



Quality with Equality

Creativity with Rigour

Entitlement with Diversity

Candidate Information Pack



Hotspur Primary School

Mowbray Street, Heaton, Newcastle upon Tyne, NE6 5PA
admin@hotspur.newcastle.sch.uk – 0191 276 2762

Assistant Headteacher with responsibility for EYFS/KS1

March 2021



Message from the Headteacher



Dear Applicant,

Thank you for your interest in finding out more about the role of Assistant Headteacher at Hotspur Primary School.

This is an exciting opportunity to be part of a new leadership team in an incredibly special and unique school. The school has a very strong identity, built upon clear values and beliefs such as inclusivity, equality of opportunity and celebration of diversity. The greatest advocates of this are the wonderful children themselves, showing their

individualism through different talents, skills, interests and ideas about the world. Hotspur is child-centred and nurturing in its approach and children get the chance to find out what they're good at and what they enjoy doing. The curriculum emphasises the importance of learning through the arts to achieve this.

Hotspur is a vibrant school which is nourished and enriched by the diversity of the school community it serves and where difference is celebrated in a positive way. We teach and care for the whole child ensuring equality of opportunity, particularly for those children from the most disadvantaged backgrounds. We believe all children can achieve and flourish with the right experiences, expectations and support.

The school has been recognised for its wide-ranging curriculum strengths including awards for: Platinum Artsmark, Science Outreach - Primary, Platinum PE and Sports and regular appearances at Tyne and Wear sporting finals. We are helping children to develop as rounded, resilient people who can contribute to society with compassion and empathy.

We are looking for a highly motivated and dedicated person with a passion for education and its ability to transform the lives of children. If you feel you have outstanding leadership qualities, including the ability to think strategically, form strong professional relationships and unite staff around a clear aspirational vision then we would welcome your application.

Yours sincerely,

A handwritten signature in black ink that reads "K. McVittie".

Kevin McVittie

Advert

Assistant Headteacher with responsibility for EYFS/KS1

From 1st September 2021

**Permanent Full-Time
Leadership Range L5-L9
£46,565 - £51,401 per annum**

Hotspur is a two-form entry primary school in Heaton that serves a richly diverse community. We are passionate about enabling children to become rounded, confident and happy individuals. As a school we aim to provide a rich and varied curriculum that:

- develops a love of learning
- ensures high standards in English and Maths
- is balanced between tightly-structured and creative learning
- helps children to discover what they are good at and what they enjoy doing
- nurtures inquisitive minds that are open to new ideas
- promotes equality and diversity

We are looking to appoint an exceptional teacher and dynamic leader to join our team who:

- is passionate about making a transformational difference to the lives of children
- reflects constantly on their teaching and children's learning and can use this to help others to develop as teachers
- has the highest expectations of themselves and all children
- can work successfully and collaboratively with a variety of professionals, families and the wider community to ensure great outcomes for all children

Prospective candidates are encouraged to visit school on Wednesday 7th April - please contact admin@hotspur.newcastle.sch.uk to make an appointment.

Closing Date	12pm Monday 12th April 2021
Shortlisting	Wednesday 14th April 2021
Selection Days	Thursday 22nd and Tuesday 27th April 2021

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all our staff and volunteers share this commitment. The appointment of the successful candidate will depend upon a satisfactory enhanced criminal records check from the Disclosure and Barring Service and other recruitment and vetting checks.



Job Description

POST TITLE:	Assistant Headteacher responsible for Early Years Foundation Stage and Key Stage 1
GRADE:	L5 – L9
RESPONSIBLE TO:	Headteacher and Governing Body
RESPONSIBLE FOR:	Early Years Foundation Stage and Key Stage 1 Teams
JOB PURPOSE:	To carry out the duties of an Assistant Headteacher and Class Teacher in accordance with the provisions of the current School Teachers' Pay and Conditions document.
MAIN DUTIES:	The following list is typical of the level of duties which the post holder is expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

Leadership Responsibilities

- Help to maintain the ethos of the school and foster a culture that nurtures children who feel safe, happy and ready to learn.
- Support the development of plans to achieve the school's vision and strategic outcomes.
- Provide an excellent role model to all other members of staff across school.
- Monitor and evaluate teaching and learning by managing and participating in lesson observations, book scrutinies, data analysis and reviewing planning.
- Organise, implement and monitor the curriculum and its assessment.
- Provide effective coaching to colleagues to ensure a consistency and continuity of excellence.
- Provide high quality staff development, based on evidence-based research. Create opportunities to utilise expertise in the school and wider Trust to help foster reflective and self-improving teaching.
- Develop innovative curriculum projects in partnership with local cultural organisations.
- Share in the promotion of a positive behaviour climate that is founded upon consistency, kindness, positive reinforcement and restorative practice.
- Line-manage EYFS/Key Stage 1 staff, including participating in the performance management process and target-setting in line with school priorities.
- Manage the day-to-day operation of EYFS/KS1 by effectively communicating with all staff, proactively promoting a positive climate and anticipating issues.
- Have a strategic overview of assessment across school: formulating, implementing, monitoring and reviewing systems to track pupil progress and ensure that all pupils make good progress as they move through the school.
- Ensure systems are in place so that all staff make sound judgements about children's standards of attainment and use formative assessment to help children understand how they will continue to make progress.
- Provide analysis of data to identify strengths and areas for development in teaching and learning throughout the school.

Class Teacher Responsibilities

- Plan and conduct lessons/learning activities for the whole class, groups and for individual children, setting and maintaining high standards using a range of strategies to ensure children can access age-related expectations and are challenged.
- Carry out and use the available assessment and record-keeping systems in school and ensure children's development and attainment by setting challenging targets.
- Report to parents informally and through annual reports and, as appropriate, to colleagues and other agencies on the progress of children-
- Jointly plan and evaluate as a member of appropriate teams, attending and contributing to liaison meetings with colleagues ensuring that whole school issues of continuity and progression are tackled.
- Participate in school self-evaluation, improvement planning, reviewing and evaluating.
- Participate in initiatives to make the curriculum stimulating and memorable whilst retaining sharply-focused learning objectives.
- Keep up-to-date with ideas and developments in teaching and learning using professional judgement and discussion to adopt and adapt appropriately for the school context.
- Ensure that the internal environment of the school is maintained in a vibrant way that promotes and stimulates learning.
- Participate in the performance management process within the school.
- Contribute to the promotion and maintenance of good behaviour through positive reward schemes and adhere to the high expectations of the school behaviour policy within the classroom and throughout the school.
- Promote equal opportunities and contribute to the continuing development of anti-discriminatory policies and procedures.
- Ensure the implementation of health and safety regulations and guidelines.

Subject Leader Responsibilities

- Responsibility for leading colleagues in the development of the subject.
- Develop colleagues' skills and knowledge in teaching the subject through, where appropriate, discussion, observation and planning and delivering training.
- Monitor and evaluate schemes of work, individual planning, policies and assessment procedures and their impact on teaching and learning and standards of attainment.
- Contribute to the school's aim of offering children a stimulating and memorable curriculum through cross-curricular links and other initiatives to enhance learning.
- Audit, order and deploy the subject's resources throughout the school, including budget monitoring.
- Keep abreast of local and national developments in the subject and organise participation in any appropriate initiatives.
- Assist in the preparation of information for the Governing Body.

Person Specification

PART A: APPLICATION STAGE *The following criteria will be used to shortlist at the application stage:*

Essential

1. Qualifications

- a) A relevant teaching qualification recognised by the DfE
- b) Recent evidence of appropriate continuous professional development

2. Experience

- a) Outstanding classroom practice providing challenge to all pupils, from Nursery to Year 2
- b) Proven track record in raising standards at the end of a key stage
- c) Deployment of excellent behavior management strategies and techniques
- d) Effective and proficient use of technology, including experience of online learning platforms
- e) Managing and supporting recently qualified and experienced staff
- f) Organising and delivering high quality CPD
- g) Leading a major aspect of a school's work with a proven positive impact

3. Knowledge and Skills

- a) Outstanding skills in effective teaching and learning
- b) Knowledge and effective use of assessment and tracking systems
- c) Comprehensive understanding of safeguarding procedures designed to protect children
- d) Excellent oral and written skills and the ability to communicate effectively with children, colleagues and parents/carers
- e) Demonstrating a flexible response to change and assimilating new ideas quickly
- f) Manage a high workload and conflicting priorities

4. Disposition

- a) Enthusiastic, positive, confident and resilient with a sense of humour
- b) Caring, supportive, nurturing, compassionate and enjoy working with children
- c) Willingness to undertake any professional duties delegated by the Headteacher
- d) Passionate about securing the best outcomes for all children

Desirable

5. Qualifications

- a) Evidence of on-going professional development in a leadership capacity e.g. NPQSL, NPQML
- b) Specific Early Years CPD e.g. Forest School, Jabadao

6. Experience

- a) Teaching experience in more than one school
- b) Working directly with parents/carers to improve attainment
- c) Collaborative outreach work across schools
- d) Creative approaches to improving the quality of education
- e) Liaising with a wide range of children's workforce professionals
- f) Budget management
- g) Knowledge of whole-school approach to wellbeing

7. Knowledge and Skills

- a) Interest in current educational developments
- b) Ability to interrogate and interpret data effectively

PART B: ASSESSMENT STAGE: *items 2a, 2c-d, 3a-f, 4a-d, and 7b, along with the following criteria, will be explored further at the assessment stage:*

8. Criteria

- a) An understanding of the role of Assistant Headteacher as described with the attributes to be successful in the role
- b) Provision of a challenging, supportive and engaging learning environment
- c) Successful collaboration as a member of a team
- d) Manage and motivate a team effectively
- e) Promotion of Hotspur's positive ethos and culture
- f) Ability to think strategically and contribute to whole-school development initiatives
- g) Promote the welfare of children, including the ability to form positive relationships with children whilst maintaining personal boundaries
- h) Demonstrate emotional resilience when working with challenging behaviours

The following methods of assessment will be used:

- Panel interview
- Lesson observation
- Data analysis
- Delivering an assembly
- Presentation
- Structured discussion with children
- Written task
- In-tray exercise

PART C: ADDITIONAL REQUIREMENTS

9. Pre-Employment Checks

The following criteria must be judged as satisfactory when pre-employment checks are completed:

- a) Enhanced Certificate of Disclosure from the Disclosure & Barring Service
- b) Barred list (children) check
- c) DfE teacher prohibition check
- d) Additional criminal record checks if applicant has lived and/or worked outside the UK
- e) Occupational Health clearance
- f) Eligibility to work in the UK
- g) Professional qualifications check
- h) Two references from current and previous employers

About Hotspur

Hotspur is a primary school for children aged 3 - 11 years old. We offer a curriculum that is broad and balanced, ensuring that children do their very best in core subjects through quality first teaching informed by the latest educational research. Children are also given memorable opportunities to discover their 'spark' as they learn through the arts. This includes working with a national opera company, being taught by professional musicians and dance teachers, performing at The Sage Gateshead and taking part in the annual Shakespeare Schools' Festival.



Hotspur is part of the Ouseburn Learning Trust and enjoys a fantastic location in the Ouseburn Valley on the edge of Newcastle city centre. We utilise links within the local community to enrich the curriculum and carry out many whole-school projects in collaboration with local cultural partners and venues such as the Laing Art Gallery and the Great North Museum.



Hotspur is an ambassador school for the Thrive Approach to social and emotional wellbeing. Thrive is embedded across the curriculum and recognises that children's mental health and wellbeing are essential pre-requisites to accessing the curriculum and developing emotional resilience. Our behavioural approach is rooted in consistency and kindness. We respond to poor behaviour by providing the support children need: consistency, positive reinforcement and

restorative practice. One of the things that makes Hotspur unique is the exceptional pastoral care and support we offer to all of our children and families.

The school has fabulous grounds with huge outdoor spaces. We have a wildlife garden with a pond, a sensory garden, outdoor classroom, allotment and brand new play structure, all of which lend themselves to exciting outdoor learning opportunities.

