



**North East
Learning Trust**

**Assistant Head Teacher
Browney Academy**
Applicant information pack

Assistant Head Teacher

Required September 2021

Permanent / Full Time

Salary L5

The North East Learning Trust is a multi-academy Trust and currently have six secondary schools and three primary schools. Our high expectations filter into every aspect of school life. Our vision is simple and shared by all our schools, every child experiences excellence every day.

Browney Academy is a thriving primary school filled with smiles: the small school with a big heart. We are seeking to appoint highly motivated and inspirational, Assistant Head Teacher, who can work collaboratively with the Head Teacher and the Senior Leadership Team and Governors in leading the strategic direction and development of our school. The postholder will lead on science in addition to other foundation subjects depending on experience.

The successful candidate will also be an excellent teacher and leader who has a proven record of success with the drive and experience to secure outstanding results through creative and innovative approaches to learning.

If you are interested in applying for this post and feel you meet the criteria, please contact Diane Woodlands, Office Manager at diane.woodlands@browneyacademy.co.uk to arrange a visit to our school.

We are looking for someone who:

- has a significant track record of school improvement and curriculum innovation
- has successful subject lead experience
- is an exemplary classroom practitioner and is able to model their outstanding practice through coaching
- has high expectations of pupil achievement and behaviour
- has excellent interpersonal, organisational and communication skills with the ability to lead, motivate, inspire and support colleagues
- is committed to working in partnership with our parents and the local community
- has a good sense of humour

We are committed to:

- a thriving, successful school
- a vibrant learning community with enthusiastic and engaging children
- a positive and caring ethos
- an excellent learning environment and resources
- a team of hardworking, dedicated and friendly staff where everyone is valued
- a supportive and effective governing body
- a clear commitment to continuing professional development and an investment in future career development

Deadline:

Closing Date: 12th April 2021 (9am)

Shortlisting will take place week commencing 12th April 2021

Interviews are aiming to take place week commencing 19th April 2021.

Visits to the school are highly recommended.

How to apply:

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms by 12th April 2021 (9am) to

diane.woodlands@browneyacademy.co.uk or by post to Browney Academy, Harle Street, Durham DH7 8HX.

Job description

Post title: Assistant Headteacher
Responsible to: Headteacher
Responsible for: Science, pupil voice and other foundation subjects
Salary Band: L5

JOB PURPOSE:

To provide outstanding leadership for the school which secures its success and improvement, ensuring high quality education and excellent standards of learning and achievement for all learners.

You will be required to carry out the duties of a schoolteacher as set out in the current School Teachers' Pay and Conditions Document.

This position will deputise for the Headteacher as and when required.

You will be a committed and enthusiastic member of staff, developing positive working relationships with students, teaching staff, other professionals and parents/carers.

Duties and responsibilities:

Strategic planning and development of the school

- Work with the Headteacher to provide vision, leadership and a clear direction for the school.
- Lead by example to inspire and motivate pupils, staff, parents and governors in the vision, purpose and leadership of the school.
- Promote the school's ethos to develop effective teaching and learning whilst sustaining improvement in pupils' spiritual, moral, cultural, emotional, and physical development.
- Assist in the development and implementation of a strategic improvement plan, underpinned by sound financial management and a range of data that identifies priorities and targets to support school improvement.
- Assist the Headteacher in implementing national expectations for performance management as an effective tool to monitor and evaluate the school's educational provision.
- Support the leadership team in the production, implementation, monitoring, and evaluation of the school improvement plan to ensure that pupils make excellent progress and achieve high standards and increase teachers' effectiveness.

Teaching and learning

- As class teacher, maintain personal expertise and share this with other teachers, acting as a role model of outstanding practice.
- Model effective teaching strategies and monitor pupil standards and achievements.
- Assist in the creation and maintenance of an environment and code of behaviour which promotes and secures good teaching, effective learning and high standards of achievement and behaviour.
- Plan, monitor and evaluate curriculum provision to promote breadth, balance and creativity, ensuring equality of access by all pupils, promoting a sense of fun and enjoyment in learning.
- As a member of the Leadership Team, monitor and evaluate the quality of teaching, learning and progress to set challenging targets for improvement.

Leading and managing staff

- Lead subjects well and guide less experienced staff to become excellent subject leads.
- Advise and support teaching staff in raising standards of teaching and learning throughout the school to sustain and improve pupil achievement.
- Manage, monitor and review curriculum provision in order to stay abreast of new initiatives to secure the improvement of pupil achievement.
- Support the Headteacher in monitoring the quality of teaching and learning across the school, monitoring planning, curriculum coverage and learning outcomes.
- Lead evaluation strategies that contribute to overall successful school self-evaluation.

Accountability

- Provide curricular information and objective advice to enable the academy council to meet its responsibilities.
- Support the Headteacher in creating an organisation in which all staff recognise that they too are accountable for the continued success of the school.
- Ensure that parents and pupils are well-informed and that channels of communication are used and reviewed regularly to ensure their continued effectiveness.
- Assist in the presentation of a coherent and accurate account of the school's performance in a format appropriate to range of audiences, including parents, governors, the local authority, the local community, OFSTED and others for them to play their part in the improvement agenda.

General

- Carry out any other duties commensurate with the role that the Headteacher may direct from time to time
- Participate in the Performance Management system for the appraisal of own performance
- Attend relevant meetings and contribute to curriculum development, school policies and procedures.
- Ensure good communication across school.
- Be committed to the school's aims and values.
- Keep up to date with own CPD.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding Policy and Procedure in place and is committed to safeguarding and promoting the welfare of all its students. The welfare of every student is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

This job description may be reviewed at the end of the academic year (or earlier if necessary) and can be amended after consultation with post holder.

Person Specification

Assistant Headteacher

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> • Qualified Teacher Status • First degree or equivalent in a relevant subject. 	<ul style="list-style-type: none"> • Further post-graduate qualification • NPQSL
Experience	<ul style="list-style-type: none"> • Substantial successful teaching experience at primary level. • Evidence of successful subject area leadership and management, (including leading curriculum development, developing school policy and monitoring and evaluating progress)- • Experience of monitoring teaching and learning 	<ul style="list-style-type: none"> • Expertise in leading and managing a core subject or subjects. • Experience of managing a team or phase. • Experience of developing and leading staff development programmes for teachers and other staff. • Evidence in successful implementation of whole school initiatives. • Significant experience of teaching in more than one key stage.
Aptitude and skills	<ul style="list-style-type: none"> • The ability to create a motivating and safe learning environment for all students. • The ability to communicate positively with parents/carers and outside agencies • The ability to work as part of a team and to develop and maintain positive relationships with teaching and other support staff. • Good level of ICT skills. • Excellent time management skills and the ability to prioritise and meet deadlines under pressure. • Good communication skills when both writing and speaking. 	
Personal qualities	<ul style="list-style-type: none"> • Enthusiasm for and commitment to the achievement of the school's overall vision for success at all levels. • A positive role model for students • Patience, sensitivity and understanding, with the ability to remain calm in stressful situations. • Open to change, flexible, adaptable, results orientated and able to prioritise, resilient under pressure. 	

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.