



Wonder
Learning Partnership
Educate | Empower | Engage | Enrich

Stamford Bridge Primary School

Assistant Headteacher

Required for September 2024

Permanent – Full Time



Job Description & Person Specification

Assistant Headteacher

Responsible to:	Headteacher
Salary	Leadership Scale Range 1-4
Hours of work:	Full time

This is a senior post within the school's staffing structure, which carries with it membership of the Senior Leadership Team. This post holder is accountable to the Headteacher. As a member of the SLT, you will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations from the Headteacher.

We are looking for someone to support the Headteacher's overall leadership, development and management of the teaching and learning of all pupils; to have a class teacher responsibility, to take a leading role in the monitoring and evaluation of standards across the whole school, lead a core subject and to be a leading professional actively promoting effective teaching and learning practices across the school. The post will require you to work in partnership with the Headteacher, governors and staff to ensure the continuous improvement of the school. You would also have the opportunity to benefit from the development offered as part of the Wonder Learning Partnership.

The post holder is also expected to interact with and lead colleagues on a professional level in order to promote a mutual understanding of the schools vision and values.

Please read our candidate information pack to gain more insight about working in Stamford Bridge Primary School.



Main expectations of the role:

Shaping the future:

- Support the Headteacher and governors in promoting and developing a vision for the future of the school; demonstrating inspirational leadership and creativity;
- Play a significant role in the school improvement planning process, taking account of the agreed priorities of the school and reflecting specifically on personal areas of responsibility;
- Contribute to the self evaluation of the school;
- Develop the next generation of leaders through subject leadership support;
- Ensure effective systems and provisions are utilised to support vulnerable learners;
 - Exemplify the application of agreed policies, priorities and expectations, so as to set a good example to other colleagues.

Leading teaching and learning:

- Maintain a high profile as an example of best and leading practice within the classroom and foster the high expectations to which the school aspires;
- To lead, develop and monitor whole school assessment in conjunction with the Headteacher;
- With the Headteacher, lead the process involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations, learning environment checks, book monitoring and data analysis to ensure consistency and quality;
- Share responsibility for the analysis of key school performance data, to ensure priorities are appropriate and improvement in standards is promoted;
- Coach and develop staff to maximise impact on effective teaching and learning;
- Support the target setting process; including statutory procedures and targets for individuals and groups throughout the school;
- Implement strategies to promote high standards of behaviour;
- Take a leading role in development of quality and manageable assessment practice throughout the school;
- Lead development of a core subject throughout the school to ensure high quality teaching which support high standards.

Developing self and working with others

- Make a distinctive contribution to the wider school team and continued development of Stamford Bridge Primary School;



- Work to ensure the highest priority is given to safeguarding and promoting the welfare of children in the school including taking on the role of the DSL for the school;
- Support the induction of staff new to the school; · Set high expectations for your own performance and that of others;
- Line manage support staff with support and challenge within the appraisal system;
 - Lead, manage and organise meetings as appropriate in support of the school's aims;
- Engage in relevant professional development activity as necessary

Securing accountability

- Work alongside the Headteacher to secure improvement through the appraisal system;
- Take responsibility for the performance management of identified staff;
- Support staff in understanding their own accountability, and develop approaches to its review and evaluation.
- Contribute to the reporting of the performance of the school to parents, carers, governors and other key partners as necessary.

The Trust operates a safe recruitment process and appointment to the post will be subject to suitable references, online checks and an enhanced Disclosure and Barring Service check. The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.



Person Specification		
	Essential	Desirable
Qualifications		
Qualified Teacher Status. Degree.	X	
Professional development in preparation for a leadership role		X
Experience		
Leadership and management experience in a school	X	
Teaching experience preferably across Key Stage 1 and 2	X	
Involvement in school self-evaluation and development planning		X
Line management experience		X
Demonstrable experience of successful line management and staff development		X
Skills and Knowledge		
Understanding of high-quality teaching, and the ability to model this for others and support others to improve	X	
Understanding of school finances		X
Effective communication and interpersonal skills	X	
Ability to communicate a vision and inspire others	X	
Ability to build effective working relationships	X	
Classroom Management		
Insistence on high standards and expectations of children	X	
Well-organised and managed classroom where children are independent learners	X	
A creative and exciting learning environment, where children's work is well-displayed	X	
Work planned to a high standard and regular assessment of children's achievements carried out	X	
An understanding of differentiation in learning activities	X	
Experience of effectively planning for other adults in the classroom	X	

Personal Qualities & Values		
Commitment to the Trust's ethos and values	X	
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	X	
Ability to work under pressure and prioritise effectively	X	
Commitment to maintaining confidentiality at all times		X
Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.	X	

Note – This job description & person specification is not necessarily a comprehensive definition of the post. It will be during the first year and will be subject to modification and amendment after consultation with the post-holder.

How to apply

If you would like to apply for this vacancy, please download a Teaching Staff application form from the trust website <https://wlp.education/working-at-wonder/jobs/>

For any enquiries or to arrange a visit, please email our friendly office team, office@stamfordbridgeschool.co.uk

Completed application forms should be emailed to office@stamfordbridgeschool.co.uk

Closing Date: 9am, Tuesday 30th April 2024
Interviews to take place week commencing 6th May 2024

The trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS disclosure is required for all posts.

