



WE ARE ASTREA

**ASSISTANT PRINCIPAL
APPLICANT BRIEF**

HATFIELD PRIMARY ACADEMY
Part of
ASTREA ACADEMY TRUST





Open Letter from Principal

Dear Candidate,

Thank you for your interest in this role at Hatfield Academy.

Hatfield Academy is part of a wonderful community in Sheffield. We are working really hard to make a real difference to whole families. We are an inclusive school, who believes that working with the whole family is at the heart of ensuring success for our children.

The school is a 2 form entry school with approximately 366 pupils. Hatfield Academy is located in Firth Park. It is close to the M1, Meadowhall and Sheffield City Centre with good transport links.

HATTERS At Hatfield Academy, the Hatters Code is at the centre of all we do. H – Honest A – Active T - Thoughtful T - Trustworthy E - Enthusiastic R – Responsible S – Self-confident. If you feel these attributes are part of your values then Hatfield Academy would love to meet you.

We are looking forward to meeting you!

Katy Beech
Principal at Hatfield Primary Academy



JOB DESCRIPTION

SALARY	L1 – L4
CONTRACT TYPE	Permanent
WORKING PATTERN	Monday to Friday
HOURS PER WEEK	32.5 hours

Purpose

Work with the Principal and wider SLT to:

- Provide professional leadership and management to staff and children in EYFS and KS1 to ensure the highest possible standards of achievement and wellbeing for pupils.
- Foster and maintain a caring and positive environment and effective interactions in the Academy of students, colleagues, other professionals.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school.
- Carry out the professional duties of a teacher to meet Teacher Standards.

Key Accountabilities

- Qualities and knowledge
- Pupils and staff
- Systems and processes
- The self-improving school system

Key Responsibilities

Qualities and knowledge

Under the direction of the Principal:

- Provide an example of 'excellence' as a leading classroom practitioner and inspire and motivate other staff in all areas of the EYFS and KS1 curriculum.
- Establish good relationships, encourage good working practices and support and lead teachers in the phase.
- Work within the Senior Leadership Team to sustain high expectations and excellent practice in teaching and learning throughout the school.
- Oversee aspects of the Early Years and KS1 organisation and management, including preparing agendas and chairing meetings, in order to ensure that school policies and practices are being delivered
- To review long term planning to ensure coverage, progression and a range of learning experiences across the EYFS into KS1.
- Develop the use of outdoor provision for EYFS and Y1.
- Lead continuing professional development, for all staff.



- Ensure up to date knowledge and understanding of current developments in EY practice and disseminate information as appropriate.
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally.

Pupils and staff

Under the direction of the Principal:

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Provide advice and guidance in terms of raising standards of Teaching and Learning
- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Develop links with the Early Years and KS1 staff to ensure continuity and progression into Key Stage 1.
- Have input in to the target setting process for raising achievement for pupils in the EYFS and KS1 and feedback to the Principal.
- Support a culture of 'open classrooms' as a basis for sharing best practice
- Hold all staff to account for their professional conduct and practice.

Systems and processes

Under the direction of the Principal:

- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour.
- Contribute to monitoring the quality of teaching and learning, including lesson observations, monitoring of planning and scrutiny of pupil's work.
- Apply systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Monitor the standards of achievement and behaviour in the EYFS.

The self-improving school system

Under the direction of the Principal:

- Develop effective relationships with fellow professionals
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education.



PERSONAL SPECIFICATION

Experience

- Proven experience of leading across the Early Years Foundation Stage and / or KS1
- Proven experience of successfully raising achievement
- Experience of using school/academy data effectively to raise achievement and improve behaviour
- Experience of developing effective partnerships with other education and training providers (Desirable)

Qualifications

- Qualified teacher status
- Evidence of relevant Further Study e.g. Master's Degree, NCSL courses (desirable)

Behaviours

- Knowledge of and ability to implement effective systems and practices to promote good behaviour and develop a positive ethos
- Knowledge and understanding of: the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies);
- Knowledge of statutory National Curriculum requirements at the appropriate key stage;
- Knowledge of the monitoring, assessment, recording and reporting of pupils' progress
- Ability to work on own initiative and prioritise work to given deadlines
- Ability to present information clearly and concisely to prescribed formats
- Ability to using data appropriately to raise achievement and improve behaviour
- Excellent written and oral communication skills
- Ability to work accurately and methodically under pressure
- Ability to respect and maintain confidentiality
- Ability to work individually and as part of a team
- Commitment to the safeguarding and promotion of the welfare of young people
- Ability to maintain appropriate relationships with staff and students
- Ability to deal appropriately with a range of sensitive issues
- A willingness to take part in training and development opportunities as required
- Have a commitment to making education in the academy relevant to a learner's life beyond school
- Knowledge of safeguarding and/or safeguarding trained

This is not exhaustive.

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy or requested by emailing recruitment@astreaacademytrust.org