



St Joseph's Catholic Primary School



Assistant Headteacher

St Joseph's Catholic Primary School

STJO/662

Closing date: Midnight, Sunday 18th March 2018



Advert	3
Job description	4
Person specification	7
How to apply	8
Guidance and Policies	9





St Joseph's Catholic Primary School

Highgate Hill, London N19 5NE

www.st-josephs.islington.sch.uk

Telephone: 020 7272 1270

office@st-josephs.islington.sch.uk

Assistant Headteacher

Salary: Leadership 3-7 £48,816 - £53,194 per annum

Permanent

Fulltime, 32.5hours

Required for September 2018

The Governors wish to appoint an inspirational Assistant Headteacher, committed to excellence. The position is non-class based but with a teaching commitment.

This is a fantastic opportunity for an experienced teacher to further develop both classroom and leadership skills, working within our Catholic ethos of support and growth. You will be responsible for leading, monitoring and evaluating the curriculum to ensure high standards of delivery to improve pupil outcomes. As part of the role you will interpret and analyse school data, sharing the outcomes with all stakeholders as required.

The Governors are looking for an Assistant Headteacher who:

- Has experience across at least 2 phases of primary education
- Has high expectations of pupil achievement and is an outstanding teacher
- Has an excellent understanding of the current curriculum and a proven track record of effective implementation
- Understands the current assessment climate and is up to date on recent developments.
- Has a passion for the teaching and learning of all pupils and raising their attainment
- Understands the importance of ensuring all pupils meet their full potential
- Has excellent interpersonal and organisational skills and the energy and enthusiasm to play a key role in school with high expectations of both themselves and others
- Can lead and support others to fulfil their potential.
- Is willing to support the strong Catholic ethos of the school.

We can offer you the opportunity to:

- Play a part in leading in a diverse, inclusive forward thinking school
- Work with well behaved, happy pupils who are keen to learn and are proud of their school
- Work with a welcoming, supportive, hard-working staff and leadership team
- Build on your own professional development
- Work in a school with a strong Catholic ethos which values all
- Work in an amazing environment with excellent resources

Closing date: Sunday 18th March 2018, midnight **Interviews:** W.C. 26th March 2018

Visits to the school are welcomed. Please contact Louise Palmer to arrange an appointment on 020 7272 1270 or email office@st-josephs.islington.sch.uk.

Please apply online at <http://jobs.islington.gov.uk/> following the jobs link. If you need assistance please email the HR Team at schoolsrecruitment@islington.gov.uk quoting reference number **STJO/662**

St Joseph's Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants. Also, this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.



JOB DESCRIPTION

St Joseph's Catholic Primary School Reporting to: Head of School Assistant Headteacher L3-L7

Introduction

The Assistant Headteacher works in partnership with the Head of School and Executive Headteacher and is line managed by the Head of School.

The Assistant Headteacher is an employee of the Governing Body and is required to carry out his/her professional duties in accordance with the Trust Deed of the school, the Instrument of Government, Canon Law and the teachings of the Catholic Church and within the terms and conditions of the current School Teachers' Pay and Conditions Document and relevant employment legislation.

The contract of Employment between the Governing Body and the Assistant Headteacher will be the current Contract of Employment for a senior teacher issued by the London Diocese.

The job description can be amended at any time, following consultation between the Assistant Headteacher, the Head of School and the Executive Headteacher and will be reviewed annually.

Core purpose

The core purpose of the Assistant Headteacher is to provide professional leadership and day to day management for the school, carrying out the functions of an Assistant Headteacher under the direction of the Head of School.

The Assistant Headteacher ensures that:

He/she deputises for the Head of School in her absence

- the school is conducted as an Catholic school in accordance with the trust deed and instrument of government, the teachings of the Catholic Church;
- religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;
- religious worship is in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church;
- the school sets high expectations, provides quality teaching and learning which brings high standards of academic achievement, pupil behaviour, spiritual and moral growth and personal development;
- the school promotes and safeguards the welfare of all children.
- the school meets all statutory requirements.
- the work of the school is effectively monitored, evaluated and reviewed.

Areas of responsibility

1. Shaping the future

In partnership with the governing body, the Executive Headteacher and the Head of School, The Assistant Headteacher:

- articulates a clear vision for the school, which reflects the schools distinctive Catholic character;
- establishes and implements a strategic plan, rooted firmly in the mission of the Catholic Church, which ensures pupils achieve high standards and develop in all aspects of their education, the religious, the spiritual and the moral as well as the academic;
- shares the strategic vision with pupils, staff and parents and enables them to participate fully in the school's mission;
- maintains and develops a distinctively Catholic ethos which permeates all aspects of school life;
- establishes a programme of worship and liturgy in accordance with the rites and practices of the Catholic Church;
- monitors and evaluates the effectiveness of the school in realising its mission as a Catholic Church school.

2. Leading learning and teaching

In partnership with the Executive Headteacher and the Head of School, the Assistant Headteacher leads in achieving high quality teaching and learning by:

- establishing a learning community within which each individual pupil is enabled to achieve his/her potential;
- establishing a school environment and a behaviour code, which supports effective teaching and learning;
- developing partnerships with parents to support pupils' learning and achievement;
- determining, organising and implementing a broad and balanced curriculum with equality of access, within the context of the National Curriculum and the Catholic school;
- ensuring religious education and spiritual and moral education for all pupils in accordance with the teaching of the Catholic Church;
- ensuring that Personal, Social and Health Education and Citizenship Education are in accordance with the teaching of the Catholic Church;
- establishing appropriate schemes of assessment to track pupil progress;
- establishing effective systems for monitoring and evaluating the curriculum and its assessment;
- establishing effective systems for monitoring and evaluating teaching and learning.

3. Developing self and working with others

In partnership with the Executive Headteacher and the Head of School, the Assistant Headteacher enables staff to develop their potential and achieve high standards by:

- actively continuing his/her own professional development so as to be well equipped to deal with the increasingly complex role of leadership of the school community;
- ensuring all new staff are successfully inducted into the school and are able to develop sound understanding of the nature and purpose of the school as a community;
- building effective professional relationships with all staff so as to motivate and enable them to carry out their respective roles effectively;
- providing staff with a role model for continuing professional development;
- implementing effective systems of performance management which support staff development.

4. Leading and Managing the Organisation

In partnership with the Executive Headteacher and the Head of School, the Assistant Headteacher provides effective organisation and management of the school in the best interests of the school community and implementation of its mission as a Catholic Church school by:

- setting appropriate priorities for expenditure, allocating funds and ensuring financial control, in accordance with governing body policies;
- working with governors and senior colleagues to recruit, induct and develop high quality staff;
- managing, deploying and developing staff to secure the quality of education and pupils' achievement;
- managing and monitoring use of resources in order to secure the quality of education and pupils' achievement;
- ensuring best value in deployment and use of human, financial and material resources;
- managing accommodation to ensure that it meets the needs of pupils, the curriculum and health and safety regulations;
- regularly evaluating the allocation of roles, responsibilities, finance and resources to ensure these underpin the best possible learning environment and highest standards.

5. Securing Accountability

In partnership with the Executive Headteacher and the Head of School, the Assistant Headteacher is accountable for the school and its work to a range of stakeholders, particularly pupils, parents, carers, the diocese and the local authority, and is accountable legally and contractually to the governing body. He/she exercises this accountability by:

- using school self-evaluation processes, both those of Ofsted and the diocese, to report on both schools performance and development to those bodies, and to a variety of audiences, and to inform future school improvement planning;
- providing information, advice and support to the governing body in meeting its responsibilities for the character of the school, effective teaching and learning, standards of achievement, efficiency and value for money;

- keeping parents and pupils informed about the curriculum, attainment and progress and school improvement plans;
- liaising, in the best interests of pupils, with support services and other agencies.

6. Strengthening Community

In partnership with the Executive Headteacher, the Head of School ensures that the school engages with the school community and the wider local community by:

- establishing strong working relationship between the partnership schools.
- establishing a strong working relationship with the local parish(es).
- developing an effective partnership with parents and carers, to support pupils' development in all aspects of their school life;
- celebrating the richness and diversity of the various communities which make up the schools;
- collaborating with other schools and other agencies and organisations to share expertise and bring mutual benefits to all.

PESRON SPECIFICATION

Area	Requirement	Essential	Desirable
Professional Qualifications	<ul style="list-style-type: none"> ☐ Qualified teacher status ☐ Evidence of recent professional development relative to the post 	Y Y	
Teaching and Learning	<ul style="list-style-type: none"> ☐ Enthusiasm for teaching and learning ☐ An outstanding classroom practitioner with a track record of good and outstanding teaching ☐ Excellent understanding of assessment and how to use it to maximise pupil progress ☐ Experience of improving the quality of teaching of others ☐ Experience of working within a leadership team to monitor, evaluate and improve teaching and learning across a school ☐ Experience of co-ordinating and developing a core curriculum area ☐ Has experience of using research evidence to inform teaching and learning ☐ Has experience of teaching in a range of schools 	Y Y Y Y Y	 Y Y Y
Strategic Development	<ul style="list-style-type: none"> ☐ Able to communicate a strong clear vision for high quality primary education which maximises the potential of the school ☐ Able to articulate ways of building, communicating and implementing a shared vision ☐ Experience of school self-evaluation, and able to discuss effective processes for undertaking this ☐ Evidence of leading significant change which has impacted on pupil progress ☐ Significant involvement in school improvement planning 	Y Y Y	 Y Y
Working with Others	<ul style="list-style-type: none"> ☐ Understands the importance of working in co-operation and partnership with colleagues ☐ Approachable, accessible and flexible ☐ High expectations and standards of self and others ☐ Experience of mentoring, giving effective feedback and supporting colleagues to improve performance ☐ Experience of managing difficult situations and conflicts ☐ Understanding of the relationship between managing performance, professional development and school improvement 	Y Y Y Y	 Y Y
Management ability	<ul style="list-style-type: none"> ☐ Ability to anticipate and solve problems ☐ Ability to establish and sustain appropriate management structures ☐ Understanding of the need to develop and sustain a safe, secure and healthy school 	Y Y Y	



How to apply

RE: Assistant Headteacher

Application Deadline

Completed application forms must be received by **Midnight, Sunday 18th March 2018**. Please note that late applications will not be accepted.

- Apply online at www.islington.gov.uk following the jobs link.

Please note that we only accept online application forms. CV's and hard copy applications will not be accepted.

Completing your application

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all of the criteria identified at application stage.

Visits

Visits to the school are welcome and encouraged. Please contact the school office on 0207 272 3989.

Selection process

The selection process may have a combination of tasks, activities, assessment tools and interview. However, further information will be provided to the candidates shortlisted for interview.

References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required. The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.



ISLINGTON

Guidance for candidates applying for a job with Islington Schools

Please read this carefully BEFORE you start to complete the application form.

General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete this form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

You should complete the application form and personal statement online. Alternatively, you can complete the hard copy application form in black ink.

Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed.

Personal Details

Complete this section fully and clearly. If you do not know your national insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK*. Verification of identity is required before confirmation of appointment.

*A copy of the Asylum and Immigration Act 1996 (Section 8) is available from Schools Human Resources team including a list of the accepted documents.

Present or most recent employment

It is important to give full information, including the organisation or school you work in, or most recent employment if not currently working, full dates, address and other requested details. Do not leave any gaps. If necessary you should include full time or part time education or training and any periods of unemployment and periods for raising a family.

References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. It is our policy to approach the referees of all shortlisted candidates. We reserve the right to approach any previous employer for a reference. If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.

All offers of appointment depend on receiving references satisfactory to the school. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Further advice on who is suitable as a referee is available from HR. The school reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released, or
- your right to know this information and its source outweighs the right of privacy of the third party.

If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.

Previous employment for all support staff (non-teaching) posts

Ensure that you put in full dates, names addresses and your job title. Do not leave any gaps. If necessary you should include full time or part time education or training and any periods of unemployment and periods for raising a family. Details of part time and relevant voluntary work should also be entered.

Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

Relatives and other interests

If this applies to you, please give the name of the employee, the department that they work in and the relationship (e.g. husband, daughter).

Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. As a guide, 1-2 sides of A4 are usually sufficient. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information you give us is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement.

If you do not send us this statement, you will not be considered for short listing. CVs will not be accepted.

Additional information for people considered to have a disability under the Equality Act

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

Disclosure & Barring Service

Islington Schools operates a disclosure procedure in line with DBS guidelines. If you are selected for appointment to a post that involves access to children you will be subject to this procedure. All disclosures are carried out in the strictest confidence and are made only in connection with your application for employment and for no other purpose. The application for an enhanced disclosure with barred list information will be activated before your first day of work.

Posts that involve such access include: all school based posts, youth workers, early years service posts, education psychologists, education welfare officers as well as all office based posts where the post holder, on occasion will be required to visit any establishment where there are children.

Please read the policy on the recruitment and employment of ex-offenders. If you have any queries, please call Islington Human Resources helpdesk on 0207 527 2875.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record either to the school or to a member of the Islington Schools Human Resources team. Disclosure of a criminal record will not necessarily debar you from employment with Islington Schools, this will depend upon the nature of the offence(s), frequency and when they occurred. If applicable, you will be able to discuss any details with the selection panel as part of your interview. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures.

Childcare (Disqualification) 2009 Regulations

If this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations, you will be required to complete a declaration form to establish whether you are disqualified under these regulations.

Declaration

Under the Data Protection Act 1998, we must ask you to freely give your explicit consent to the processing of information on this application form in accordance with London Borough of Islington's registration under that same Act for personnel and payroll purposes, equal opportunities monitoring and to fulfil statutory requirements.

Equal opportunities monitoring information

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Islington Schools Human Resources on 0207 527 2875.

Before you send your completed application form, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria in the person specification.

Policy on the recruitment and employment of ex-offenders

Background

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from Islington Schools Human Resources or on the internet at www.homeoffice.gov.uk or www.direct.gov.uk). This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a disclosure.

Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

During the application process

When you apply for a job with Islington schools you will be told if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications.

A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

If you are offered a job at Islington Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post, proof of relevant qualifications and any other essential requirements for the post.

All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- ✓ Whether the conviction or information was disclosed during the application stage;
- ✓ Whether the conviction or information revealed is relevant to the job;
- ✓ How long ago the offence(s) took place;
- ✓ The candidate's age at the time of the offence(s);
- ✓ The number and pattern of offences;
- ✓ Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate.

Islington Schools Human Resources will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

Islington Schools Human Resources has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools Human Resources on request.