



Recruitment Pack

Assistant Headteacher September 2021



Grove House Primary School, Myers Lane, Bradford, West Yorkshire BD2 4ED

Telephone: (01274) 636921

www.grovehouseprimary.co.uk



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Assistant Headteacher – September 2021

Leadership Pay Spine Point L4 – 8

Are you committed to improving pupil outcomes?
Hardworking with a sense of humour?

We are looking for a dynamic leader to join our driven and passionate team from September 2021. 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. These will be held after school to ensure covid safety. Alternative, please contact the Head of School for an informal discussion.

Discover what a great career move working with us would be!

Contact Jan Pulford to arrange a visit or for a job pack

j.pulford@gbps.paymat.org Mob: 07423 719796

Website: www.grovehouseprimary.co.uk Telephone: 01274 636921

Myers Lane, Bradford BD2 4ED

Closing date: Noon Wednesday 21st April 2021

Interviews: w/c 26th April 2021



Dear Applicant,

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

We are seeking to appoint an outstanding, inspirational practitioner to become part of our dedicated team. If you are keen and motivated and want to be part of a straight talking, energetic team, then we want you!

As an Assistant Head in our 2-form entry school, you will have the highest expectations of our pupils and be committed to working with our team. At Grove House, you will see well-behaved, motivated pupils who have a thirst for learning and a curiosity for the world around them.

You will join us at a key time in our journey. We have recently become the fifth school within Pennine Academies Yorkshire and feel lucky to be working alongside our partner schools on our fast-paced journey of school improvement. We are keen collaborators and have already learnt a lot from each other.

At Grove House, you are guaranteed a tailored programme of professional development. Our NQTs follow a development programme run by experienced practitioners in our own cluster and alongside NQTs in the MAT. For more experienced teachers, we can offer CPD such as NPQ qualifications. We pride ourselves on developing others and playing our role in building a stronger sustainable Bradford.

Applications for this post can be submitted on Prospects online. Closing date is 12 noon on Wednesday 21st April 2021. Interviews will be held on w/c 26th April 2021

We have organised Covid safe visits to the school, which will be held after school by appointment only. Alternatively, if you would like to know about this role, please contact the Interim Head of School who will be happy to answer any questions.

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

Yours sincerely

Mr Rizwan Rehman
Chair of Governors





Why Choose Grove House Primary School?

Grove House is not only an exciting place to work but is at an exciting place in its journey. Situated on the outskirts of Bradford, we serve the Bolton Woods area. We are a 2-form entry school and have a Local Authority Led Provision for pupils with a visual impairment. Currently we have 430 pupils on roll. The building itself is made up of well-resourced classrooms fit for the 21st century learning. We pride ourselves on our forward thinking approach to teaching and learning and our welcoming environments that are designed to support pupils SEMH needs.

The Grove House Curriculum is currently going through an exciting period of transformation. If you were to join us now, you would be in a position to truly shape the learning experiences you give your pupils through a curriculum that is exciting and relevant. Our pupils want teachers and leaders who are motivated and willing to make everything they do count. They want exciting lessons with resources that are of a high quality where they can enjoy learning and prepare for the future.

The behaviour at Grove House is good and our pupils have recently been described by Ofsted inspectors as delightful. The school promotes tolerance and respect for people of all faiths and there is a real sense of harmony and dedication from staff and pupils alike. Inclusion is strong and pupils with additional needs are supported well. This can particularly be said of our children who spend some time in our additional provision. There is a strong sense of achievement with pupils genuinely celebrating the achievements of their peers and valuing one another's ideas.

In January 2018, we entered into a collaboration agreement with Crossley Hall Primary School. Over the past 2 years, this has provided us with expertise and capacity to make our school a fantastic place to be and learn. This partnership continues to grow and in November 2020, we became the fifth school within Pennine Academies Yorkshire, an exciting and welcomed partnership.

It's important you apply to somewhere you feel you can make a positive contribution and can flourish. I would strongly recommend a visit to the school where I would be happy to show you around and answer any questions. I wish you every success in your application.

Miss L Clapham
Interim Executive Headteacher



Job Description

Job Title/Post:	Assistant Head Teacher
Salary:	Leadership Scale L4 – 8
Responsible to:	The Head of School and Executive 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 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:

- 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.

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 Centres		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

