



# Grove House Primary School

Part of Pennine Academies Yorkshire

## Recruitment Pack

**Assistant Headteacher  
To start September 2023**

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Dear Applicant,

Thank you for expressing an interest in our Assistant Headteacher school vacancy.

We are seeking to appoint an outstanding, inspirational and highly professional leader, who is ready to progress in their leadership career. You will need to have had some leadership experience at senior level. The role requires a good knowledge and experience of pedagogy and is a role with a teaching commitment in school. The ideal candidate is someone who is looking for a new and challenging experience, has a sound understanding of safeguarding and inclusion and has experience across the primary phase.

You must have the skills and ability to lead a team, be well organised and resilient and be driven by the values of ethical leadership. At Grove House we want to develop teams which promote high aspirations, enthusiasm and a commitment to providing a high quality education for all pupils. You will be joining our senior leadership team to embark on an exciting journey to drive school improvement and lead teaching and teacher development. As a highly inclusive school, we pride ourselves on our positive culture to create happy, safe high quality learning environments that nurture all our children and staff.

Our recent addition of a nurture provision and development of a complex needs provision, is essential to ensure our school can support a range of additional needs within our mainstream setting. This is in addition to our resourced provision for visually impaired children, and as an Assistant Headteacher you will ensure that all children have equal opportunities to the curriculum without boundaries. Our curriculum makes learning at Grove House incredibly special. Our focus on the whole child, including their wellbeing, allows our children to be happy, confident, curious pupils who have excellent learning behaviours and high expectations of what they can give the world and what the world can give them.

At Grove House Primary, we will work with you to create a bespoke programme of professional development opportunities and training, which will enhance your practice and enable you to continue to learn and grow. We pride ourselves on developing people and playing our role in building a stronger sustainable Bradford.

We look forward to receiving your application and would recommend that your supporting statement is presented on no more than 2 sides of A4 paper, using size 12 font, stating your strengths and impact of your teaching on learning. In addition to this information pack, our school website also holds a wealth of information about us.

We wish you every success in your application and look forward to meeting you.

Yours sincerely

Mrs A Summerscales  
Headteacher



## Headteacher: Mrs A Summerscales



### **Assistant Headteacher – To start September 2023**

#### **Leadership Pay Spine Point L4 – 8**

Are you committed to improving pupil outcomes?

Are you hardworking with a sense of humour?

We are looking for a dynamic leader to join our driven and passionate team. If you are ready for the challenge of a 2 form entry, forward thinking primary school then come and join us, as we continue our journey to 'Good'.

You will need to be passionate, resilient and with the highest of expectations of our pupils as well as the ability to work as part of a flexible, happy team.

#### **What Ofsted say (January 2019)**

'New leaders are now creating an ambitious and united culture of improvement'

'Pupils' attitudes to learning seen during the visit were positive'

'Pupils' enthusiasm about different books, authors and the new reading spaces in school is infectious.'

#### **We can offer you:**

- ✓ *Children who are polite and motivated to learn*
- ✓ *A highly tailored programme of professional development to support your future*
- ✓ *Opportunities to coach teaching and learning and share your expertise with others*
- ✓ *Dedicated leadership time to drive forward areas of school improvement.*
- ✓ *A straight talking and energetic team with a great sense of humour*
- ✓ *Strength of partnership through our partner schools*

#### **Ready for the challenge?**

Visits to the school are warmly welcomed please contact the school office to make an appointment to speak to the Headteacher or in person visit

**Closing and Shortlisting date: 9am Monday 22nd May 2023**

**Interviews: Wednesday 24th May 2023**

**Alternatively, please contact the Headteacher for an informal discussion. *Discover what a great career move working with us would be!***



# JOB DESCRIPTION – ASSISTANT HEADTEACHER

**Job Title/Post:** Assistant Head Teacher

**Salary:** Leadership Scale L4 – 8

**Responsible to:** The Headteacher

## **Job Purpose:**

To act as a lead learner within school and promote excellence of teaching and learning through leading significant continued professional development within school and modelling practice.

- To support the school in securing effective education for all pupils and the continuous improvement of teaching and learning in the school.
- To make strategic evaluations of teaching, learning, and personnel issues as a supportive and well-motivated team member.
- You are required to carry out the duties of a school teacher as set out in paragraphs 64 to 67 (inclusive) of the School Teachers' Pay and Conditions Document 2005 (hereafter called the Document) Part 2: Post -Assistant Head Teacher Primary Group 2. Part 3: You are required to carry out such professional duties which form part of paragraph 60 of the Document which the Head Teacher may reasonably ask you to undertake.
- In addition, you are required to undertake the following responsibilities, which may or may not be included above:

## **Teaching and Learning:**

1. Monitor and evaluate pupil achievement and attainment throughout the school.
2. Lead by example as a teacher and as a manager, achieving high standards of pupil attainment, behaviour and motivation through effective teaching.
3. Support subject leaders in the development and implementation of curricular initiatives.
4. To monitor the quality of teaching and learning, in line with the school policy. This may include lesson observations, monitoring of short and medium term planning and scrutiny of pupil's work.
5. To review long term planning to ensure coverage, progression and a range of learning experiences throughout the school.
6. To monitor the standards of behaviour and achievement within their year group and across their designated key stage.
7. Set appropriate expectations for staff and pupils in relation to standards of pupil's achievements and the quality of teaching, establishing clear targets for improving and sustaining pupil's achievement supporting the process of teaching and learning in accordance with agreed policies and guidelines.
8. Supporting staff to meet personal and professional targets.
9. Ensure staff share the aims of the school in promoting a high quality of learning in the classroom.

## **Recording and Assessment:**

- a. Update the Headteacher, other senior managers and governing body on the effectiveness of provision for pupils throughout the school to include an annual development plan.
- b. Have input into the target setting process for raising achievement for pupils and feedback to the Headteacher.
- c. Monitor progress and ensure appropriate action plans are in place where issues are identified.
- d. Ensure planning is effectively carried out and ensure individual needs are being met.

## **Leadership:**

1. Support the Head of School in providing a clear direction for the development of the school.

2. Contribute to establishing the core values of the leadership team and their practical expression.
3. Contribute to management decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the school's development plan.
4. Support the Head of School and staff in the review, implementation, development and monitoring of whole school policies which promote the school's values, aims and objectives.
5. Assume responsibility for the management of the school in the absence of the Head of School
6. Attend SLT meetings as required, and report back to staff when necessary.
7. Establish good relationships, encourage good working practices, support and lead teachers.
8. Plan, organise and chair meetings as appropriate.
9. Lead, support, motivate and direct support staff working within a given key stage.

### **Standards and Quality Assurance**

- a) Support the aims and ethos of the school.
- b) Liaise with the Governors, when appropriate, to facilitate their overview of school management;
- c) Attend and participate in open/parent evenings.
- d) Uphold the school's behaviour code and uniform regulations.
- e) Participate in staff training.
- f) Participate in Continuing Professional Development
- g) Attend team and staff meetings.
- h) Develop links with Governors, LEAs and neighbouring schools

### **People and relationships:**

- 1) Sustain effective, positive relationships with all staff, pupils, parents and governors and the local community.
- 2) Support Curriculum Coordinators within the context of school policies, in relation to working practices and relationships to be fostered with pupils, including those relating to behaviour, discipline and attitude.
- 3) Encouraging moral and spiritual growth and civic and social responsibility amongst pupils.
- 4) Manage and develop effective working relationships with Head of School and senior managers in the school.

### **Human and material resources and their development and deployment:**

- a. Lead the professional development of all staff through example, coaching peer support and target setting.
- b. Contribute to the audit of staffs' development and training needs and the provision of effective INSET.
- c. Ensure support and training during the induction of new staff and for trainee teachers.
- d. Support the establishment of priorities for expenditure across the whole school and within departments.
- e. Maintain effective and efficient management and organisation of the accommodation and resources of the school.
- f. Ensure the maintenance of a structured environment for effective teaching and learning, for good behaviour and discipline and for pupils' spiritual, moral, social and cultural development.

<b>Personal Specifications</b>	(E=Essential D=Desirable)
<b>Education and Training</b>	

1. Qualified Teacher Status	E
2. Evidence of further professional development	E
3. Management Training	D
4. Undertaken Leading from the Middle or similar	D
<b>Relevant experience</b>	
6. Knowledge and experience of teaching across at least two Key Stages.	E
7. Excellent classroom teacher with a proven commitment to improving the quality of children's learning	E
8. Knowledge and experience of School Development Planning and Curriculum Planning	E
9. Evidence of successful leadership of a Curriculum area.	E
10. Evidence of liaising collaboratively with colleagues	E
11. Experience and knowledge of implementing a consistent behaviour policy.	E
12. Experience of monitoring teaching and learning	E
13. Understanding the importance of using data to raise standards	E
14. Experience in two or more schools	D
15. Experience of having responsibility for a class in KS1/FS and KS2	D
16. Experience in organising and leading assemblies	D
17. Evidence of participating in and developing extra-curricular activities	D
18. Experience of Performance Management	D
19. Experience of working collaboratively with a Children's Centres	D
<b>Skills and Aptitudes</b>	
20. Commitment to the safeguarding and promoting the welfare of children and young people	E
21. Ability to motivate and lead a team with sensitivity and energy	E
22. Ability to communicate effectively, both written and oral, with a wide range of people	E
23. Skill at managing change	E
24. A commitment to promoting high expectation of pupil outcomes at all times	E
25. Sense of humour	E
26. Stamina and resilience	E
27. Ability to foster excellent relationships with pupils	E
28. Ability to promote inclusion at all times	E
29. To be committed to the safeguarding of all pupils	E
30. Experience of effective working with governors	D
31. Experience and understanding of ICT as a management tool	D
32. Ability to foster links with local community and with other schools, locally, nationally and internationally	D
33. Ability to motivate commitment among all staff groups and to lead staff meetings	D