Applicants’ Welcome Pack



Summerlea Community Primary School

Assistant Headteacher

Application Pack

for September 2021

**Summerlea Community Primary School**

**Application Pack**



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**WEST SUSSEX COUNTY COUNCIL**

**SUMMERLEA C.P. SCHOOL**

**windsor Drive, Rustington,**

**West sussex, bn16 3sw**

**Headteacher: mrs h. morris**

**tEL. 01903 856783 - fAX 01903 856784**

**e-mail:** **office@summerleaschool.co.uk**

***'Growing thoughtful learners and independent thinkers'***

May 2021

Dear applicant

Thank you for showing an interest in working at Summerlea School.

We are very proud of our children, parents, staff and governors and I am sure that once you have found out more about us you will want to join our team.

We are in need of a full-time Assistant Headteacher to join our team from 1st September 2021. This is a new role and would suit an aspiring senior leader ready for the next step in their leadership journey.

You will work closely with the Senior Leadership Team who will nurture and support your leadership development.

We underwent our most recent Ofsted inspection in February 2019 and received an overall judgement of ‘requires improvement’. The quality of teaching, learning and assessment, personal development, behaviour and welfare, and Early Years provision were recognised as being strengths of our school and all received a ‘good’ judgement.

We are on an exciting journey of school improvement and I am sure that if you visit us and our website you will want to be part of our school. Tours of the school, with a member of the leadership team, can be arranged by contacting us.

I look forward to hearing from you.

Yours faithfully

Helen Morris



**Job Title:** Assistant Headteacher

**Accountable to:** Headteacher and Governors

**Leadership scale:** L1 to L7

**Salary:** £42,195 to £49,019

**This is a full time, permanent post.**

**Purpose of Role:** To lead Key stage 2 and work with the Headteacher and Deputy Headteacher in all aspects of leadership and management, including taking a strategic lead on behaviour, co-leading assessment and developing mastery maths practice throughout the school.

Summerlea School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and this post is subject to DBS and pre-employment checks.

West Sussex County Council meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. Please note, because of the nature of this job, if you are successful in your application you will be subject to an Enhanced Disclosure and Barring Service check. This will be done by means of applying for an “Enhanced Disclosure”. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

Relevant criminal convictions and other associated information will be discussed at the interview in order to assess job-related risks. This information would only be used to assess suitability for employment in so far as it is relevant to the job to which they have applied. Having a criminal conviction will not necessarily bar someone from employment, this will depend on the circumstances and background to the offence. Candidates selected for interview will be expected to bring the completed Shortlisted Candidate Information Form. Candidates will also be expected to bring Proof of Right to Work in the UK and their certificates for any qualifications listed as essential or desirable.

Please contact the school office on 01903 856783 for enquiries or to arrange a school visit. You can download the application pack and complete an application form and email it to sbm@summerleaschool.co.uk or post to Summerlea CP School, Windsor Drive, Rustington, West Sussex BN16 3SW. Further information about our school is also available via our school website. Please visit: [www.summerlea.w-sussex.sch.uk](http://www.summerlea.w-sussex.sch.uk)

Following the shortlisting process communication will only be made with the applicants invited for interview.

**Closing date:** Thursday 20th May 2021 at midday

**Interview dates:** Week commencing 24th May 2021

**SUMMERLEA COMMUNITY PRIMARY SCHOOL**



**Our school**

Summerlea is a community primary school for pupils between the ages of 4 and 11 (Early Years Foundation Stage, Key Stage 1 and Key Stage 2).

The school is situated in attractive grounds to the north of Rustington village. It was built in 1998 and has been extended to accommodate 15 classrooms (each class has a tree name), a hall, a library, a practical workroom, a music studio, and a computer suite, as well as several offices and meeting rooms.

The school building is light, bright and airy, and very well equipped. There are two hard surfaced playgrounds each containing activity trails and an extensive outdoor area for EYFS. We also have a large field, garden and wooded area.

The school currently accommodates 450 pupils. We are a two-form entry school and pupils are grouped according to age. Due to West Sussex County Council needing to accommodate additional places due to a large (and growing) number of children in the local area and parents who have expressed a preference for our school, we currently have three classes in Year 4.

At Summerlea, the Governors and Staff strive to create a safe, caring and happy school where everybody is respected and valued. We all work together as one team to ensure that an inspiring learning environment is provided for our pupils.

We continually pursue high standards of academic and personal achievement. We carefully assess pupils’ progress and use this information to personalise learning to meet individual needs. Our strong relationships with pupils and parents/carers are essential to our children’s wellbeing, safety and achievement. We are extremely proud of our nurturing, inclusive and creative school.

**Our mission**

**We encourage all children to be…**

* ***successful learners* who enjoy learning, make progress and achieve**
* ***confident individuals* who are able to live safe, happy, healthy and fulfilling lives**
* ***responsible citizens* who make a positive contribution to society locally, nationally and globally**

**Our vision**

**A community that…**

* ***is values driven***
* ***embraces change and challenge***
* ***has exciting and inspiring environments***
* ***is inclusive and nurturing***
* ***communicates, collaborates and celebrates***
* ***learns and grows together***
* ***offers an engaging and active curriculum***
* ***is child-centred and creative***

**Our values**

Our values are known as 'The Summerlea Seven' and are:

**H**onesty, **E**quality, **A**spiration, **R**espect, **R**esilience, **R**esponsibility and **T**rust

(Three Rs within 'HEART').

Our children are taught to:

* Be **H**onest
* Understand the importance of **E**quality and equal opportunities
* **A**spire to the highest of standards by making the most of their strengths, gifts and talents
* Show **R**espect for themselves and others
* Demonstrate **R**esilience when faced with challenges
* Take **R**esponsibility for their behaviour
* Build **T**rust in their relationships and friendships

**Our motto** ‘Growing thoughtful learners and independent thinkers’.



**What can we offer you at Summerlea?**

* Very supportive governors and staff at all levels, with good team spirit, who always go over and above for our school
* Very well behaved and well-motivated children
* Clear Induction into our school
* Professional development which is ongoing at all stages of your career
* A good insurance scheme with access to free medical advice and support
* Employee Assistance Programme
* Employee Benefits Platform and pension
* Efficient and friendly office staff
* An excellent Premises Manager
* Very good Computing resources and a skilled IT technician
* A newly refurbished Library
* Lovely school environment; that is all well decorated, maintained and presented
* Beautiful environment for learning with a dedicated and extensive outdoor area for Early Years Foundation Stage, access to outdoor space for each class, garden, two playgrounds and activity trails, a large field and grassed amphitheatre, wooded area, music studio and practical workroom. This is always developing and you could add your mark.
* Good road and rail links, free onsite parking and cycle to work scheme
* Wavered After School Care Club fees



**The setting and context of Summerlea Community Primary School**

Summerlea Community Primary School is situated in the village of Rustington, near Littlehampton in the Arun District of West Sussex. Rustington is approximately at the midpoint of the West Sussex coast and midway between Chichester and Brighton. With a population of over 14,000 and continuing to grow, it has the size and facilities of a small town, including a shopping area with a mix of independent and chain stores.

Summerlea is a happy school where staff and children enjoy coming to school and where parents are proud to send their children. There is a real commitment to continuous improvement and a genuine motivation to seek the best for our children. Visitors, supply teachers and prospective parents often comment on the positive, calm and caring ethos of our school.

Summerlea is a through primary school from reception to year six. Currently we have 450 children on roll within fifteen classes.

Approximately 50% of our pupils come from outside of the catchment area and we are often over-subscribed. The proportion of pupils supported through Pupil Premium and those with Special Educational Needs is below average but increasing over time.

Parental status and support is very good. We welcome parent volunteers to help in class, to read with children and to go on school trips. We also have an active Parent Teacher Association (FOSS – Friends of Summerlea School) and have strong community links with local churches, services and businesses.

Our professional development record is excellent. We are proud that we promote professional development for all staff and are pleased of our recent record. Many former members of staff have moved into Headships, or other senior leader positions, across West and East Sussex.

We like to work with students from other educational establishments. Therefore, we work with local secondary schools and sixth form colleges in the area to provide placements for work experience students, as well as placements for NVQ students from the Higher Education College and teaching students from Brighton, Chichester and other Universities.

The school has a strong team of Senior and Middle Leaders, Learning Support Assistants, an Inclusion Team, Lunchtime Supervisors, Office staff and Premises staff who are totally committed to the life and work of the school, as well as the education and personal development of the pupils.

We are looking forward to our continuing improvements over the next few years as we all strive to live our vision, values and mission statement.

**Summary of Summerlea Community Primary School’s Strengths**

**Curriculum**

* An exciting creative curriculum
* A commitment and belief by all staff to our Summerlea Seven Values: Honesty, Equality, Aspiration, Responsibility, Resilience, Respect, Trust
* A commitment to achieving children’s work of real quality
* A stimulating, orderly and welcoming environment
* A commitment to increase our outside areas as a learning resource
* A commitment to high standards in teaching and learning
* High quality provision for SEND, Pupil Premium and Gifted and Talented from the Inclusion Team and Learning Support Assistants
* A clear Whole School Curriculum Plan
* Continued development of school planning procedures
* A commitment to monitoring, assessment and school review
* Good provision of resources for curriculum which are well organised
* Good use of first-hand and real experiences to enhance learning
* Excellent IT resources and support
* Excellent Library and support
* Excellent sporting, music, art and DT opportunities
* Very good transition through the Key Stages

**Organisation and Management**

* Good whole school procedures
* Our Behaviour Management Policy and the process of development
* Positive and well established rewards and sanctions
* Planned in-service training which incorporates all staff
* Established system of performance development, monitoring and review for all staff
* Coaching culture
* Established meetings for professional development for Learning Support Assistants and lunchtime staff
* The whole school being aware of where we need to go to develop and all staff and governors being invited to contribute to the school’s development and decision-making process
* Good transition between Early Years Foundation Stage and Key Stage1, Key Stage 1 and Key Stage 2
* A commitment to transition between Key Stage 2 and entering secondary school

**Staff**

• Dedicated and caring staff

* Supportive, effective and efficient office staff
* Well trained and qualified teaching and support staff, with at least one Learning Support Assistant in each year group and Higher Level Teaching Assistants
* Learning Support Assistants targeted at 1:1 support and intervention work
* Dedicated Inclusion Team
* IT Technician
* Librarian
* Shared sense of teamwork
* Commitment to learning from each other (LSAs and teachers)
* Dispersed leadership at all levels
* Sharing of ideas, subject knowledge and pedagogical expertise between staff at all stages of career

**Community**

* Community spirit in the school and its relationship with the community
* Good relationships and communication between school stakeholders
* Parental presentations/workshops and focus groups
* Assemblies, performances and productions to parents
* Parents seen as partners in the pupils’ learning
* Involvement of the governing body in the life of the school
* Proactive governors’ meetings
* Proactive Parent Teacher Association who are very supportive
* Liaison between locality schools and alliances
* Extensive after-school activities available
* A large number of volunteers who support across the school

**Environment**

* Happy children in a warm, loving climate
* Good opportunities for child voice: School Council, Eco Council, Healthy Army, Sports Council, playground buddy system, nurture programme, interactive displays, pupil interviews and questionnaires of their views, play therapy
* Welcoming and attractive environment
* Stimulating display and whole school environment
* Well organised and cared for environment
* Very good care-taking staff who take pride in their school
* Celebrations of our children’s successes through displays from classes, charity money raised, articles in the local paper and All About Rustington magazine, Star Pupils Assembly, Values Certificates, Desk Award, Headteacher’s Award and the House Cup
* Development of outside areas
* Well-behaved children. We have developed a good, positive and clear Behaviour Policy with Key Rules established with the whole school for the whole school.

**Summerlea Community Primary School**

**Job Description:**

**Job Title:** Assistant Headteacher

**Accountable to:** Headteacher and Governors

**Leadership scale:** L1 to L7

**Salary:** £42,195 to £49,019

**This is a full time, permanent post.**

**Purpose of Role:** To lead Key stage 2 and work with the Headteacher and Deputy Headteacher in all aspects of leadership and management, including taking a strategic lead on behaviour, co-leading assessment and developing mastery maths practice throughout the school.

**General responsibilities**

The Assistant Headteacher is to take a central role in assisting the Headteacher, Deputy Headteacher and Governing Body to develop our school in accordance with its shared values and our school improvement plans. They will work in close partnership with the Leadership Team and be a key person in the senior leadership team.

The functions and specific responsibilities below are to be undertaken in conjunction with the duties of a classroom teacher as outlined in the School Teachers’ Pay and Conditions Document.

**Specific responsibilities**

The Assistant Headteacher will be class based with weekly non-contact time in addition to PPA time. They will model good practice, develop relationships, support training and development, ensure ‘quality first teaching’ and support the smooth running of the school.

They will take lead responsibility for ensuring the best possible curriculum offer, provision, well-being, progress and achievement for all children in Key Stage 2 in addition to taking responsibility across the school for behaviour and assessment. They will also work in close collaboration with the maths team to develop mastery maths practice across the school.

The Assistant Headteacher will be a model professional setting an excellent example to teaching and support staff. They will work in close partnership with the Headteacher and Deputy Headteacher in actively and demonstrably promoting achievement through building and implementing agreed school policies. The Assistant Headteacher will lead by example of their practice, and by positively encouraging and supporting all members of staff.

**Leadership and Management**

* Work in very close partnership with and support the Headteacher and Deputy Headteacher in the effective day to day management of the school and school community including recruiting and inducting staff, leading assemblies and meetings and organising and attending whole school events.
* Work with the Headteacher and Deputy Headteacher, staff and governors in the development, implementation and review of school improvement plans including regular monitoring and evaluation of standards and quality of provision, supporting school governance by attending meetings where appropriate and ensuring that all governors are able to play an active and informed part in school management and development.
* Work with the Headteacher and Deputy Headteacher in the school’s target setting processes and pupil progress reviews, actively supporting and securing the best possible outcomes for all pupils.
* Take a leading role in the senior management team by having responsibility for ensuring that the school assesses and monitors the progress and achievement of all children and groups of children. This includes co- leading in assessment and supporting with all forms of national and local assessment and reporting requirements. The Assistant Headteacher will be responsible for collating evidence for specific sections of the school’s Self Evaluation Form, especially those relating to standards of achievement.
* With the Headteacher, Deputy Headteacher and School Business Manager, share responsibility for the induction and deployment of new staff, voluntary help, work experience students, trainee teachers/ students and parents/ carers working in classrooms and throughout the school ensuring all safeguarding requirements are met and that their work in school supports the learning and well-being of all children.
* With the Headteacher, Deputy Headteacher and School Business Manager, effectively manage the school's budget and resources to achieve the school’s stated aims, meet its targets and secure high achievement.
* Work with the leadership team in setting, nurturing, promoting and maintaining a very high standard of behaviour and mutual respect throughout the school ensuring that all staff play an active role in the pursuit of these standards.

**Teaching and Learning**

1. Ensure that learning is at the centre of strategic planning and resource management and lead and support the teaching and learning of all children within Key Stage 2, providing and promoting models of excellent classroom practice through whole class and group teaching, coaching, mentoring and supported self-evaluation for teaching and learning staff.
2. Establish creative, and research evidence-based approaches, to teaching and learning and ensure a culture and ethos of challenge and support where all pupils can have a voice, achieve success and become highly engaged in their own learning and be enabled to actively support the learning of others.
3. Support the Headteacher and Deputy Headtacher in monitoring in Key Stage 2, the effectiveness of teaching and learning including planning, work sampling and scrutiny, lesson observations, reporting outcomes, and planning next steps and future actions.
4. Work with and support the maths co-ordinator/s, using subject knowledge to develop mastery maths practice across the school.

**Assessment**

Under the direction of the headteacher and in close collaboration with the Inclusion Team:

1. Design, develop and implement systems for the collection of useful, timely, and accurate assessment data to track the progress of individual and groups of children in order to inform planning, evaluate performance, track progress and secure raised achievement across all key stages, particularly Key Stage 2. This will include agreeing and articulating high expectations and setting stretching targets for the whole community.
2. Track and analyse pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, with special educational needs, or who speak English as an additional language
3. Plan and implement interventions for those pupils who are not progressing.
4. Provide training and support for teachers and support staff on administering the assessment system effectively.

**School culture, behaviour and safeguarding**

With the support of the deputy headteacher:

1. Create a culture where pupils experience a positive and enriching school life.
2. Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life.
3. Ensure a culture of staff professionalism.
4. Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school.
5. Use consistent and fair approaches to managing behaviour, in line with the school’s behaviour policy.
6. Be responsible for promoting and safeguarding the welfare of children within the school.

**Staff management and professional development**

1. Performance manage staff, including carrying out appraisals and holding staff to account for their performance.
2. Manage staff wellbeing with due attention to workload.
3. Ensure staff have access to appropriate, high-standard professional development opportunities.
4. Keep up to date with developments in education and research.
5. Seek training and continuing professional development to meet their own needs.

**Governance, accountability and working in partnership**

1. Work with the governing body as appropriate.
2. Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
3. Work successfully with other schools and organisations.
4. Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

**Strengthening community**

1. Promote and model good relationships with parents and carers, which are based on partnerships to support and improve pupils’ learning and achievement.
2. Contribute to the development of the school as a community within the community; strengthening partnerships with families, neighbours, our local and wider community, other schools, services and the local authority.
3. Contribute to the development of the education system by sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
4. Contribute to policies and practices which promote equality of opportunity and tackle prejudice and discrimination, support staff wellbeing and work-life balance and help to ensure we provide access to opportunities for growth, achievement and success for all adults and children in school.
5. Contribute to the development of a curriculum that provides pupils with opportunities to enhance their learning within the wider community; to achieve economic well-being and to make an active contribution.

**Other duties and responsibilities**

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

This job description may be amended at any time in consultation with the postholder.

**SUMMERLEA COMMUNITY PRIMARY SCHOOL**

**PERSON SPECIFICATION: Assistant Headteacher**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential**  | **Desirable** | **To be evidenced by**  |
| **Qualifications** |  |  |  |
| Education to degree levelQualified Teacher Status | X |  | Application form and certificates |
| A commitment to continuing professional development | X |  | Application form and interview  |
| Further professional development / qualifications linked to leadership  |  | X | Application form and certificates |
| **Experience & Knowledge** |  |  |  |
| Leadership experience in a school  | X |  | Application form and interview |
| Teaching experience across the primary age range  | X |  | Application form and interview |
| Involvement in school self-evaluation and development planning  |  | X | Application form and interview |
| Demonstrable experience of successful line management and staff development  | X |  | Application form and interview  |
| Experience of assessing, tracking and reporting pupil progress  | X |  | Application form and interview |
| Evidence of consistently good teaching and learning  | X |  | Application form, reference and interview |
| Experience and knowledge of teaching mastery maths  | X |  | Application form and interview |
| Experience of managing and supporting pupil behaviour, including social, emotional and mental health needs | X |  | Application form, reference and interview |
| A thorough understanding of how to support and extend pupils and evidence of excellent pupil progress  | X |  | Application form, reference and interview |
| Strong knowledge of the National Curriculum and statutory assessment arrangements | X |  | Application form, reference and interview |
| Ability to create a learning environment that is organised and accessible to all children | X |  | Application form, reference and interview |
| A willingness to lead extra-curricular activities and attend after school events | X |  | Application form and interview  |
| Awareness and understanding of the current national education agenda | X |  | Application form, reference and interview |
| **Professional skills** |  |  |  |
| Be well organised and able to complete all school planning, preparation and assessment to a high standard | X |  | Application form, reference and interview |
| Understanding of quality first teaching, and the ability to model this for others and support others to improve | X |  | Application form and interview |
| Ability to communicate a vision and inspire others | X |  | Application form and interview |
| Have high expectations of what all pupils can achieve  | X |  | Application form, reference and interview |
| Work with others, to plan and deliver positive outcomes for pupils | X |  | Application form, reference and interview |
| Present and communicate effectively to parents, both orally and in writing | X |  | Application form and interview |
| Have good IT skills and understand how IT can be used to support learning | X |  | Application form |
| A willingness to teach across the primary age range | X |  | Interview |
| Evidence of involvement in the wider school community | X |  | Application form, reference and interview |

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Attributes** |  |  |  |
| 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 |  |  |
| Adaptability to embrace change | X |  | Application form, reference and interview |
| Ability to build positive relationships, motivate and inspire confidence in pupils, colleagues and parents | X |  | Application form, reference and interview |
| Reliability, integrity and a commitment to maintain confidentially at all times  | X |  | Reference |
| Commitment to safeguarding, safer recruitment and equality | X |  | Application form, reference and interview  |
| Self-motivation, initiative and the ability to set personal goals | X |  | Application form, reference and interview |
| Resilience  | X |  | Application form, reference and interview |

Please ensure that you address the Person Specification in your application. Please also cover the following in your Personal Statement:

* Why do you want to teach at Summerlea CP School?
* What added value would you bring to our school?
* What makes you an aspiring senior leader?



**Application Comment Reply Slip**

As part of our self-evaluation we would like to know your honest view of our application pack and response to your request for an application pack. We hope you decide to apply for the position, however even if you don’t we would still like your opinion.

* Where did you see the advert or come to hear of this post?
* Which post were you interested in?
* What attracted you to this advert?
* Was your enquiry dealt with in a polite and effective manner? Yes/No (Please expand if not)
* Did you decide to apply for the post? Yes/No
* Why?
* What were the best parts of the application pack?
* Is there anything we could do to improve our advert or application pack?