



Laxton
Junior School

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Assistant Head
Academic

Application Pack



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School





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About our School

Laxton Junior School is an independent, co-educational day school, with 260 children aged 4 to 11, in the beautiful market town of Oundle. We are part of The Corporation of Oundle School and, therefore, as stated by The Corporation's Royal Charter, our object is to provide to our children an education of the very highest class.

Our children and their learning are at the centre of all that we do at Laxton Junior School. In a caring and supportive environment, they become exceptional, lifelong learners, who confidently embrace the wide-ranging opportunities that we offer and are able to face challenges with determination and resilience.

We believe that all learning opportunities should be challenging, inspiring and engaging and, through our talented and passionate staff, we ensure this contributes to fantastic progress and results; which, in turn, leads to a smooth transition into their chosen senior school. As a non-selective school, the personalised learning programmes that we have in place ensure that all our children, from those with specific learning needs to those working beyond age-related expectations, receive the perfect balance of support and challenge, alongside that all-important sense of fun and enjoyment that must accompany learning.

Whilst the academic standards of our children are very high indeed, we believe that the development of each child is about more than their achievements in the classroom. Through a commitment to digital literacy, excursions, educational visitors, outdoor learning, extra-curricular activities, sporting fixtures, music tuition and dramatic performances, an education at Laxton Junior School offers an inspiring array of opportunity.

Our children develop into confident individuals who are kind and respectful; they have the necessary independence to thrive in senior school whilst being sociable with excellent communication and teamwork skills. From Reception to Year Six, our children are impressive, ever excited about engaging with the education we offer and determined to make the most of every opportunity.





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About the Role

The Head of Laxton Junior School invites suitable candidates to apply for the post of Assistant Head Academic, to take effect from January 2019 or April 2019.

The successful candidate will, in conjunction with the Head of Laxton Junior School, set the strategic academic direction and ensure excellent, innovative standards of teaching, learning and assessment are achieved across the School, resulting in outstanding progress being made by all children.

It is important that the Assistant Head Academic is not only able to lead with strategy and innovation, but is able to inspire staff through their own outstanding teaching and learning and, as such, the role is accompanied by Class Teacher responsibilities.

The Assistant Head Academic reports to the Head of Laxton Junior School and has responsibility for Subject Leaders and the Learning Support Department.

This is an exceptional opportunity for a talented, dedicated and inspiring individual, who has a forward-thinking and passionate approach to education, to contribute to the future development and continuous improvement of our School, and shape the quality and direction of our academic performance for years to come.





Key Responsibilities

Deliver Strategic Direction and School Improvement

- Ensure the School vision is clearly articulated, shared, understood and acted upon
- Contribute to, implement and evaluate the academic aspects of the School Development Plan
- Translate the School vision into strategic action plans that lead to academic improvement
- Implement whole school initiatives that contribute to academic improvement
- Embody the values, vision and mission of the School
- Exercise strategic financial planning to ensure the continued academic development of the School
- Sustain wide, current knowledge of education through constant reading and professional development

Lead Teaching and Learning

- Place learning and pupil progress at the centre of strategic planning and resource management
- Create a learning culture which takes account of the School's richness and diversity
- Lead by example through excellent planning, teaching and assessment
- Ensure all children are able to access the curriculum
- In conjunction with Subject Leaders, design, develop and deliver an engaging and excellent curriculum
- Devise and implement the School approach to assessment
- Monitor and evaluate the curriculum and its assessment, and identify and act on areas for improvement
- Collect and analyse assessment data and use this to improve progress and inform areas for development
- Support the Head in reporting the School's academic performance to the Governing Body

Secure Accountability

- Have overall responsibility and accountability for all aspects of academic provision
- Hold academic staff accountable for their performance





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Key Responsibilities

Develop, Support and Work with the Community

- Build positive relationships with the School community
- Inspire, challenge, motivate and empower teaching staff to deliver excellent teaching and learning
- Establish a supportive culture of 'open classrooms' where best practice can be shared and celebrated
- Lead Subject Leaders and Learning Support staff through the annual appraisal and CPD process
- Identify school-wide academic CPD needs and build these, strategically, into the School INSET programme
- Lead staff meetings and INSET sessions
- Participate in the appointment of teaching staff
- Work with the Deputy Head Academic at Oundle School to ensure academic continuity and consistency
- Work with Oundle School staff to ensure a smooth transition
- Create an outward facing School that interacts productively with other schools and organisations
- Have a healthy work-life balance and provide support for community wellbeing

Manage the Academic Aspects of the School

- Produce the annual academic timetable
- Prepare the monitoring, assessment and reporting timetables
- Monitor, evaluate and review academic systems and processes to ensure they are fit for purpose
- Develop, review and update policies and procedures to ensure they reflect best and current practice
- Ensure the School's academic policies and procedures are compliant and that the School is inspection-ready
- Monitor, evaluate and review the use of academic resources
- Prepare the annual budget for teaching and learning
- Ensure that children are well-prepared for any senior school entrance exams they may be sitting

Other Responsibilities

- Perform the roles and responsibilities set out in the Teachers' Job Description
- Perform any reasonable duties as requested by the Head





Person Specification

| Area | Essential Candidates must have: | Desirable Candidates might have: | Method of Assessment |
|----------------------|--|--|---|
| Qualifications | <ul style="list-style-type: none">• A good degree or equivalent• Qualified Teacher Status• Evidence of ongoing learning and professional development | <ul style="list-style-type: none">• Recent and relevant leadership training | Application Form Interview Certificates |
| Experience | <ul style="list-style-type: none">• Experience of delivering outstanding teaching and learning opportunities in KS1 and KS2• Middle leadership experience• Experience of developing strategic plans that outlined how an aspect of school provision could be meaningfully developed over a period of time• Experience of leading staff through a whole school initiative that had measurable impact on pupil progress• Experience of using data to improve pupil progress• Experience of leading staff training that had a positive impact on progress | <ul style="list-style-type: none">• Experience of teaching in the EYFS• Experience of using technology to develop and support children's learning• Experience of an Ofsted or ISI inspection• Experience of working with Learning Support staff to ensure children with additional needs (both SEND and G&T) make excellent progress | Application Form Interview Lesson Observation References |
| Knowledge and Skills | <ul style="list-style-type: none">• Knowledge and understanding of what constitutes outstanding teaching, learning and assessment in the EYFS, KS1 and KS2• Excellent curriculum knowledge across all subjects and age-ranges• The ability to communicate a clear vision for academic development• The ability to lead, support and develop colleagues• Excellent teamwork and collaboration skills• Excellent listening, communication and presentation skills• Excellent planning, organisation and time management skills | <ul style="list-style-type: none">• Knowledge of the SEND Code of Practice• Excellent IT skills• Knowledge of how to build academic policy and schemes of work, and affect this change with the support of those who must implement it• Knowledge of the importance of accountability and how to use monitoring to ensure standards are kept high | Application Form Interview References |
| Area | Essential Candidates must be: | Desirable Candidates might be: | Method of Assessment |
| Personal Qualities | <ul style="list-style-type: none">• Committed to safeguarding and promoting the welfare of children• Committed to the ethos of LJS and the Corporation of Oundle School• Passionate about education and working with children• Committed to school improvement and have high expectations for achievement and attainment• Dedicated and hard-working and yet have a healthy work-life balance• Highly professional in their approach to work and relationships• Approachable and friendly with a sense of humour and perspective• Committed to the wider life of the school• Committed to developing School community well-being• Enthusiastic and energetic with the ability to motivate, challenge and inspire colleagues | <ul style="list-style-type: none">• Actively interested in up-to-date, innovative educational books, blogs and social media• Resilient and reflective• Professionally ambitious• Excited, rather than frustrated, by professional challenges | Application Form Interview Lesson Observation References |



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Information for Applicants

Time Allowance

Whilst the Assistant Head Academic will also fulfil the role of a Class Teacher, there will be a significant time allowance given in support of the leadership role, to ensure that the Assistant Head Academic is able to carry out all aspects of the job description to the very highest standard possible.

Contract Term

Permanent, subject to a 10 month probationary period

Salary

Competitive, and dependent on experience

Pension

The successful candidate will be enrolled into the Teachers' Pension Scheme but can opt out of this if desired

Fee Remission

Fee remission is available (currently 70%) for all children of the successful candidate at both Laxton Junior School and Oundle School, subject to places being available

Other Benefits

- BUPA Wellbeing Expenses Plan
- Access to some discounted tickets to the Stahl Theatre and Music Productions
- Cycle to Work scheme
- Membership and access to Sports Facilities, including:
 - Swimming pool, tennis courts, squash courts and fitness suite
 - Family membership of the pool

The School reserves the right to alter or discontinue the provision of the benefits outlined above. The benefits are summarised – full details are available on request from the HR or Payroll departments.





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How to Apply

Candidates should download the application form found at www.oundleschool.org.uk/Employment-Opportunities and submit via email or post to:

Email: recruitment@oundleschool.org.uk

Post: Recruitment Team, The Bursary, Church Street, Oundle School, Oundle, PE8 4EE

The closing date for applications is **9.00am on 28th September, 2018**

Interviews are due to be held on **8th and 9th October, 2018**

Candidates should familiarise themselves with the School's recruitment and associated policies on the School's Employment Opportunities website.

Further Information

If you have queries relating to the specifics of the role or if you would like to arrange a visit, please contact:

Mr Sam Robertson, Head of Laxton Junior School
Email: info@laxtonjunior.org.uk
Telephone: 01832 277275

Safeguarding and Welfare

Laxton Junior School and Oundle School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.





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About Oundle

Both Laxton Junior School and Oundle School are situated in the historic market town of Oundle, about 90 miles north of London.

The town of Oundle is just 15 miles outside of Peterborough, where there is a 45 minute direct train to London King's Cross.

In the town, there are a range of independent shops, coffee houses and eateries, and a weekly market to which people visit from miles around.

Encircled by the river Nene there are numerous leisure and wildlife opportunities as well as many picturesque villages and important historical sites nearby.

Oundle School occupies much of the town, integrating beautiful Georgian architecture with modern educational and boarding infrastructure, as well as vast playing fields and the School theatre and chapel.





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