

# ASSISTANT HEADTEACHER

Teaching, Learning and Pupils



**Closing Date: 7th December 2021**

# Contents

---



- Welcome letter - Page 1
- Why work with us? - Page 2
- Who are we looking for? - Page 2
- How to apply - Page 3
- Job description - Page 4-6
- Contact details - Page 7

# Welcome Letter

Dear Applicant,

Thank you for looking at our advertisement for the position of Assistant Headteacher (Teaching, Learning and Pupils) at Viridis Schools. I hope that you will find this information pack helpful. If you would like to learn more about our schools' partnership we would be delighted to answer any questions you may have. Our contact details are in this pack and we can offer tours of all three school sites so you can see first-hand what we do and how we work.

Orchard, Southwold, and Hoxton Garden Primary Schools are based in the vibrant and diverse community of Hackney, East London with easy transport links into and out of Central London. We have a joint pupil roll of around 1,350 pupils. We are a very successful organisation with a passion for making a difference. We provide a very rich and exciting curriculum and a no-excuses culture for low standards. Because of this, our pupils achieve well above national averages regardless of their starting points and Ofsted have recognised the quality of our provision.

Orchard & Southwold have been in partnership since January 2012 with Hoxton Garden joining us in April 2014. We have a joint Governing Body and strong links to our Local Authority. Each school has its own leadership team who work together with the common aim of giving children the very best. We have set an ambitious vision for the future and have very high standards for what can be achieved with the benefits of shared expertise. We have a very skilled team of highly committed and professional teachers and leaders who work incredibly hard and there is always much to do. Staff from all three schools meet regularly to share expertise with common systems and a shared curriculum.

We are now looking to recruit an Assistant Headteacher (Teaching, Learning and Pupils) who is self-reflective, professional, and looking to further develop their skills, talents and use them to support and improve the practice of others. First and foremost we are looking for a credible and dynamic practitioner who has the passion and knowledge to work alongside the senior team in raising standards of teaching and learning and make a difference for all children regardless of their circumstances. The successful candidate will have a strong base of outstanding teaching practice and impact evidence of developing others successfully. This role will typically involve a fifty percent teaching timetable and be based on one of our school sites, but working alongside leaders on all three school sites.

The ideal candidate would have an interest or specialism in curriculum and assessment.

If you enjoy teaching, coaching and working alongside others, are hardworking, reflective and resilient then please take a look at our websites or contact us for a tour!

**Rachel Davie**  
Executive Headteacher



## Why work with us?

---

- We are a professional, friendly and committed team of leaders, teachers and support staff.
- We offer a dynamic and exciting environment, with the chance to make a real difference.
- We are an organisation that is keen to nurture and develop the expertise of its staff.
- We offer training, mentoring and CPD for all of our leaders.
- We have children who are shown how to learn from the very start.
- We serve communities that deserve the best.

## Who are we looking for?

---

**We are looking for someone who:**

- Is self-reflective and able to get the best out of others.
- Has a professional outlook and thrives on challenge.
- Is a highly effective teacher and is ambitious for children, and for making a difference.
- Is a skilled communicator, with a proven ability to coach and mentor others from different starting points.
- Understands that different children learn in different ways and has a range of skills to make this happen.
- Enjoys being part of a team and working with others.

# How to apply

- 1 Read the job description and person specification carefully.
  - 2 Complete the application form either electronically or print it off and handwrite it.
  - 3 Ensure your **supporting statement** relates to the competencies outlined in the person specification.
  - 4 Send your completed application to Ms. Beverley Shore via email or post:
    - Email - [recruitment@vs.hackney.sch.uk](mailto:recruitment@vs.hackney.sch.uk)
    - Post - Recruitment, c/o Southwold Primary School, Detmold Road, London E5 9NL
- i** Our schools are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.
- i** Successful candidates will be required to complete an enhanced DBS disclosure.
- i** We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation, or age.
- i** If you would like to arrange to visit our schools please contact Ms. Beverley Shore via telephone or email:
  - Telephone - 0208 806 5201
  - Email - [recruitment@vs.hackney.sch.uk](mailto:recruitment@vs.hackney.sch.uk)

**We look forward to receiving your application!**

**Closing date: 7th December 2021**

# Job Description

**Grade:** L1– L7

**Responsible to:** The Headteacher

## Main activities & responsibilities:

The current School Teachers' Pay and Conditions document describes duties that are required to be undertaken by teachers in the course of their employment. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner. It is the contractual duty of the post holder to ensure that his/her professional duties are discharged effectively.

## Essential Qualifications:

- Educated to at least a degree level
- Qualified teacher status

## Experience

- At least three years experience of successful teaching in a multicultural inner-city environment, ideally in more than one year group and/or phase.

## Teaching & Learning:

- Undertake the teaching of the pupils in line with whole school need.
- Lead by example as a teacher and as a manager, achieving high standards of pupil attainment, behaviour and motivation through effective teaching and modelling.
- Set appropriate expectations for staff and pupils in relation to standards of pupil's achievements and the quality of teaching, establishing clear targets for improving and sustaining SEND achievement, meeting the process of teaching and learning in accordance with agreed policies and guidelines.
- Ensure consistency in high-quality personalised provision for pupils with an EHCP and those with IEPs to ensure progress from starting points.
- Monitor the quality of teaching and learning, in line with the school policy. This may include lesson observations, monitoring of short and medium-term planning and scrutiny of pupils' work.
- Review short and long-term planning to ensure coverage, progression and a range of learning experiences for SEND pupils.
- Contribute to continuous school improvement and innovation including strategic plans to support the improvement of teaching.
- Ensure consistency in high expectations across phases by sharing best practice and impact on areas of development.

# Job Description continued

## Recording and Assessment:

- Actively contribute to and impact on school self-evaluation and the school development plan.
- Monitor and evaluate pupil achievement and attainment, identifying areas for improvement and impacting upon these.
- Liaise closely with all staff to ensure continuity and progression across the age and ability range.
- Be responsible for Annual/Transition Reviews and write, monitor, evaluate and review Individual Education Plans.

## Leadership:

- Establish good relationships, encourage good working practices and support and lead teachers.
- Ensure staff share the aims of the school in promoting a high quality of learning in the classroom, including that of the school learning environment.
- Mentor, coach and support staff to meet personal and professional targets resulting in impact on pupil provision and pupil outcomes.
- Oversee all aspects of the school organisation and management, including preparing agendas and chairing meetings, in order to ensure that school policies and practices are being delivered.
- Contribute to establishing the core values of the school and their practical expression.
- Attend SLT meetings as required, and report back action and impact.
- Support the Headteacher and staff in the review, implementation, development and monitoring of whole-school policies which promote the school's values, aims and objectives.
- Support the Headteacher and Deputy Headteacher in providing a clear direction for the development of the school.
- Contribute to management decisions on all aspects of policy, development and organisation.
- Assume responsibility for the management of the school in the absence of the Head Teacher and the Deputy Head Teacher.
- Uphold the school's behaviour code and uniform regulations.
- Monitor the standards of behaviour and achievement, intervening and supporting where necessary.
- Liaise with the Governors, when appropriate, to facilitate their overview of school management.

## Job Description continued

### People and relationships:

- Contribute to the effective communication across the school community.
- Sustain effective, positive relationships with all staff, pupils, parents and governors and the local community.
- Document and record meetings with parents which address both pastoral and academic concerns, acting quickly to ensure concerns are addressed.
- Take responsibility for the pastoral care of pupils, including involvement in child protection and contact with external agencies when necessary.
- Support Curriculum Co-ordinators within the context of school policies, in relation to working practices and relationships to be fostered with pupils, including those relating to behaviour, discipline and attitude.
- Encouraging moral and spiritual growth and civic and social responsibility amongst pupils,
- Manage and develop effective working relationships with Headteacher and senior managers in the school.

### Human and material resources and their development and deployment:

- Lead the professional development of all staff through example, coaching peer support and target setting.
- Contribute to the audit of staff development and training needs and the provision of effective INSET.
- Ensure support and training during the induction of new staff and for trainee teachers.
- Demonstrate clarity over forthcoming calendar events and plan ahead, taking the needs of the school into consideration and ensuring clear and timely communication.
- Other duties as reasonably requested by the Headteacher.



## Contact Details



**Orchard Primary School**

Holcroft Road

London

E9 7BB



**Southwold Primary School**

Detmold Road

London

E5 9NL



**Hoxton Garden Primary School**

Ivy Street

London

N1 5JD

**[recruitment@vs.hackney.sch.uk](mailto:recruitment@vs.hackney.sch.uk)**