



Alphington Primary School



Creating our Future

The appointment of a

Senior Leader with Teaching Responsibilities Permanent

Message from the Headteacher

Dear Applicant,

Thank you very much for your enquiry regarding the post of Senior Leader with teaching responsibilities at Alphington Primary School. Following the promotion of one of our senior leaders, we are looking to appoint an ambitious teacher or middle leader into the senior leadership role. This is for anyone who is ready to take the step up to senior leadership. Applications are welcomed from enthusiastic and talented teachers who have the willingness and potential to develop their careers and make a significant contribution to our school's ethos. This post comes with a 0.8 teaching commitment, initially in a year 6 class so experience of a teaching in upper KS2 is essential.

You will be able to lead by example and motivate and inspire others to work alongside you. You will be fully supported by the wider leadership team as you develop into this role.

Alphington is a welcoming family and school with an ethos of aspiration and achievement for all. We have a large, committed staff team with an experienced headteacher, SENDCO, phase leaders and a dedicated and talented staff team.

As part of the Exeter Learning Academy Trust, Alphington works closely and collaboratively with its partner schools and the senior leaders are a strong team. The school provides a broad and exciting curriculum and makes good use of the amazing city, moors and coasts we have on our doorstep.

Further details about visits to the school and the deadlines for applications etc. can be found on the next page of this booklet.

Thank you for your interest in the post and we look forward to receiving your completed application form.

Yours faithfully,

Sharon Tarr

Headteacher

Senior Leader and Teacher

Alphington Primary School is looking to appoint a Senior Leader who is committed to ensuring all children can be the best they can be. You will be able to lead by example and motivate and inspire others to work alongside you. This is an exciting opportunity to work alongside a motivated staff team, who share the same moral drivers for ensuring all of our children achieve well. You will be a member of the schools' senior leadership team and your expertise will be used to benefit children in all four of our Exeter schools.

Our geographical location enables us to work closely together, but we also enjoy the benefits of working closely with other Trusts, schools and organisations. The Trust is extremely supportive and has a good range of experience and expertise within the Board. Local Governors provide strong governance at school level and work closely with the school leaders in providing support and challenge. We are looking for an experienced and inclusive Deputy Headteacher who can build on the excellent leadership provided by the current post-holder.

The successful applicant will be able to demonstrate an effective track record in school leadership and be wholly committed to equity and providing the best outcomes for all children. You will be relentless in helping our children to achieve their ambitions by ensuring our staff become the best they can be.

We are looking to appoint an exceptional candidate who:

- Is committed to ensuring that all children achieve the highest possible outcomes including those with SEND.
- Has vision, innovative ideas and a positive approach.
- Is able to show evidence of leadership and excellent teaching in their career to date.
- Has a demonstrable track record of raising attainment and achievement of all learners.
- Has high expectations of self, staff and learners.
- Make a positive contribution to the wider life of the school.
- Has a sound understanding of how all children learn including those with SEND.
- Can inspire and motivate all children and staff and enable them to be the best that they can be.
- Has energy, enthusiasm and a sense of humour.
- Is committed to own professional development.

The closing date is: **Thursday 6th February 2025** The interview date will be: **Wednesday 12th February 2025**
The start date is: **April 2025**

Exeter Learning Academy Trust (ELAT) is a partnership of primary schools based in Exeter. The Trust currently has four schools: Alphington Primary School, Bowhill Primary School, Ide Primary School, and St Thomas Primary School.

We are a people-focused organisation with strong principles of enabling every child and adult within our Trust to thrive. We have high aspirations for all our children, regardless of their starting point, and in turn, expect our staff to have high aspirations of themselves. We believe that our strength lies in working together and using our collective skills and expertise to benefit the children in our schools.

Full details of the job description, personal specification and application form can be found on the Exeter Learning Academies Trust website www.exeterlearningacademytrust.co.uk. If you would like to discuss this opportunity or receive any further information, please do contact us on 01392 254291. Please send your completed application form to jobs@elatschools.com

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We encourage you to read our Safeguarding Policy before applying. We will ask for references and conduct an online search for all shortlisted candidates. The successful applicant will be subject to an enhanced DBS check. This role also requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Creating our Future

Alphington Primary School is a larger than average primary school on the outskirts of Exeter. We are a 2-11 school, and we pride ourselves in providing a caring friendly environment where it is possible to know all our children and their families. We believe that every child is different, yet equally important and valued.

This ethos is almost tangible and can be felt as soon as you walk into our building and the classrooms. We aim to give the highest priority to academic excellence through a broad-based, balanced and exciting creative curriculum.

At Alphington we strive to provide the optimum learning environment to enable children to aspire, achieve and be the very best they can. We aim to nurture happy confident children with enquiring minds who learn to succeed and to contribute to their class, their school environment and the wider community.

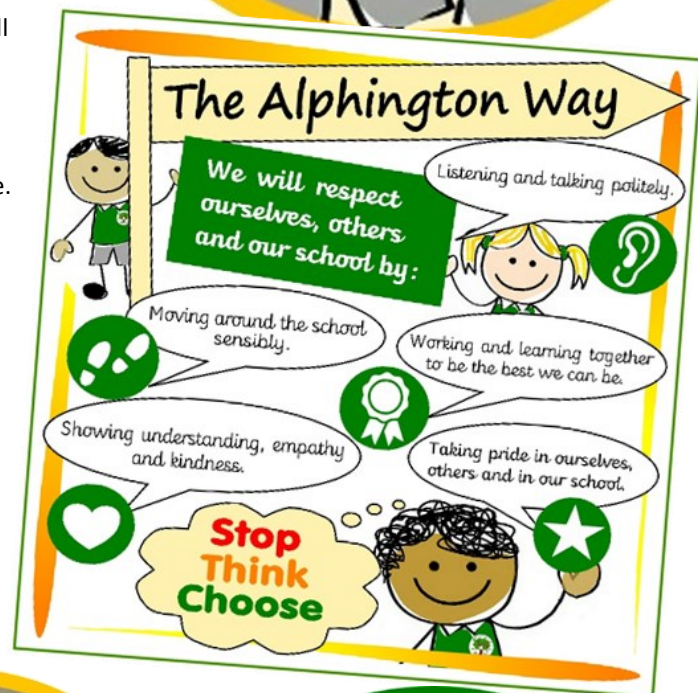
Alphington Primary School is a thriving school, where all are welcome and learning is inspiring, challenging and fun.

Our values and aims are built firmly on The Alphington Way where all are encouraged and supported to achieve their very best and where care and respect for one another are the norm.

We provide a safe and vibrant learning environment where our children are encouraged to ask questions and learn to be responsible. We give children the confidence to take risks and they are expected to challenge themselves as learners.

We aim to equip our children with the learning skills and mindset they will need to flourish throughout their lives to enable them to become lifelong learners.

We are ambitious for all our children; we have high expectations for their academic achievement as well placing a great deal of importance upon supporting their emotional well-being and developing the 'whole' child.



About Exeter

Exeter is a vibrant city, full of historic buildings, cultural attractions and contemporary restaurants. The city has a real sense of individuality, its varied cultural scene is embraced by proud locals, and the diverse mix of eateries means it is renowned as one of the foodie capitals of the South West. Head to the West Quarter or the cobbled Gandy Street to discover a great mix of independent shops and boutiques, cafes and bars.

When it comes to culture, Exeter is renowned in the Southwest for its independent arts scene. It is also firmly on the map as a destination for top sporting events and music. A good mix of independent venues such as the Exeter Phoenix, and large venues such as nearby Powderham Castle, play host to a packed calendar of events and festivals throughout the year.

Exeter's unique location also makes it ideal for pursuing many leisure activities including moor walking, mountain biking, caving, rock climbing, white water kayaking and sea related sports/activities. Devon's many beautiful beaches and coastlines are just a short drive away.

With an airport and strong rail and road transport links, it is also a city that can open doors to many other places within the UK and further afield.



About Exeter Learning Academy Trust (ELAT)



ELAT is a family of primary schools situated on the west side of the River Exe. We have high ambitions for our schools and are driven in our mission to ensure that no child is left behind and all are given the opportunity to succeed. Whilst we choose to work closely and align best practice, we also protect the uniqueness of each school and ensure they maintain their identity in order to best serve their community. We value the relationships we can build both within and beyond our school gates and are passionate about our role in supporting the development of a fair and just society.

The Headteachers, CEO and CFO form the Academy Trust Leadership team. We have a central team of staff who run finance, premises and HR operations for school leaders.

The Trust is run by a board of Trustees, but each school also has a local governing body comprised of parent, staff and community representatives. Their role is to ensure the school

As your employer, Exeter Learning Academy Trust will strive to ensure you are supported in your development and are able to work in a happy and stimulating workplace free from discrimination. You can find out more about the Trust by visiting our website www.exeterlearningacademytrust.co.uk.

Trust vision and values

Working together, we will provide an excellent education that enables all children to succeed and broaden their horizons.

Our values

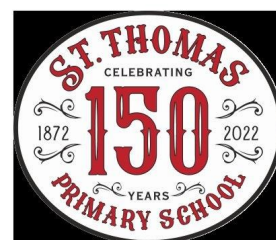
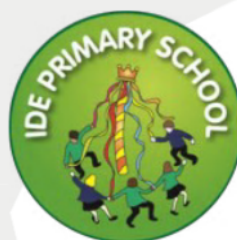
We have the **highest expectations** for every child and believe it is our job to ensure they have the opportunity to achieve their dreams and be the best they can be.

Building **strong relationships** are at the heart of what we do, and our children will know they are loved and have a role to play as future citizens in creating a fair and kind world.

Our staff team will be **successful and valued** in the workplace. They will strive to continuously get better and do their utmost to ensure all children reach their potential.

Our schools will be **inclusive**, ensuring all children can access a stimulating and broad curriculum that gives them the skills, knowledge and experiences they need to achieve well and become resilient learners.

Our schools will be **beacons in their communities** and reach out beyond the school gates to create positive relationships that will support our children's futures.



Creating our future together

Job Description

Senior Leader

Responsible to: Headteacher

MAIN PURPOSE OF THE JOB

The core purpose of a Senior Leader is to improve outcomes by closing the educational attainment gap for all pupils ensuring that they are fully prepared and ready to access the next steps in their educational journey.

Like all staff, the senior leader must be responsible for promoting and safeguarding the welfare of children and young people. Staff must adhere to and ensure compliance with the relevant ELAT Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, staff identify any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the Designated Safeguarding Lead or to the Headteacher or to the CEO so that a referral can be made accordingly to the relevant third party services.

DUTIES AND RESPONSIBILITIES:

Wider Duties and responsibilities

Under the direction of the deputy Headteacher and the Headteacher:

- To lead and develop staff within your area of responsibility, communicating effectively and ensuring successful teamwork.
- To work with colleagues to formulate aims, objectives and strategic plans which have coherence and relevance to the needs of pupils and to the aims and strategic plans of the school and Trust.
- To establish and maintain clear improvement plans, milestones, and performance targets.
- To evaluate provision, celebrate success and challenge underperformance where necessary to ensure short- and long-term gains in outcomes.
- Ensure excellent teaching in the school, including through training and development for staff.
- Establish a culture of 'open classrooms' as a basis for sharing best practice.
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge.
- Under the direction of the head teacher, hold all staff to account for their professional conduct and practice.
- To develop and enhance subject leaders to ensure the quality of learning and teaching across the curriculum.
- To lead the development of appropriate resources, schemes of work, assessment policies and teaching and learning strategies and secure coverage of the relevant cost-effective curriculum.
- To link with other colleagues to ensure that the work within their agreed areas fully reflects the school's distinctive ethos and vision.
- To embed effective systems and processes of school improvement through robust quality assurance and self-evaluation

- To be accountable for the development and delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme, building in effective assessments and extended learning opportunities
- To keep up to date with national developments and changes to the National Curriculum.
- To ensure that staff development needs are identified in order to improve the quality of education provided and appropriate programmes are identified to meet such needs.
- To establish common standards of practice across the school with regard to assessment of and for learning, differentiation etc. and to develop outstanding teaching and learning.
- Develop strategies to involve parents and carers in their children's learning and in the life of the academy.
- Support parents and carers to understand how they can help their children to succeed.
- Create and manage a calendar of events to engage the wider community in the school.
- Ensure that monitoring arrangements are rigorous allowing subject leaders to have a sound understanding of the strengths and areas of development of their subject to enable all pupils to achieve their full potential.
- To work with other members of SLT to ensure that the curriculum delivery is high quality and in line with the SDP.
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all students.
- Build positive relationships with all members of the school community, showing positive attitudes to them.
- Support with the day-to-day management of the school as part of the senior leadership team.
- Seek training and continuing professional development to meet own needs.
- Ensure good liaison with parents to maximise the achievement of the students.
- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on student outcomes.

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect changes in the job requirements.

To model the behaviours of a professional at all times.

Person Specification—Senior Leader

Essential	Assessed through
Qualified Teacher Status	Application References
A commitment to furthering own professional understanding and expertise	Application Form Interview References
Experience of excellent teaching in KS2	Application References
Evidence of continuing and recent professional development relevant to the post	Application Form References
Promoting positive behaviour conducive to learning and which is focused on raising standards	Application Form Interview References
Making an effective contribution to school improvement through subject leadership or a management role	Application Form References
Using data and evaluation strategies to measure impact and inform improvement	Application Form Interview References
Proven record of raising standards for all pupils, including underachieving pupils	Application Form Interview References
Knowledge and understanding of the National Curriculum and EYFS curriculum	Application Form Interview References
Good understanding of effective procedures for managing and promoting positive behaviour among pupils	Application Form Interview References
Honest and trustworthy with high levels of professional integrity	References
Approachable and able to relate well to staff, pupils and parents in a variety of situations	References
Resilient, flexible and adaptable	References



Person Specification—Senior Leader

Desirable	Assessed through
Working across the primary age range including EYFS	Application References
Leading significant area of whole school development	Application References
Experience of working with parents as partners	Application References Interview
Evidence of awareness of current local and national initiatives	Application Interview
Leadership of a core subject	Application References
Recent professional qualifications such as NPQ	Application



Job Description Class Teacher

Job title: Class Teacher

Salary: MPS/UPS

Contract type: Permanent

Reporting to: Headteacher

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

MAIN PURPOSE OF THE JOB

Paragraphs 1 to 9 below are a Main Pay Scale (MPS) Teacher's responsibilities. MPS teachers are required to act in accordance with the school's ethos, policies and practices, under the direction of the Headteacher. **If UPS, in addition to the duties and responsibilities of a MPS Teacher you are, as an Upper Pay Scale teacher, required to be highly competent in all elements of the Teacher Standards, to ensure that your achievements and contribution to the school are substantial and sustained and to ensure that you discharge the Accountabilities under paragraph 9 and, if you are paid at the maximum of the Upper Pay Scale, Accountabilities under paragraph 10 reviewed annually**

Be responsible for promoting and safeguarding the welfare of children and young people. Staff must adhere to and ensure compliance with the relevant ELAT Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, staff identify any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the Designated Safeguarding Lead or to the Headteacher or to the CEO so that a referral can be made accordingly to the relevant third party services.

DUTIES AND RESPONSIBILITIES:

1. Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests

2. Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

3. Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Attend to the pupil's personal needs, and implement related personal programmes, including social, health, physical, hygiene, intimate care, first aid and welfare matters

4. Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

5. Communication

- Communicate effectively with pupils, parents and carers

6. Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

7. Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

8. Management of staff and resources

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

9. Support the development of a subject across the school.

This will involve:

- Action planning: writing a plan and monitoring and evaluating it during the year.
- Resourcing: Annual audit, ordering resources, termly tidying, managing the budget and applying for any grants.
- Standards: Monitoring standards of attainment and achievement, identifying poorly performing groups of pupils and ensuring there is provision for them to close the gap across the school
- Policy writing and updating policies and guidelines "so that everyone knows what they should be doing".
- Curriculum: Ensuring due prominence of own subject within thematic framework.
- Monitoring: lesson observations, pupil interviews, work scrutiny, checking planning.
- Assessment: Assessing work samples, analysing test data.

- Supporting: Assisting colleagues with planning and delivery.
- Professional Development: Keeping up-to-date with curriculum development, organising and leading training, visiting other schools.
- Promoting the subject: Organising special events
- Making strategic decisions: e.g. whether to “set” for the teaching of a subject.
- Keep headteacher and governors regularly informed of all relevant developments.

Upper Pay Scale Accountabilities

- Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
- Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas you teach, including those related to public examinations and qualifications.
- Have a more developed knowledge and understanding of your subjects/curriculum areas and related pedagogy including how learning progresses within them than a Main Pay Scale teacher.
- Have sufficient depth of knowledge and experience to be able to give advice to colleagues on the development and well-being of children and young people.
- Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
- Provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice in order to help them meet the relevant standards and develop their teaching practice

Additional Accountabilities for the Maximum of the Upper Pay Scale

- In addition to the requirements of a Main Pay Scale teacher and an Upper Pay Scale teacher, teachers paid at the maximum of the Upper Pay Scale are required to ensure that they:
 - Play a critical role in the life of the school.
 - Provide a role model for teaching and learning.
 - Make a distinctive contribution to the raising of pupil standards.
 - Contribute effectively to the work of the wider team/school.
- Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils’ learning.

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect changes in the job requirements.

At ELAT all staff are expected to model the behaviours of a professional at all times.

Person Specification—Teacher

Essential	Assessed through
Good hon's degree (2:2 or higher)	Application
QTS status	Application
Proven ability to deliver outstanding lessons (through formal lesson observations)	Letter/references/teaching episode
Secure knowledge and understanding of the national curriculum at Key Stage 2	Teaching episode/interview/letter
Proven ability to deliver outstanding pupil outcomes	Letter/references
Willingness to go the extra mile to secure high levels of pupil performance and engagement	Interview
Good interpersonal skills	Interview/references
Good ICT skills	Letter/references
Creativity and imagination	Letter/references/interview
Ability to inspire and enthuse children and build effective relationships with their parents	Letter/reference/teaching episode
A genuine love of teaching and rapport with children	Teaching episode/interview
Commitment to further professional development and learning	Application/letter
A sense of humour	References/interview
Excellent relationships with colleagues	References
Desirable	Assessed through
Evidence of a willingness to contribute to extra-curricular and enrichment programme	References/letter/interview
Evidence of development/implementation of whole school initiative	Letter/interview
Ability to lead and inspire others	References/interview
Ability to coordinate a core subject	Letter/References



The Application Process

The Application Process

Application forms:

Application forms and the recruitment pack are available from the Trust website.
Please send completed applications to jobs@elatschools.com

Visits:

Visits to our school are welcomed. Please contact us on 01392 254 291 to arrange a visit and meet the Headteacher, Sharon Tarr. If you are unable to visit then we are happy to talk to you on the phone.

Closing Date:

Please send completed applications directly to jobs@elatschools.com by **12noon on Thursday 6th February 2025**. Applications received after this time will not be considered.

Shortlisted candidates invited for interview:

Shortlisted candidates will be invited for interview on **Wednesday 12th February 2025** and informed of requirements and timings via email. References will be taken up and proof of identity, birth certificate and qualifications will be required.

Contact:

Alphington Primary School
Wheatsheaf Way
Alphington
Exeter, Devon
EX2 8RQ
Tel: 01392 254291
Email: admin@alphington.devon.sch.uk

