

**Crossley Hall Primary School**

**Recruitment Pack**

Assistant Headteacher - with responsibility for Early Years in the first instance.

Start Date: SEPTEMBER 2021



**Thornton Road, Fairweather Green, Bradford, West Yorkshire BD8 0HJ**

**Telephone: (01274) 488703**

**Website: crossleyhallprimary.co.uk**

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**Telephone: (01274) 488703**

**Early Years Assistant Headteacher (L4-L8)**

**Start Date: September 2021**



***We are looking for an inspirational leader to join us as an Assistant Headteacher. The successful candidate would have responsibility for the leadership of our early years classes including the development of our newly installed outdoor learning area. Crossley Hall is a fast paced exciting place to be and learn, with a track record of developing future school leaders. Are you ready for the challenge?***

***As one of our Assistant Headteachers we will offer you:***

* *Dedicated leadership time to drive and develop school improvement in the Early years..*
* *Enrolment in further development such as National Qualifications*
* *An established coaching environment with access to tailed CPD opportunities designed for career progression.*
* *A straight talking, supportive and energetic leadership team with a great sense of humour, working alongside a team of Assistant Heads.*
* *The support of working as a leader in a great, forward thinking Multi-Academy Trust.*

***What Ofsted say (May 2016):***

* *‘*Leaders are rightly proud of the inclusive culture they have created.’
* *‘*In lessons, pupils show good attitudes to learning.’
* *‘*Leaders have energised staff.’
* ‘The team demonstrates good capacity to lead further developments. ‘

***Ready for the challenge?***

***Discover what a great career move working with us would be! Contact the school to arrange a Covid Safe visit to school or an informal chat with our Head of School.***

*Contact: Danielle Clifford, D.clifford@chps.paymat.org 07805449496*

*Website:* [*www.crossleyhall.com*](http://www.crossleyhall.com)*. Telephone: 01274 488703*

*Thornton Road, Bradford BD8 0HJ*

*Closing date: 26th April 2021*

*We are committed to safeguarding all pupils and staff. This post is subject to an enhanced DBS check and two references.*

Dear Applicant,

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

We are seeking to appoint an inspirational practitioner to become part of our dedicated and cohesive leadership team. You may already be an Assistant Head and be looking for a new experience, or it may be that you’re looking to make the next step in your career. If you are keen and motivated and want to be part of a straight talking, energetic leadership team, then we want you!

As an Assistant Head at Crossley Hall, you will have a teaching commitment and leadership time. Being a visionary practitioner you will lead by example, maintaining our already high expectations. You will work alongside a strong and supportive team of Assistant Heads, leading a team of teaching staff, taking responsibility for their performance management and playing a key role in raising standards and improving outcomes for our pupils. You will make strategic evaluations of teaching and learning, as a supportive and well-mannered team member.

At Crossley Hall, you are guaranteed a tailored programme of professional development. Our CPD has a proven track record of success with past senior leaders taking promotions as Heads or Deputies in Bradford schools. We have strong links with Leeds Beckett and Trinity and All Saints University, we train teachers on the Exceed SCITT Programme and work closely with Birth to 19.

Applications for this post can be submitted via post, email or online, using the Crossley Hall Primary School application form. We would recommend that your supporting statement is presented on no more than 2 sides of A4 paper, using size 12 font, stating your leadership strengths and impact in your career so far. CVs will not be accepted as part of the application process for this post. Shortlisting 22nd April 2021 will take place on interviews will take place over the course of the week commencing 26th April 2021

In addition to this information pack, our school website also holds a wealth of information about us. We would also strongly encourage any candidate to visit us. Pennine Academies Yorkshire is a forward thinking supporting Trust to work with. If you were to join us now you would be joining us at an exciting time as we continue to shape and grow our family of schools.

To arrange a visit, please contact Danielle Clifford on 01274 448703 or 07805449496 or email her at d.clifford@chps.paymat.org

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

Yours sincerely

Chair of Governors

Mrs Julie McGovern

**Why Choose Crossley Hall Primary?**

Crossley Hall is an amazing school! We are a thriving three-form entry primary school, situated in the Fairweather Green area of Bradford. Our school stretches across three buildings, a mixture of traditional and modern, both with extensive facilities. Crossley Hall was the 4th School to join Pennine Academies Yorkshire in December 2018 and we have never looked back! We pride ourselves on the strong collaboration with our school partners and our approach to developing those we work with to be the best that they can be.

Crossley Hall currently works under an Executive Leadership model. Both our Executive Head and Head of School are clear examples of the level of career development you can expect from working with PAY. Lynette joined the team as deputy head in 2014, was seconded to Grove House as Head of School in January 2018 and returned as Executive Head in September 2020. During this time, Grove House also became the 5th school in the trust. Our Head of School Eleanor Monnery joined the team in January 2015, became Senior Assistant Head at Grove House in September 2018 and has recently returned to Crossley Hall as Head of School. From SCITT Trainee, NQT or beyond, you can be guaranteed of incredible development opportunities at Crossley Hall - we recognise talent when we see it, and we pride ourselves on nurturing future leaders.

Here at Crossley Hall, our team of dedicated teachers bring our curriculum to life through an approach based around experiences. We currently use the International Primary Curriculum as a framework for our foundation subjects. We recognise that children will have lost out on a great number of experiences through the Covid Pandemic. Not only will our recovery plans focus on rapid progress in core subjects but also in giving our children the experiences they have missed to support social and emotional development. 

We complement our classroom-based learning with lots of additional experiences to promote both academic achievement and wellbeing. Children in KS2 participate in a residential ‘adventure,’ and we visit a wide range of places such as the National Media Museum, Eureka and the York Chocolate Story to bring our curriculum to life. Our very own school allotment gets our pupils outdoors, looking after our school animals and growing plants and vegetables. We have an active Junior Leadership Team, a large pupil workforce and an ‘Anti-Bullying Patrol’ to promote kindness and empathy. Furthermore, school does not just end at 3 o’ clock, as we offer a range of after-school clubs that change termly and in the past have included football, reading, dance and drama!

The behaviour of our pupils is very good because we build positive relationships based on mutual respect- everyone is expected to be kind, polite and hard working. As a school, we actively promote diversity, tolerance and respect for people of all faiths and backgrounds, and there is a real sense of harmony and dedication from staff and pupils alike. Our pupils love coming to school! We reward their attendance by holding half-termly attendance celebrations to thank families for their commitment.

Mental Health and Wellbeing are central to what we do here at Crossley Hall Primary School. Members of our SLT are trained Youth Mental Health First Aiders. We also actively support the wellbeing of our staff; two members of our staff are trained as Mental Health First Aiders and can provide support/advice to our staff.

Not only do we have **enthusiastic**, well behaved pupils, we also have a talented team of motivated and dedicated professionals, who, along with the leadership team, are united in the strong sense of ambition for the school. Our team of Support Staff are confident and highly skilled. Our **inclusive ethos** resonates throughout the school, and we are proud to cater fully for our children with additional needs. Our Resource Provision for children with Communication and Interaction Needs (including Autism) work closely and collaboratively with the rest of the school.

We welcome you to come and visit and find out more!

Lynette Clapham (Executive Head) Eleanor Monnery (Head of School)

**Job Description**

**Job Title/Post:** Assistant Headteacher

**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 Headteacher 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 Headteacher may reasonable 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 pupils 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:**

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

**Leadership:**

1. Support the Headteacher 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 Headteacher 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 Teacher and the Deputy Head Teacher.
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**

Support the aims and ethos of the school.

1. Liaise with the Governors, when appropriate, to facilitate their overview of school management;
2. Attend and participate in open/parent evenings.
3. Uphold the school's behaviour code and uniform regulations.
4. Participate in staff training.
5. Participate in Continuing Professional Development
6. Attend team and staff meetings.
7. 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 Co-ordinators 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 Headteacher and senior managers in the school.

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

1. Lead the professional development of all staff through example, coaching peer support and target setting.

2. Contribute to the audit of staffs' development and training needs and the provision of effective INSET.

3. Ensure support and training during the induction of new staff and for trainee teachers.

4. Support the establishment of priorities for expenditure across the whole school and within departments.

5. Maintain effective and efficient management and organisation of the accommodation and resources of the school.

6. 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.

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| **Personal Specifications**  **(**E=Essential D=Desirable) | |
| **Education and Training** | |
| 1. Qualified Teacher Status | E |
| 2. First Degree or Equivalent | E |
| 3. Evidence of further professional development | E |
| 4. Management Training | D |
| 5. Undertaken Leading from the Middle or similar | D |
| **Relevant experience** | |
| 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 Centre | D |
| **Skills and Aptitudes** | |
| 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 |