



# Gusford Primary School

*"Promoting Achievement and Success."*

## Year Group Leader (Y6) Pack





# Gusford Primary School

*"Promoting Achievement and Success."*

## Letter from the Headteacher

Thank you for your interest in the post of Year Group Leader at Gusford Primary School.

Gusford Primary School converted to become an academy in 2013 as part of the Active Learning Trust (ALT). I joined the school as Headteacher in September 2017.

The successful candidate will join our extended leadership team as a Year Group Leader at an exciting time in the schools development, as we continue with our ambition and relentless determination to improve outcomes for our pupils.

The school has 650 pupils and has a good reputation for supporting them to develop positive learning behaviours and works with organisations such as PiXL to develop this nationally. More recently the school has embarked on a partnership with the NAHT Aspire programme.

The Local Governing Body share the ambition that every child will transfer from Gusford having been expertly taught, as well as confident and skilled to maximise the benefits and opportunities offered in their next stage in learning in secondary education.

As the school is a member of a Trust, it is part of a wider network of supportive schools. The Ipswich Hub (currently three primary schools and one secondary) and ALT schools from the Lowestoft and Cambridgeshire hubs, engage in regular school-to-school improvement networks, leadership development and CPD opportunities.

The Hub Lead plays a key role in professional development, support and challenge across the Hub schools. We have first-hand experience of working successfully with the Trust central team that consists of talented colleagues with a range of backgrounds and a breadth and depth of experience in supporting schools.

Being part of the ALT enables our school to work collaboratively, not only with the Trust, to improve the outcomes for all our children, but in partnership with parents/carers and the local community.

We are looking for a new Year Group Leader to join our team who has high quality teaching skills with high expectations. They will demonstrate a strong commitment to school improvement and raising achievement. Awareness of barriers to learning and a desire to wholeheartedly address them will be essential. This role will provide an opportunity to play a significant part in the continuing development of our school whilst gaining experience and training on your route to further leadership.

We are determined to do even better and embed consistently high standards, to the advantage of all our children, their achievement, welfare and safety and we want emotionally intelligent middle leaders who will help us to do that.

Visits to our school are strongly encouraged; please contact our School Business Manager to arrange. Once again, thank you for your interest and we wish you every success in your application.

Yours sincerely

**Claire Claydon**

## Advertisement



# Gusford Primary School

*"Promoting Achievement and Success"*

Sheldrake Drive Ipswich IP2 9LQ

Tel: (01473) 682148 Fax: (01473) 692142

Email: [admin@gusfordprimary.net](mailto:admin@gusfordprimary.net) Website: [www.gusfordprimary.net](http://www.gusfordprimary.net)

Headteacher : Mrs C Claydon

### **Year Group Leader (Year 6) - September 2018**

Salary	Mainscale / Upper Pay Scale + TLR (TLR £2667)
FTE	1fte
Job type	Permanent

This is a key position within the extended Leadership Team at Gusford. This role will provide an opportunity to play a significant part in the continuing development of our school whilst gaining experience and training on your route to further leadership.

#### **We are looking to appoint a permanent postholder who will:**

- Be an excellent classroom practitioner and have the ability to share their passion for learning and teaching with all stakeholders
- Have the strength to inspire, challenge, motivate and support colleagues
- Have extensive experience of subject leadership
- Support the school to move forward with its bid to raise standards
- Have a commitment to developing a creative curriculum
- Have good communication skills

**We will provide** a supportive learning environment; employee assistance programme; extensive CPD programme; clear strategic vision and direction; total focus on learning and an opportunity to work closely with the Headship team as part of the extended leadership team to drive the school forward.

Roll 650 (including Nursery)

Gusford Primary School is part of The Active Learning Trust: [www.activelearningtrust.org](http://www.activelearningtrust.org) . As a Trust school we pride ourselves on working in close partnership in order to benefit our pupils, staff and community. Policies are available to view on the Active Learning Trust and Gusford Primary School websites. Our school website is: <http://www.gusfordprimary.net>

Visits to the school are warmly welcomed. For further details or to arrange a visit please contact Vicki Martin, our School Business Manager, on 01473 682148 or email [miss.martin@gusfordprimary.net](mailto:miss.martin@gusfordprimary.net)

**Closing date: Friday 20<sup>th</sup> April 2018 @ 4pm**

**Interviews: Friday 27<sup>th</sup> April 2018**

*Gusford Primary School is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment.*

**This position is subject to an enhanced DBS check.**

# About Gusford Primary School

Gusford Primary School provides education for around 650 children aged from 4 to 11 years and is able to cater for an annual intake of up to 90 children. We are situated in the Chantry area of Ipswich. The school was opened in 1962 and became an academy in 2013 with the Active Learning Trust.

It has 21 classrooms, a Nursery class, 2 halls, a learner swimming pool, computer suite and a number of group rooms and resource areas. The school serves the Brookwood, Thorrington Park, Belstead Hills and Chantry area of South West Ipswich. There are pleasant grounds with much landscaping around the site.

When inspected by Ofsted in March 2017, the school was judged to require improvement with Early Years Provision and Personal development, behaviour and welfare both judged to be good.

There are a number of strengths within the report and these include;

- **Teachers foster a positive atmosphere for learning in their classrooms. Pupils are encouraged to concentrate, work hard and support one another as they learn. This helps them to learn that sometimes you improve your understanding, as one pupil commented, 'by making mistakes'.**
- **Across the school, teachers enable pupils to work without fear of failure because they respond sensitively when mistakes are made.**
- **Pupils say that they feel safe in school. They say that staff resolve quickly any worries they may have, with one commenting, 'We trust the teachers and they trust us.'**
- **Pupils keenly take responsibility. They feel that their views are valued and that they are able to contribute to school improvement. For example, school councillors have recently been carrying out a survey about improving attendance.**

With an overall requires improvement judgement there are a number of areas to improve and the school has not wasted any time in starting to make these improvements. Our new Headteacher joined us in September 2017 and you will be a key member of her extended leadership team, working together to continue to driving forward improvements.

## School Values

The Gusford Primary School values all stem from its motto of **'Promoting Achievement & Success'**.

The school believes that achievement and success in children will come from promoting 4 core aims of:

### **Inspiration**

- Curriculum & Resources that spark enthusiasm for learning

### **Aspiration**

- Developing an aspirational mind-set for learning

### **Collaboration**

- All working together to achieve high standards

### **Expectation**

- Aiming for the highest standards of learning and attendance

These four aims alongside our six Gusford Golden Guides provide us with core values that we promote with children that help them with life at school and in the world.

## Gusford Golden Guides:

**Following School routines** that help us to learn & keep safe

**Caring for property** that helps us or belongs to others

**Being the best that we can be**

**Being kind, helpful and polite**

**Treating others as we would want to be treated**

**All following School Procedures**

# Active Learning Trust

The ALT brings together experienced and successful practitioners who share a collective belief in the effectiveness of school improvement, the primacy of performance management and the potential of new technology to enhance learning.

Gusford Primary School is located within our Ipswich hub, which brings together 4 schools:

Chantry Academy (11-16)  
Gusford Primary  
Hillside Primary  
Sidegate Primary

There are a further two ALT Hubs located in Lowestoft and in Cambridgeshire, and this provides the opportunity for schools to be part of a learning community that extends across local authority boundaries.

In September 2017 the Trust opened a new 11-16 Secondary school and an all-age Special school in a shared community campus. Approval has also been given for the Trust to sponsor two free schools in the primary phase, one in Chatteris in Cambridgeshire, and one in Ipswich in Suffolk.

The Trust has the strong moral purpose of enabling schools to deliver high levels of achievement for all pupils, regardless of socio-economic circumstances, family situation or ethnic background.

The Trust will secure and sustain improvement in schools by providing leadership and support through academy sponsorship, by working with local governing bodies to strengthen their leadership and strategic delivery and through contracted work with school leaders and their teams.

In our academies and the schools that we work with, we will:

- Establish strong and effective leadership
  - Deliver good governance as a non-negotiable element of our work
  - Develop and sustain a strong and rapid trajectory of improvement
  - Ensure a calm and purposeful learning environment
  - Maintain robust systems of performance management
- Champion broad and balanced curricula, well integrated with the needs of business, local communities and the realities of work beyond
- school
  - Harness the developing potential of information technology
  - Ensure community 'ownership'
  - Promote the sharing of expertise and effective practice across academies and schools
  - Provide value for money services, delivered at minimised administrative cost
  - Build capacity by nurturing a collaborative network of school improvers
  - Ensure community 'ownership' of our Academies and schools and that they are seen as the schools of choice by their communities
  - Foster and sustain strong links with further and higher education



# Job Description

## Post Title: Year Group Leader

The Professional duties of teachers, (other than the Headteacher) are set out in the School Teachers pay & Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below:

### Purpose:

Responsibility for a Class

Co-ordinating activities relating to a subject area or areas, to include:

- Developing, monitoring, reviewing, evaluating effectiveness of and reporting on policy, action plans and practice
- Planning and managing associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and assessment
- Giving guidance, support and encouragement to staff and leading in-service development sessions

Year Group Leadership:

- a) To be accountable for securing the highest standards of pupil achievement across a Year Group, monitoring and evaluation of pupil achievement and setting targets for improvement
- b) To lead, develop and enhance the teaching practice of others in the Year Group by evaluating, supporting, guiding and target setting
- c) To be accountable for the strategic leadership and management of the Year Group, developing and implementing plans, policies, targets and practices within the context of the school's aims and policies

**Responsible to:** Assistant/Deputy Head overseeing relevant Phase

**Responsible for:** Any Line Management responsibilities associated with the post

**Scope:** Classroom Teacher, Subject Responsibility, Year Group Responsibility,

**Salary/Grade:** Main Scale or Upper Pay Scale + TLR (£2667)

### Main Duties:

#### Part 1

You are required to carry out duties of a schoolteacher as set out in paragraph 37 – 40 (inclusive) of the Schoolteachers' Pay and Conditions Document 1995.

The Conditions of Employment for School Teachers specify the general professional duties of all teachers. You should take an appropriate share of the responsibilities attached to teachers generally within the school in connection with their teaching of pupils and the promotion of their progress and welfare. You will work under the reasonable direction of the headteacher whose responsibility it is to ensure that a reasonable balance of the workload of each teacher is maintained.

## **Job Description continued ...**

**Part 2 -** In consultation with the Head, Deputy & Assistant Head, your post as subject leader will require you to:

- Keep abreast of national and local developments, encourage and keep all staff informed of such developments
- Monitor the effectiveness of the School's policy and practice in including all children fully in the life of the school, highlighting strengths, identifying areas for development and planning for improvement
- Provide, as necessary, induction guidance and advice to students, newly qualified teachers and new colleagues joining the school from time to time.
- Assist in the professional development of colleagues including in-service work as may be appropriate
- Take responsibility for leading curriculum development, involving whole-school policies; contributing to other curriculum initiatives as may be appropriate.
- Ensure continuity of teaching approaches and advising, where required on classroom practice to achieve this
- Ensure the best implementation of school policy by colleagues and supply teachers.
- Take responsibility for identifying needs and ordering the necessary stock; have general oversight of its usage, storage and safety
- Help devise and maintain school records
- Provide information to parents on school policy where appropriate.
- Lead staff meetings as appropriate

**Part 3 -** In addition, you are required to undertake the following duties for which you have a management responsibility:

- To be responsible to the Headteacher for the co-ordination of the work in your year group.
- To play an active part in the school's extended Leadership Team
- To have general responsibility for teachers and all other adults working in your year group
- To be responsible for the pastoral welfare and conduct of all pupils within your year group
- To liaise with relevant professionals
- To provide guidance and support to other members of the team in implementing schemes of work, both by means of meetings and by working alongside individual teachers
- To teach a class and by example provide an outstanding professional model as a classroom practitioner
- To have general responsibility for monitoring and deployment of resources (including learning support) within your year group
- To lead regular achievement team meetings and pupil progress meetings to monitor and evaluate progress, in order to secure the highest standards of pupil achievement across a year group
- Through the exercise of these duties, to ensure that the pupils in your year group receive the highest quality education possible

Note: This job description may be amended at any time after consultation with you.

# The Person Specification



## Gusford Primary School

### YEAR GROUP LEADER – PERSON SPECIFICATION

Attributes	Requirement	
	Essential	Desirable
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher status</li> <li>• Evidence of recent professional development</li> </ul>	<ul style="list-style-type: none"> <li>• NPQML or similar middle leadership CPD</li> </ul>
<b>Experience and Skills</b>	<ul style="list-style-type: none"> <li>• Year 6 classteacher experience</li> <li>• Experience of end of Key Stage 2 assessment</li> <li>• High level of expertise in teaching and learning</li> <li>• A working knowledge of strategies and techniques for raising pupil attainment generally including different groups of pupils such as SEN</li> <li>• Active involvement in the development of school policies</li> <li>• Experience of a range of summative and formative assessment procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of allocating and managing a budget</li> <li>• Experience of leading and managing within a school including curriculum leadership</li> <li>• Experience of more than one Key Stage</li> <li>• Experience of moderation of end of Key Stage assessment</li> <li>• Experience of NAHT Aspire</li> <li>• Experience of the Edison Connected Curriculum</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Active involvement in recent and relevant CPD</li> </ul>	<ul style="list-style-type: none"> <li>• Training in leadership and management issues and skills</li> </ul>
<b>Planning</b>	<ul style="list-style-type: none"> <li>• Knowledge and experience of school development planning</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic management skills</li> </ul>
<b>Data analysis</b>	<ul style="list-style-type: none"> <li>• Experience of target setting</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to analyse, interpret and act on test &amp; teacher assessment data</li> </ul>
<b>Improving teaching and learning</b>	<ul style="list-style-type: none"> <li>• An outstanding key Stage 2 practitioner able to lead by example</li> <li>• A thorough knowledge of the Key Stage 2 national curriculum and the International Primary Curriculum</li> <li>• Knowledge and experience of a range of teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of organising/delivering teacher or support staff training</li> <li>• Experience of undertaking performance management</li> <li>• Experience of supporting whole school behaviour management</li> <li>• Experience of observing and evaluating the quality of learning</li> </ul>



	<p>styles which reflect structured sequences of learning to include cross curricular and skills focused learning.</p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of ICT for learning and leadership/management</li> </ul>	<p>and teaching.</p> <ul style="list-style-type: none"> <li>• Experience of mentoring or supporting colleagues</li> </ul>
<b>Working with People</b>	<ul style="list-style-type: none"> <li>• Strong interpersonal skills: ability to lead, motivate, challenge and inspire colleagues and give feedback in a supportive manner</li> <li>• Able to build team capacity</li> <li>• Able to establish credibility with all staff</li> <li>• Able to establish positive relationships with parents, carers and governors</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with other agencies or organisations</li> </ul>
<b>Resource Management</b>	<ul style="list-style-type: none"> <li>• Proven ability to maximise resources</li> </ul>	<ul style="list-style-type: none"> <li>• Able to maximise potential of all staff</li> <li>• Knowledge and understanding of management procedures</li> <li>•</li> </ul>
<b>Knowledge of education</b>	<ul style="list-style-type: none"> <li>• Vision of education in a wider context than a single subject/phase area</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of wider reading and educational issues</li> </ul>
<b>Key skills, qualities and attributes</b>	<ul style="list-style-type: none"> <li>• High expectations and a commitment to raising standards of attainment</li> <li>• Commitment to equal opportunities and equal value for pupils and colleagues</li> <li>• Resilient, cheerful and positive</li> <li>• Able to embrace change and help others to manage the change process</li> <li>• Good organisational and personal management skills</li> <li>• Able to work effectively as part of teams at all levels</li> <li>• Commitment to safeguarding procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Able to work independently and proactively</li> </ul>

Gusford is committed to the protection and safety of its pupils. The position is subject to an enhanced DBS check. Previous experience of a role in an educational establishment is essential. We welcome applications regardless of age, gender, ethnicity or religion. Only applications submitted on the Active Learning Trust application form will be considered.

It is expected that your current or last employer will be one of your referees and they will be contacted prior to interview. Verification of your qualifications will be required at interview.

## NAHT Aspire

In September 2017 Gusford Primary School began a 3 partnership with NAHT Aspire, you can find out more about this school improvement programme on their website <http://nahtaspire.co.uk>

## How to apply

Do take a look at the school website [www.gusfordprimary.net](http://www.gusfordprimary.net) and the website for ALT our multi-academy trust [www.activelearningtrust.org](http://www.activelearningtrust.org) to get a flavour of what we offer. The best way to find out about a school is to visit and this is very strongly encouraged.

To arrange a visit, or if you need any further information or you wish to have an informal discussion please contact our School Business Manager Miss Vicki Martin

**Phone: 01473 682148**

**Email: [miss.martin@gusfordprimary.net](mailto:miss.martin@gusfordprimary.net)**

To apply, you will need to send your completed application and supporting statement\* by email to [miss.martin@gusfordprimary.net](mailto:miss.martin@gusfordprimary.net)

\*Please ensure your supporting statement references the person specification included in this job pack.

If shortlisted for interview you will be asked to bring to your interview:

- A completed self-disclosure form (SD2)
- A completed Fitness to Work declaration form
- Your passport
- Copies of your post A-Level qualifications.

**Closing date: Friday 20<sup>th</sup> April 2018 @ 4pm**

**Interviews: Friday 27<sup>th</sup> April 2018**