



Northwood Primary School
Pendleton Road South
Darlington
DL1 2HF
Tel: 01325 267222



Email: cnelson@northwoodprimary.org.uk
Website: <https://www.northwoodprimary.org.uk/>

Assistant Head Teacher
Pay range: L4-L8
Start date: 1 January 2021

Are you looking for an opportunity to join a forward-thinking and creative leadership team? Do you want to use your skills and experiences to make a difference to the children in our vibrant and supportive school? We are seeking an Assistant Head Teacher who is committed to securing the highest standards of teaching, learning and leadership within our school.

Your practice, ethos and approach to school life will shape the lives of our children, the school and your colleagues. As such, it is key that you:

- Are an experienced teacher with at least 5 years' teaching experience
- Are passionate about teaching and the education of children
- Lead by example and will embody our school values
- Are innovative and encouraging
- Are enthusiastic, flexible and a real team player.
- Are ready to be a key member of the outstanding leadership team at Northwood Primary School

If this sounds like you and a role that you would relish, please look carefully at the following materials and complete an application form.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service) and pre-employment checks will be undertaken before an appointment is confirmed.

The post will be based in Northwood Primary School however the Trust reserves the right to require you to work at other schools in the Trust depending on the needs of the business. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

Application packs are available from the school. Please email Charlotte Nelson on cnelson@northwoodprimary.org.uk or phone the school to request an application pack on 01325-267222. All completed application packs must be returned directly to the school or emailed and marked for the attention of Charlotte Nelson, Office Manager. Visits to the school are encouraged and can be organised by contacting the school office. Please note all visits will take place after school hours.

Closing Date: Friday 25th September at 12 noon

Interviews: Week commencing Monday 12th October

Job Description

<u>POST TITLE:</u>	ASSISTANT HEAD TEACHER
<u>GRADE:</u>	LEADERSHIP SCALE POINTS L4-L8
<u>REPORTING RELATIONSHIP:</u>	Head Teacher
<u>JOB PURPOSE:</u>	To provide professional leadership for the school which secures its success and improvement, ensuring high quality education for all pupils and improved standards of learning and achievement.

MAIN DUTIES/RESPONSIBILITIES

Professional Duties

In line with the current School Teacher's Pay and Conditions Document, it is the responsibility of the post holder to carry out the following professional duties:

Fulfil the general responsibilities of Assistant Head Teacher. This will include:

1. Working with the Head Teacher to provide vision, leadership and a clear direction for the school.
2. Supporting the Head Teacher in creating and developing an organisation in which all staff recognise that they are accountable for the success of the school.
3. Supporting the Head Teacher in the day-to-day management and organisation of the school.
4. Supporting the Head Teacher in ensuring that financial management and administrative procedures in school support its vision and aims.
5. Supporting the Head Teacher in the management and organisation of the school accommodation to ensure that it meets the needs of the curriculum and health and safety regulations.
6. Supporting the Head Teacher in the production, implementation, monitoring and review of policies adopted by the School Local Governing Body.
7. Supporting the Head Teacher in the production, implementation, monitoring and evaluation of a school improvement plan which identifies priorities and targets for ensuring that pupils make progress and achieve high standards and increasing teachers' effectiveness.
8. Sharing in the curriculum development of the school and driving forward the vision and future developments with the Head Teacher.

9. Supporting the Head Teacher in the deployment, supervision and welfare of all staff. This may include being an NQT mentor, when appropriate.
10. Supporting the Head Teacher with the discipline and pastoral care of all pupils.

Fulfil the specific responsibilities of Assistant Head Teacher. This will include:

1. Demonstrating an understanding and knowledge of curriculum development; planning and preparing lessons, teaching pupils assigned to you, setting and marking work, assessing, recording and reporting on the development, progress and attainment of pupils, communicating and consulting with colleagues, parents and relevant outside agencies.
2. Being a member of the senior leadership team, attending leadership meetings with other senior colleagues, continuing to develop leadership experience through CPD, supporting the school self-review and improvement programme.
3. Establishing a high standard of expectation, praising and sharing the good work of colleagues and children, reinforcing the positive approach to discipline, supporting colleagues in the hierarchical approach to dealing with behaviour.
4. Ensuring open lines of communication, liaising with the Head Teacher, Deputy Head Teacher and relaying information to colleagues.
5. Working alongside the Head Teacher in monitoring achievement and standards across the school. Leading across school: including; analysing data, identifying appropriate attainment and achievement targets, monitoring pupil standards and achievement against annual targets, monitoring planning, curriculum coverage and learning outcomes, leading evaluation strategies to contribute to overall school self-evaluation, planning and implementing strategies where improvement needs are identified, ensuring that relevant attainment and achievement targets are met. This will also include data management, ensuring all data is collected, analysed and reported on with the support of the Head Teacher.
6. Actively participate in the process of performance management.
7. A commitment to safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures. Being a Deputy Designated Safeguarding Lead for the school; deputising in the Deputy Head Teacher's absence.
8. Maintaining personal expertise and sharing this with other teachers, acting as a role model of good practice for other teachers, modelling effective strategies with them, monitoring and evaluating standards of teaching, identifying areas for improvement, planning and implementing strategies to improve teaching where needs are identified.
9. Responsibility for targeted interventions and ensuring the effective deployment of support staff.
10. Ensuring that the school works closely in partnership with both the immediate and wider community by developing effective transition arrangements for children.
11. Contribute towards the developing ethos of Northwood Primary School and the wider ethos and appeal of Lingfield Education Trust.

12. To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Local Governing Body or Trustees may determine.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.

The Trust/School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A FULL ENHANCED CHECK FOR REGULATED ACTIVITY BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS APPROPRIATE.

ESSENTIAL				DESIRABLE		
	Criterion No.	ATTRIBUTE	Stage Identified	Criterion No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	DfE recognised Teaching Qualification Qualified Teacher Status	AF/C	D1	Evidence of further training in leadership and management	AF/C
	Experience & Knowledge	E2	Experience of leadership in a primary age range school (subject or phase)	AF/R/P	D2	Experience of Ofsted inspection and post inspection action planning
E3		At least 5 years' experience of successful teaching experience - under the 'new curriculum'.	AF/I/R/P	D3	Trained to Safeguarding Level 2 or 3, or willingness to be so	AF/I/R
E4		Experience of working well in partnership with staff, governors, children, parents and the wider community	AF/I/R	D4	Experience of educational software to support school improvement e.g, SIMS	AF/I/R
				D5	To have taught in more than one school.	AF/I/R
Skills	E5	Exemplary classroom practitioner and role model for excellent teaching and learning	AF/I/R/O			
	E6	Able to analyse and interpret, identify trends and develop appropriate support and intervention strategies for improvement	AF/I/R/P			
	E7	Has a good understanding of the National Curriculum	AF/I/R/O			
	E8	Has a good working understanding of curriculum and assessment arrangements	AF/I/R			

ESSENTIAL				DESIRABLE		
	Criterion No.	ATTRIBUTE	Stage Identified	Criterion No.	ATTRIBUTE	Stage Identified
	E9	Has a good understanding of the needs of children across the primary age range including SEN and vulnerable children	AF/I/R			
	E10	Has a sound understanding of strategies to enhance teaching and learning opportunities based on robust data analysis	AF/I/R			
	E11	Has a good understanding of school self-evaluation and improvement planning	AF/R			
	E12	Has a good understanding of current educational initiatives and relevant legislation	AF/I/R			
	E13	Communicates well orally and in writing at all levels	AF/I/R			
	E14	Able to plan, organise and prioritise	AF/R			
	E15	Proven leadership qualities to motivate and inspire others	AF/I/R			
Personal Attributes	E16	Enthusiasm, vision, energy adaptability and perspective.	AF/I/R			
	E17	Deals with difficult situations effectively.	AF/I/R			
	E18	Evidence of being able to build and sustain effective working relationships with staff, governors, Trustees, parents and the wider community.	AF/I/R			
	E19	High degree of motivation for working with children and young people.	AF/I/R			

ESSENTIAL				DESIRABLE		
	Criterion No.	ATTRIBUTE	Stage Identified	Criterion No.	ATTRIBUTE	Stage Identified
	E20	Commitment to partnership working/collaboration between schools	AF/I/R			
Special Requirements	E21	Interest in working with children to promote their development and educational needs	AF/I/R/D			
	E22	Ability to form and maintain appropriate relationships and personal boundaries with children	D			
	E23	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	AF/I/R/D			
	E24	Suitability to work with children	D			

Key – Stage identified	
AF	Application Form
C	Certificates
O	Observation
I	Interview
P	Presentation / Task
R	References
D	DBS Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references.

