

PART TIME ASSISTANT HEAD TEACHER FULL TIME TEACHER RECRUITMENT PACK 2024



*A community that
cares about
excellence, wonder
and learning for life*





Welcome to Honeywell Junior School



Thank you for your interest in this vacancy at our school.

Honeywell Junior School is situated south of the river in Central London, housed in a Victorian building which it shares with Honeywell Infant School. There are approximately 330 pupils on roll, aged 7 to 11 years and many of them come from somewhere else!! The majority of pupils are White English with sizeable groups from White Western and White European families. About 47% speak, read or write a language other than English and 20% have special educational needs that require extra support from the school or other agencies. As an indicator of the local intake to the school, 12% of pupils are entitled to free school meals provided for them because of the low income of the family.

The Honeywell Junior Curriculum is engaging, stimulating and responsive, enabling our pupils with a breadth of study and with a wealth of positive learning opportunities for all. We use research and all of our particular pupils to mould our curriculum offer so they make links between areas of learning and travel beyond the classroom to extend their experience, perspectives and understanding. We aim for them to acquire an intellectual curiosity that supports their journey into becoming lifelong learners. We celebrate neurodiversity and believe that *"rising tides raise all ships"*, and have high expectations of all.

By becoming part of our staff team, you will be joining a compassionate and committed community, who put our pupils at the heart of everything we do.

Please explore our website and make a time to come and meet us and see us in action. I am happy to answer any queries you may have, just email the school office at bursar@honeywell.wandsworth.sch.uk, and I will get back to you.

Very best wishes

Ms Jo Clarke

Head Teacher



Junior Head Teacher: Ms Jo Clarke
Honeywell Road, Battersea, London SW11 6EF



www.honeywellschools.org
Tel: 020 7223 5185 Fax: 020 7738 9101



Deputy Head Teacher: Ms Natasha Ojo
Email: office@honeywell.wandsworth.sch.uk



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<https://www.honeywellschools.org/>



**We have a unique full-time position for someone looking for leadership development
Part Time non class based Assistant Head Teacher for Teaching and Learning [0.6]**

Full Time English Subject Leader

Cover Teacher [0.4]

Grade: Leadership L1 – L7 depending upon experience for 0.6 and main scale 0.4 dependent on experience

Reporting to: Head Teacher and Governing Body






Required for September 2024

We are looking for someone to support us in continuing to ensure outstanding teaching and learning across our school, based on quality research and bespoke learning for our staff.









We encourage and welcome a visit. This post is not suitable for an ECT.



We can offer:

-  Wonderful pupils who remain at the heart of everything we do
-  A committed and experienced staff team
-  Opportunities for developing pedagogy and practice in innovative ways
-  A school committed to the enjoyment, achievement and well-being of all
-  An opportunity to further support the strategic direction of the school

The successful candidate will have experience and expertise of:

-  communicating a school's vision compellingly
-  formulating the aims and objectives of a school and monitoring progress
-  establishing policies for achieving these aims and objectives
-  Managing staff and resources to that end
-  leadership of a core curriculum subject
-  the day-to-day management of a school
-  latest research in teaching and learning practice
-  coaching, mentoring and developing teachers



Honeywell Junior School is committed to safer recruitment practices and to safeguarding and promoting the welfare of all children. All candidates should be aware that we follow safer recruitment policies and procedures so references will be taken up prior to interview. We are committed to equality of opportunity and we are an equal opportunities employer.

For further details and to register interest, please contact **V Platt** at **bursar@honeywell.wandsworth.sch.uk**, who will answer any queries and arrange for an application pack.

Closing Date: Wednesday 24th April 2024 at 12.00 noon

Interviews: Week commencing 7th May 2024

Contract: 1st September 2024

<https://honeywell-infant-school.primarysite.media/media/honeywell-school-video>



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JOB DESCRIPTION

PERMANENT Part Time Assistant Head Teacher for Teaching and Learning [0.6]

Cover Teacher [0.4] English Subject Leader

This is a unique permanent post within the school's structure which carries with it part time membership of the Senior Management Team.

Reporting to: Head Teacher and Governing Body







Pay Scale: 0.6 - L1 – L7 depending upon experience
0.4 main scale/Upper scale dependent on experience

This Job Description may be amended at any time after consultation with the member of staff and should be read alongside the range of duties set out in the Teachers Pay and Conditions Document. All teachers are expected to meet the requirements of the current Teacher Standards.




Main Purpose

Under the direction of the Head Teacher, have a strategic overview of the school, embodying our ethos and values.

The Assistant Head Teacher will support the Head Teacher and deputy Head Teacher in:




-  Communicating the school's vision compellingly and supporting the Head Teacher's strategic leadership
-  The day-to-day management of the school
-  Formulating the aims and objectives of the school
-  Establishing policies for achieving these aims and objectives
-  Managing staff and resources to that end
-  Monitoring progress towards meeting the school's aims and objectives

Specific Purpose

-  English Subject Leadership
-  coaching, mentoring and developing teachers
-  cover teacher 0.4

Qualities



The Assistant Head Teacher will:

-  Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
-  Build positive and respectful relationships across the school community
-  Serve in the best interests of the school's pupils

Main Duties and Responsibilities

SCHOOL CULTURE AND BEHAVIOUR

Under the direction of the Head Teacher, the assistant head teacher will:

-  Create a culture where pupils experience a positive and enriching school life
-  Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life



- 🌱 Ensure a culture of staff professionalism
- 🌱 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
- 🌱 Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- 🌱 Encourage high levels of pupil attendance and help to uphold a school culture of safety, enjoyment, and engagement with learning to support attendance

STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

- 🌱 Support the vision, ethos and policies of the school and promote high levels of achievement throughout.
- 🌱 Actively support the Head teacher, Governors and staff in the aims and objectives of the school.
- 🌱 Act as a positive role model in setting the highest standards of professional behaviour in all areas of work.
- 🌱 As a member of the school leadership team be involved in the planning, monitoring, evaluation of the School Improvement Plan.
- 🌱 Support all staff in achieving the priorities and targets the school sets, and monitor the progress towards them.
- 🌱 Contribute to the school's organisation and overall strategy of the school.

TEACHING, CURRICULUM AND ASSESSMENT

Under the direction of the Head Teacher, the Assistant Head Teacher will:

- 🌱 Establish and sustain high-quality teaching across subjects and phases, based on evidence
- 🌱 Ensure the teaching of a broad, structured and coherent curriculum
- 🌱 Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- 🌱 Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- 🌱 Ensure the use of evidence-informed approaches to reading so all pupils are taught to read
- 🌱 Act as role model for others setting of high personal standards of practice to develop a stimulating and challenging learning environment, which secures effective learning and provides high standards of achievement, behaviour and discipline.
- 🌱 In partnership with the Head and Deputy Head Teacher, monitor the quality of teaching and children's achievements, particularly those including the analysis of performance data and the setting of appropriate year on year targets of all pupils.
- 🌱 The professional expertise and self-confidence to lead the school team in improving a curriculum combining rich content with a wide range of learning reflecting the values, ethos and context of the school and ensuring access for all pupils.

LEADING AND MANAGING PEOPLE

- 🌱 Be involved in the implementation of Performance Management of colleagues
- 🌱 Challenge poor performance in any area of the school's activity and ensure change takes place
- 🌱 Participate where appropriate in the appointment of teaching and support staff
- 🌱 Share whole school responsibility for the pastoral care of learners and staff
- 🌱 Promote good communication and high morale and encourage the practice of working as a team
- 🌱 Assist the Head Teacher in maintaining a positive and constructive partnership with parent carers and the local community

MANAGING AND DEPLOYING RESOURCES



- 🌱 Be aware of, and respond appropriately to, any health and safety issues raised by members of the team
- 🌱 Coordinate the English curriculum area of school improvement.



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-  Assist the Deputy Head Teacher in the coordination of CPD, particularly that related to Teaching and Learning.
-  Take on any additional responsibilities that might from time to time be determined by the Head Teacher.

SAFEGUARDING RESPONSIBILITIES

Be a key role in the Safeguarding Team of the School as a DDSL and must:

-  Have a sound working knowledge of Child Protection issues and the need for confidentiality, and identify to the named Child Protection colleague in school, any concerns in respect of individual children.
-  Be aware of and comply with policies and procedures relating to Child Protection, Health and Safety and Security, confidentiality and data protection, reporting all concerns to an appropriate named person.
-  Support the protocols and systems that are in place to address the needs of children with or any child in need as defined in the Children's Act
-  Ensure Safeguarding Procedures and the Common Assessment Framework are in place, are understood and are implemented within every phase of the school.
-  Ensure Child Protection procedures and processes are followed throughout the school.

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



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Person Specification

This person specification relates to the requirements of the post as determined by the job description. Please write a personal statement detailing how you meet the criteria below and how your examples demonstrate impact.

Key: E – Essential

D – Desirable

S – Demonstrated at Shortlisting

I – Demonstrated at Interview

Qualifications

			S	I
1	Qualified teacher status	E	✓	
2	Evidence of relevant further professional leadership development within the last two years	D	✓	
3	An excellent understanding of current theory and best practice in teaching and learning	E	✓	

Experience [show evidence of]

4	Successful teaching experience with an evaluation of outstanding	E	✓	
5	Responsibility for leading a subject across the school	E	✓	
6	Involvement in school self-evaluation and development planning	E	✓	

Professional Knowledge

7	Understanding of high-quality teaching, and the ability to model this for others and support others to improve	E		✓
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Professional Skills

8	An understanding of how to use data to raise standards	E		✓
9	Understanding of school finances	E		✓
10	Understanding of what makes 'quality first' teaching	E		✓
11	Ability to plan and evaluate the curriculum offer	E		✓
12	Effective communication and interpersonal skills	E		✓
13	Ability to build effective working relationships	E	✓	
14	Ability to influence and negotiate	D	✓	
15	Good record-keeping skills	D	✓	
16	Support, motivate and inspire both colleagues and pupils by leading through example	E		✓
17	Ability to analyse, prioritise and meet deadlines	E		✓



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18	Develop and deliver effective professional development for staff	E		J
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Commitment to:

19	The school's vision and ethos	E		✓
20	Equalities and Inclusion	E		✓
21	Professional development for self and others	E		✓
22	Safeguarding and child protection	E		✓
23	Commitment to maintaining confidentiality at all times	E		✓

Other

24	Excellent attendance and punctuality record	E		✓
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