

Under the direction of the Headteacher, the Assistant Headteacher will:

- Undertake research and keep up to date with developments in education to ensure quality first teaching remains a priority but is ever evolving, innovative and leads to strong outcomes;
- Taking an active and positive role in the development of curriculum attainment and progress within the school as a member of the leadership team;
- Opportunity to lead on a specific area of the curriculum and/or school improvement across the school;
- Establish and sustain high-quality teaching across subjects and phases, based on evidence;
- To model excellence in the classroom and be willing to mentor and coach colleagues;
- Line manage and monitor the role of subject and phase leaders and provide on-going subject development and support including access to professional networks and communities;
- Oversee the quality of teaching and learning across the key stage, in line with school policy. This may include lesson observations, monitoring of planning and scrutiny of children's work;
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum;
- Work successfully with other schools within Coastal Learning Partnership as well as other organisations;
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils;
- Use social media as a tool for promoting educational outcomes; achievement and school performance.
- Promote a culture and practices that enables all pupils to access the curriculum.

### **Performance Management**

Under the direction of the Headteacher, the Assistant Headteacher will:

- Performance manage middle leaders, including carrying out appraisals and holding staff to account regarding their performance;
- Engage fully and positively with own appraisal process;
- Provide coaching and mentoring for colleagues in school to support the ongoing professional development of all staff;
- Help with the provision of training and support for all staff as required;
- Support the Headteacher and Local Governing Body in the selection and appointment of teaching and support staff.

### **Standards and Quality Assurance**

Under the direction of the Headteacher, the Assistant Headteacher will:

- Support the aims and ethos of the school;
- Attend and participate in open/parent evenings;
- Secure high standards of behaviour modelled on Christian values, and create an inclusive Christian ethos which recognises differences and respects cultural diversity;
- To lead relevant Inset and staff training as directed;
- Participate in Continuing Professional Development;
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties;
- Develop links with Governors, Diocese, LAs and neighbouring schools.

**Pupil Voice and Pupil Wellbeing**

Under the direction of the Headteacher, the Assistant Headteacher will:

- Establish and implement whole-school systems for pupil wellbeing;
- Conduct pupil voice surveys to ensure they feel happy and safe in school, championing the importance of pupil voice to other members of the senior leadership team;
- Provide staff with training and support so they can play a part in enhancing pupils' personal development.

**Safeguarding**

- Undertake the role of Deputy Designated Senior Lead for Safeguarding and Child Protection;
- Promote and safeguard the welfare of children and young people within the school;
- Be familiar with and strictly follow the school's Child Protection procedures and policies.

**Collective Worship**

- Lead collective worship on a regular basis.

*Whilst every effort has been made to explain the main duties and responsibilities of the Assistant Headteacher role, each individual task will not be identified. It is expected that all colleagues will endeavour to deliver any tasks identified as reasonable by their Headteacher.*

## Person Specification      Assistant Headteacher

Criteria	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Evidence of, and commitment to, continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Child Protection Training Level 3</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• Proven success as an outstanding primary school teacher.</li> <li>• Experience of leading the professional development of staff within the context of school improvement.</li> <li>• Experience in areas of school improvement and OFSTED</li> <li>• Experience of supporting children's wellbeing and enabling them to be ready to learn</li> </ul>	<ul style="list-style-type: none"> <li>• Experience teaching and/or leading in Key Stage 2</li> <li>• Experience of personnel management</li> <li>• Significant experience in subject leadership and senior management.</li> <li>• Experience of managing substantial change across a subject area or whole school.</li> <li>• Evidence of recent training in whole school leadership and management.</li> </ul>
Practical Skills:	<ul style="list-style-type: none"> <li>• Ability to identify clear priorities and plan carefully to achieve objectives.</li> <li>• Experience of delegating, supporting and monitoring the work of others.</li> <li>• Confidence to make difficult decisions for the good of the school and the ability to manage the outcome strategically.</li> <li>• Knowledge of recent national strategies and the ability to implement them within the school context.</li> <li>• Good oral and written communication skills.</li> <li>• Good ICT skills.</li> <li>• Commitment to inclusion and parent/carers engagement.</li> <li>• Ability and knowledge to promote pastoral systems and safeguard the welfare of staff and pupils at the school.</li> <li>• Good organisational skills – able to prioritise workload to ensure deadlines are met.</li> </ul>	<ul style="list-style-type: none"> <li>• A thorough and excellent understanding of Teacher Appraisal.</li> <li>• Ability to use and manage data effectively towards outstanding school performance.</li> </ul>

Personal Qualities and Attributes	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills (pupils, staff, parents/carers).</li> <li>• Ability to enthuse and motivate colleagues.</li> <li>• Ability to work collaboratively.</li> <li>• Ability to communicate clearly and work effectively with all stakeholders.</li> <li>• Ability to work on own initiative, make decisions and solve problems.</li> <li>• Highly effective presentation and training delivery skills.</li> <li>• Ability to lead by example.</li> <li>• Ability to work effectively in partnership with the Headteacher and senior leadership team.</li> <li>• A good understanding of effective strategies for gaining and maintaining high standards of behaviour at whole school level.</li> <li>• Reliability and integrity shown in all areas of working.</li> <li>• Flexible, listens and is prepared to seek advice and support.</li> <li>• “Can do” / “no excuses” approach.</li> <li>• Ability to form and maintain excellent relationships with children which enhance their learning and emotional wellbeing.</li> <li>• Ability to work under pressure and prioritise effectively.</li> <li>• Commitment to maintaining confidentiality at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Experience leading and managing teams to raise standards.</li> </ul>
Other Factors	<ul style="list-style-type: none"> <li>• Commitment to Equal Opportunities</li> <li>• Enhanced DBS Check</li> </ul>	

The post holder may be required to travel to other local sites, including other CLP schools.