



ASSOCIATE ASSISTANT HEAD OF PRIMARY – STUDENT PROGRESS

GILDREDGE HOUSE

EASTBOURNE

WELCOME FROM THE EXECUTIVE HEAD TEACHER

Dear Colleague

Thank you for your interest in working at our school. Gildredge House is a popular and oversubscribed all-through school, in Eastbourne, East Sussex. Primarily, Gildredge House is a warm, welcoming, and inclusive community. Every student, teacher and member of our community takes on a responsibility when joining Gildredge House to maintain and cultivate the unique culture that exists inside our walls. You will find this culture embodied in every part of our school, in the way Gildredge House students think, feel and act, regardless of age.

As a unique, all-through school, I believe that we offer a special opportunity for any member of staff to work with young people across a range of ages and key stages, and in particular, for school leaders to have an impact on young people's education for twelve years of their lives. This privilege is not lost on us, and we work hard to ensure that we are relentless in our pursuit of an excellent education for all our young people. In our most recent Ofsted inspection in November 2018, Gildredge House was judged to be Good. We are confident and excited about the school's future and are looking for an exceptional leader to join us on this journey.

We are recruiting for a new position, Associate Assistant Head of Primary - Student Progress. You will be responsible for developing a culture of continued learning and development across the Primary phase, leading the delivery of the highest-quality teaching and learning in the classroom. You will also be responsible for embedding rigorous accountability procedures and developing strategies and interventions to support colleagues and students. If you are passionate about developing a culture of learning, and have a proven track record of successful leadership in education, we encourage you to apply for this exciting opportunity.

I am very proud to be the Executive Head Teacher of Gildredge House and look forward to working with you to lead this aspect of school development together. I enjoy working in such a cohesive team across all phases of our school, and I warmly encourage you to consider joining our fantastic and unique community. Please contact me at c.bull@gildredgehouse.org.uk for a confidential conversation, or you can speak with our HR Team on careers@gildredgehouse.org.uk, who will be able to send you the full job pack.

We look forward to hearing from you.

Craig Bull
Executive Head Teacher



OUR SCHOOL

At Gildredge House, our vision is clear and underpinned by a strong value-based education where learning in and out of the classroom is prioritised, to support students to achieve their potential and beyond. We have the highest aspirations for our school and every member of our school community.

Our Mission

Aspire

In all that we do

Our vision

Our vision is to be a school that:

- Aspires for balanced students who flourish through opportunities and learning experiences in and outside the classroom.
- Aspires toward a culture of care and wellbeing, which results in optimal conditions for learning.
- Aspires to be proud of the Gildredge House Way, our uniform and attendance.
- Aspires for all students to achieve their potential and beyond.
- Aspires for an inclusive, all-through, values-based curriculum.
- Aspires for students to understand their responsibility to be global citizens, contributing to a better world.
- Aspires to celebrate students' individual and collective achievements.
- Aspires to engage young people in environmental education and action.
- Aspires for a strong careers programme which supports students in further education, training, and employment.
- Aspires to work collaboratively within our local, national, and global communities.



The Gildredge House Way *Ready, Respectful, Safe*

Our school is founded upon high standards and high expectations of students' attitude to learning. We expect a commitment from all students to the Gildredge House Way, in and out of every lesson. We also believe it is important to celebrate individual and collective achievements through a culture of 'catching students in'.

THE ROLE



Ideal candidates will:

- Align to the Gildredge House vision, mission and values.
- Have a track record of school improvement and outcomes.
- Be committed to working in partnership with colleagues, Governors, parents, and the community to deliver strong outcomes for students.
- Act with integrity and build effective, trusting relationships with colleagues and students.
- Be able to contribute meaningfully to the school's strategic development.
- Possess the technical and behavioural traits to support the leadership of a highly effective school.
- Be a great teacher themselves.
- Know what great learning looks like in the classroom and how to achieve it.
- Have experience in improving teaching and learning.
- Know what a strong performance management and professional development programme should look like.
- Be able to secure a strong culture for learning with students and their families.

The successful candidate will have proven success in driving standards, be committed to the pursuit of excellence and be able to lead and embed rigorous accountability procedures effectively.

This is an exciting opportunity for someone aspiring to make an impact at Senior Leadership level or a current Senior Leader looking for a new challenge.

To apply, click [here](#):

Reports to: Head of School - Primary

Start Date: September 2024

Location: Eastbourne, East Sussex

Salary: L2 - L5

Contract: Fixed Term

Closing Date: 9.00am, Monday 15th April 2024.

Interviews: Week Commencing 22nd April 2024.

Visits to the school are highly recommended. To arrange a visit, please contact Kate Lamprell on k.lamprell@gildredgehouse.org.uk

Applications by Gildredge House application form (available [here](#)) to careers@gildredgehouse.org.uk by the deadline above.

Gildredge House is committed to safeguarding and promoting the welfare of children. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

We require all employees to undertake an enhanced DBS check.

You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.



JOB DESCRIPTION

The Associate Assistant Head of Primary - Student Progress will play a pivotal role in supporting the leadership of the Primary phase in continuing to shape the development of teaching and learning to secure continued success and subsequent progress and achievement of all students.



Key Responsibilities

- Support the strategic overview of learning and development across the Primary phase
- Support school improvement and accountability for high performance against key performance indicators
- In-class coaching
- Co-planning and delivery of lessons modelling best practice
- Shape professional development of colleagues
- Work towards the school's vision and school development objectives as outlined in the School Development Plan
- Support with the delivery of the whole-school weekly CPD programme
- Ensure implementation of whole school policies

Outcomes & Activities

- Be part of the Teaching and Learning Team and as such, make active use of the Coaching/Mentoring Programme to support high quality teaching and learning
- Ensure teachers are creating personalised pathways for learning to meet the needs of all students
- Instil an ethos of high expectations for achievement and behaviour for all students
- Play a key role in leading teaching and learning across the Primary phase
- To continuously review teaching methods, schemes of work and resources as necessary

Strategy & leadership

- Support the strategic direction and development of the school
- Support with duties and learning walks
- Develop middle leaders to ensure effective leadership across the school
- Assist in the preparation and review of policy documents, leading, in this regard, on areas of responsibility
- Ensure parents are kept well informed about the school curriculum, its targets, student attainment and their part in the process of improvement

- Regularly review ones own practice, setting personal targets and taking responsibility for CPD
- Share Gildredge House's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies
- Ensure all duties and services provided are in accordance with school policies and procedures in line with the staff code of conduct / professional expectations
- Be a key part of the life of the Gildredge House community, to support both the Gildredge House values, mission, and vision, and encourage students and staff to follow this example



Note: The full job description is available as part of the application pack on our website

PERSON SPECIFICATION

Qualification Criteria

- Qualified to teach and work in the UK
- A strong academic track record, to degree level and above
- Hold Qualified Teacher Status (QTS)
- NPSL or above is desirable but not essential

Experience

- Successful teaching experience with a track record of consistently enabling students to achieve high standards
- Proven leadership experience, with a track record of successfully leading and managing teams
- Evidence of enabling students to work to the highest standards
- Proven track record of successful strategies for raising achievement and sharing good practice
- Evidence of impact of your leadership of Teaching & Learning at subject and/or school level
- Some experience of strategic planning or of curriculum development

Leadership Behaviours

- All staff members are expected to adhere to and promote professional standards including the school's code of conduct and values
- Ability to coach and lead others in a solution-focused approach
- Ability to reflect upon and improve your teaching practice and that of others.

Knowledge

- Detailed knowledge of the national curriculum in the relevant area
- Up-to-date educational research and theory on pedagogical practices
- A good understanding of the importance of literacy across the curriculum
- A good understanding of how to plan and assess work for vulnerable groups, such as SEN students, pupil premium students and those that have high prior attainment
- A clear understanding of recent developments in teaching and learning
- Full working knowledge of relevant safeguarding, child protection, equality and health and safety policies, codes of practice and legislation

Skills

- Excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner, to encourage and motivate
- Ability to use data effectively to monitor, evaluate and review decisions
- Ability to organise, lead and motivate staff and to challenge underperformance
- Ability to support on curriculum development and innovation and to maximise the contribution of staff to improve the quality of education
- Ability to inspire and motivate others, fostering a positive, supportive and collaborative working environment
- Commitment to promoting equality, diversity, and inclusion within the school community

OUR VALUES

Our school is underpinned by a values-based education. Our stakeholders have discussed, collaborated and developed this thinking to create six core values that we believe ensure our students aspire to and achieve success. We believe that this creates a strong learning environment that enhances personal and academic achievement while also developing students' social and relationship skills that will last throughout their lives. Our curriculum is developed with our Aspire values in mind and we recognise and reward students when they demonstrate them.



Ambition - To relish new challenges or opportunities, always strive to do our best.



Support - To collaborate, encourage and help others whilst accepting and responding to support ourselves.



Perseverance - To have self-belief in overcoming challenges to be successful.



Integrity - To be honest and always do the right thing.



Reflection - To consider our strengths and areas for development whilst making connections in our learning.



Empathy - To understand the feelings and needs of others, supporting those who sometimes need our help.

BENEFITS

As a Senior Leader at Gildredge House, we will offer you:

- A carefully designed and supportive induction plan to ensure you have everything you need to start your new role confidently and smoothly
- Non-contact leadership time to support impact
- A leadership coach
- Training - in addition to NPSL/NPQH training (if you do not hold the qualification)
- Career development opportunities
- On-hand expertise from the Executive Head Teacher and Heads of School
- Leadership Coaching Qualification
- Two week Autumn half term
- Teacher Pension Scheme
- Care First Employee Assistance Programme
- Staff wellbeing and sport opportunities





Gildredge House



Aspire