Sidney Stringer Primary

Sidney Stringer Multi Academy Trust

Information Pack
Assistant Head Teacher (L3-7)

Required September 2018



Sidney Stringer Primary



Sidney Stringer Primary Academy is a free school which opened in September 2015 with two forms of entry for reception children. It is part of the Sidney Stringer Multi Academy Trust, which includes Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy and Sidney Stringer Academy. All schools are working together with the ambition of becoming outstanding.

Sidney Stringer Primary currently has 180 children across Reception, Year 1 & 2 and in September 2018 we will admit another 60 children into Reception and our Year 2 children will move into Year 3. The school will expand by two forms of entry every year until full in 2021 with a capacity of 420 children across both Key stages 1 and 2.

We have had extremely complementary DFE visits, excellent feedback from parents and we are establishing a good reputation within the community.

Our ambition from the start has been to provide the same high quality outstanding education that the secondary school offers and for staff in the two schools to work closely together.



During the September Term 2016 we moved into our brand new building. Our Key stage 1 is now established and we have high quality facilities, brand new resources, equipment, and state of the art technology. In September we will expand into our brand new Key stage 2 area with the same high quality resources and technology.

The school is very well led by the head Teacher and she has established a strong and effective team of teachers and Learning Support Assistants. As an Assistant Head teacher you will lead on an area of responsibility which will be confirmed upon appointment depending on the strengths of the successful candidate. You will have a teaching commitment of 3 days a week with a number of support staff working with you to help ensure that the children make excellent progress. We have high ambitions for the children in our school and we go above and beyond to support them and make certain they achieve fully.

What are we looking for?



We are seeking to appoint an Assistant Head Teacher who will assist the Head Teacher in leading and managing the Primary Academy, as well as being an enthusiastic and committed teacher with high expectations. You will teach either in EYFS, KS1 or KS2 depending on experience and our need. You will be expected to play a major role under the overall direction of the head teacher in developing the strategic direction of the school. You will assist with managing staff and with organisational requirements of the school. You will be expected to be a positive role model for other staff members, with outstanding teaching practices as well as supporting good behaviour management. You will on occasion deputise for the Head Teacher.



You will be well supported by the Head Teacher and developed as a senior leader.
You will also have access to a wide range of excellent professional development through Sidney Stringer and the Swan Alliance Teaching School.

Fantastic opportunity



This is a really exciting time to join a new senior leadership team in a school that has already established itself as a high quality provider and where there are many professional development opportunities on offer as the school continues to grow.

Why work at Sidney Stringer Multi Academy Trust?



There are many benefits to staff working at Sidney Stringer

- **100% attendance - 1 day off following year**
- **Staff Development- High quality programme and subsidies for Master's degree courses**
- **iPads for teaching staff and class sets for lessons**
- **Free tea and coffee**



- **Social committee with subsidised events**
- **Occupational health and counselling support**

- **Cycle Scheme**
- **Childcare voucher Scheme**
- **Free parking**
- **Free Flu jabs**
- **Long service awards**



JOB DESCRIPTION – Assistant HeadTeacher

Sidney Stringer Primary Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Scale: Leadership scale 3- 7

Responsible to: Headteacher

Responsible for:

- Carrying out the duties of a school teacher as set out in the most recent Teacher's Pay & Conditions Document. Your aim is to be an effective teacher who challenges and supports all our students to do their best and achieve their potential in the ethos of Sidney Stringer Primary Academy.
- Leading on an identified area according to experience and need.
- Taking on the responsibilities of the headteacher as agreed and appropriate in the absence of the headteacher.
- Assisting the Head Teacher to lead and manage the school.
- Taking responsibility for child protection issues as appropriate
- Taking responsibility for promoting and safeguarding the welfare of children and young people within the school.

Core purpose:

To meet high professional standards in respect of:

- Relationships with children
- Communicating and working with others
- Knowledge and understanding
- Skills to achieve consistent high quality learning and teaching across the Academy
- Promotion of a love of learning.

Assistant Head Teacher duties

Leadership & Management

• Implement areas of development as identified by the School Improvement Plan.
• Provide feedback to the Head Teacher, Executive Head Teacher and Governors.
• Providing an example of 'excellence' as a leading classroom practitioner and inspiring and motivating other staff.
• Be responsible for the line management and performance management of specific teachers. Participating in arrangements for the appraisal of the performance of these teachers, the provision of professional advice and support, and the identification of training needs.
• Make a significant contribution to the strategic development of the school.
• Take a lead role in identified and agreed areas.
• Provide guidance and support to other members of staff through mentoring and coaching.
• Contribute to whole school aims, policies and practices.
• Ensure the school complies with relevant legislation.
• Lead CPD and INSET where appropriate.
• Share responsibilities for assemblies.
• Attend SLT meetings.
• Deputising for the Head Teacher where appropriate.
• Act as a Lead Learner, providing coaching and mentoring for staff to improve their teaching and learning skills.

• Plan and deliver workshops to Parents.

Quality of Teaching

• Bring any concerns to the Head Teacher.
• Contribute to the monitoring of planning,teaching and assessment.
• Maintain an overview of standards and progress across the school.

Achievement of Pupils

• Evaluate analysis of data to identify barriers to learning and suggest ways to address these.
• Monitor the progress of pupils throughout the year, identifying gaps and any underachievement (through book scrutinies, planning checks, observation, discussion with pupils etc).

Behaviour and Safety

• Support the Headteacher in leading the school in promoting a positive ethos.
• Ensure the school behaviour policy is implemented.
• Liaise with other members of the LT when behaviour issues occur.
• Communicate with parents over behaviour issues.
• Contribute to the maintenance of good behaviour at lunchtimes.
• Share responsibility for the appearance of the school (displays, tidiness etc).

General teaching duties:

To plan effectively to meet the needs of all pupils:

- Developing creative and rigorous Schemes of Work and planning lessons which engage children to implement the Academy learning and teaching policy.
- Matching the design of lessons to the ability of pupils.
- Taking account of the need for progression in pupils' learning experience.

To teach and manage pupils' learning by:

- Ensuring effective teaching of whole class groups or individuals
- Establishing a purposeful,stimulating and safe learning environment conducive to learning and identify opportunities for learning in out-of-school contexts
- Setting high expectations of students' behaviour, through good classroom discipline, adherence to Academy climate for learning policy, focused teaching and productive relationships
- Using teaching methods which take account of different learning styles
- Using skills in literacy, numeracy and ICT to support teaching and wider professional activities.
- Plan for, organise and direct the work of support staff.

To ensure pupils progress and that they meet or exceed their targets by:

- Having high expectations of children , based on a sound knowledge of their prior, present and potential attainment.
- Providing challenge and support within lessons.
- Reporting to parents on the development, progress and attainment of pupils.
- Giving clear and constructive feedback to children on how to move their learning forward.

To manage one's own performance and enhance the working atmosphere and ethos in the Academy by:

- Working as a team member, identifying opportunities for working with colleagues and sharing development of effective practice
- Setting an example to pupils in work ethic, conduct, dress, punctuality and attendance
- Taking responsibility for one's own professional development, setting objectives for Improvement and keeping up to date in subject expertise and teaching skills

- Maintaining effective working relationships with teaching and support staff.

To support the wider life of the Academy community and its individuals:

- Work to published timescales for reports, publications and events
- Develop and maintain contact with all specialist support services as appropriate
- Assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments.
- Develop and maintain positive links and relationships with the community, local organisations and employers

Other Duties

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role.
- To adhere to and promote published school policies and procedures.
- To attend regular meetings with the Head Teacher.

Safeguarding

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

Training and Development

Sidney Stringer Primary Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests

Person specification

Educational	• Qualified teacher status. • Evidence of commitment to continuing professional development.
Knowledge	• Able to demonstrate vision and strategic leadership of a core subject area/key stage/school. • Understanding the requirements of of good classroom management and experience of successfully teaching a class full time. • An understanding of the role of Assistant Head teacher as described with the potential and confidence to be successful in the role. • Knowledge of a range of strategies to raise standards/pupil achievement • Understanding of the significance of school ethos. • Thorough understanding of safeguarding children
Skills and Abilities	• Ability and willingness to work collaboratively and supportively within the school team, making positive contributions to assessment and the School Improvement Plan as well as working using your own initiative • A belief in pupil-centred, active learning with an ability to engage, challenge and have high expectations of children. • Ability to provide a caring, co-operative atmosphere for children and to create a challenging, disciplined and effective learning environment • Ability to manage a high workload and conflicting priorities and good organisiational skills. • Ability to lead and support other staff within the school which impacts on standards and achievements • Ability to communicate well and establish and maintain excellent professional working relationships with children, parents and staff. • Experience of working with and developing links with parents, governors and the wider community and to empathise with the points of view of others. • A willingness to take on appropriate delegated tasks relevant to the post. • Ability to show a committed, professional and loyal attitude to the academy, openly modelling its aims and values at all times
Personal characteristics	• The willingness to go the extra mile for children and accept no excuses for underachievement. • Energetic, enthusiastic and positive approach. • Reflective and evaluative about own practice. • A sense of humour.

All employees of Sidney Stringer Primary Academy are required to comply with the Academy Equal Opportunities Policy when undertaking the duties of their job.

Sidney Stringer Primary

Assistant Head Teacher (Leadership scale 3-7)

Required for September 2018

We are looking for an enthusiastic, committed and inspiring Assistant Head teacher with a real passion for working with children.

This is a fantastic opportunity to be part of a newly established leadership team with many opportunities as the school grows each year. You will be well supported by the Head Teacher and developed as a senior leader. You will have access to the highest quality CPD through Sidney Stringer MAT as well as the teaching school alliance that we lead.

How to apply

For further details, an application form, and to apply, please visit our website: **www.sidneystringerprimary.org.uk –** Vacancies page

Please return completed application forms to Ghausia Bhatti (Admin Assistant) - gbhatti.staff@sidneystringeracademy.org.uk [No hard copies to be sent in the post].

Closing date : Friday 26th January 2017 at 12 noon

Interview date to be confirmed.

There will be an opportunity to look around the school on Tuesday 16th January at 2.30 pm or Wednesday 17th January at 4.00pm. If you would like to attend please contact Bev Matwiejew in the school office. 024 7662 7405 Or email admin@sidneystringerprimary.org.uk

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.