



**All Saints Church of England Primary School  
Assistant Headteacher - Candidate Brochure**

*Achieve Respect Include Support Enjoy*



Dear Applicant,

Thank you for the interest you have shown in the post of EYFS and KS1 Assistant Headteacher. Our school is within a short walking distance from Chatham town centre, located in the heart of a diverse community with strong links to nearby All Saints Church.

As part of a staff restructure we are looking for an enthusiastic and experienced teacher who has the skills to lead the KS1 team. We are really proud of the excellent progress that the children make in their Reception year and in Years 1 and 2.

Our school is dedicated to upholding the distinctive Christian ethos and values that are at the heart of everything we do. This was recognised in the 'Outstanding' rating we were awarded in 2014 following the Statutory Inspection of the Anglican and Methodist Schools (SIAMS), of which we are all very proud.

Also in 2014 we were rated 'Good' with outstanding features by Ofsted. We know we are a good school but we also acknowledge that there is still much to do, building on what we have already achieved.

I would encourage you to come and visit us. Come and see for yourself how welcoming and friendly our children and staff are. Our staff are committed to taking the school forward with energy and purpose to where we want to be. Visits can be arranged through our Kate Wright at Academicis Tel: 01223-90-79-79.

If you feel you have the necessary skills and attributes to fill this key post then we very much look forward to receiving your application by Monday 16<sup>th</sup> October. Interviews will take place on Thursday 19<sup>th</sup> October.

Yours sincerely

Janet Harsent.

**Chair of Governors**



# All Saints Church of England Primary School

## Assistant Headteacher - Candidate Brochure



### Welcome

Welcome to All Saints CE Primary School!

We are a distinctly Christian and inclusive learning-focused community. We aim to provide a secure and caring environment in which aspiration and achievement are promoted to all. Our shared core values are: Achieve, Respect, Include, Support, Enjoy, and these values underpin all that we do.

We provide a stimulating learning environment and a caring ethos where the children are encouraged to enquire and make sense of an ever-changing world. The children participate actively with the curriculum we offer and are engaged, enthused and excited to learn more and more.

During their time at All Saints, children become confident and independent learners equipped with the necessary life skills to prepare them for secondary school and beyond. We want every child to reach their full potential as we 'Journey together – Guided by God'. We are proud of everything they achieve!

We are proud to be a founder member school of the Medway Anglican Schools Trust formed on 1 September 2015.



### School Statistics

Type of School:	Primary Academy - Converter Main-stream
Age range:	4 to 11
Local Authority	Medway
Location:	Magpie Hall Road, Chatham, ME4 5JY
Denomination:	Church of England
Co-educational or single Sex:	Co-educational
Number on roll:	318
Number of teaching staff:	17.6
Pupil to Teacher ratio:	18:1
% Pupil Premium	26.84 %
SEN % in the school:	11.82 %
% English as an additional language:	27.48 %



### Medway Anglican Schools Trust — MAST

#### Welcome to the Medway Anglican Schools Trust

Medway Anglican Schools Trust (MAST) was formed on 1 September 2015, by All Saints CE Primary School with St John's CE Infant School, Chatham and St Margaret's CE Junior School, Rainham. All schools share the purpose and principles below.



The aim of the trust is to provide an outstanding education for our children through co-operation and collaboration while retaining the unique ethos of each school.

#### Vision and Values:

Our vision and values are underpinned by our Christian ethos, each school has its own vision and values published on their website.

We aim to ensure that all our children and school communities achieve their maximum potential and are well prepared for the next stage of their lifelong learning journey both academically and personally. Our schools are welcoming supportive communities who value every individual and promote the rights of all to have a positive experience of school developing their understanding of both Christian and British values.

#### Purpose of the MAST:

- To improve outcomes for all pupils by promoting outstanding education across member schools to support and sustain high standards
- Supporting each school in its individual vision
- Sharing best practice to face the challenges of the future in a local context
- Offering support to primary schools facing challenge, within the capacity of the group

#### Principles:

- MAST will be locally based for primary schools both Church schools and Community schools
- Each school maintains its own individual autonomy and therefore its distinctive ethos and character
- All schools will recognise that MAST is underpinned by its Christian ethos and will support that ethos
- Every school will contribute to the development and effectiveness of the trust
- There will be an openness and honesty between schools and willingness to share data, self-evaluation and financial information
- MAST embraces effective partnerships with other educational institutions and groups





### RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP

The school is distinctive in character as a Church of England Controlled Primary School. The work in both Religious Education and Collective Worship emphasises the Christian way of life.

A daily act of worship is undertaken in the form of assemblies led by the Head Teacher, teachers and visitors. A daily prayer or reflection is included in this time.

The school uses the Medway Agreed Syllabus and the Rochester Scheme of Work as a basis for developing moral and spiritual awareness. The agreed syllabus has two key principals: Learning about religion and Learning from religion.

Pupils develop an awareness of and respect for the beliefs and feelings of those within the school and wider community.

The whole school attends All Saints Church on at least four occasions during the year to celebrate Harvest, Christmas, Easter and Leaving. Parents are invited on these occasions.

The children also attend festivals at Rochester Cathedral during the school year.

### Quotes from OFSTED Inspection – GOOD June 2014

*“By the end of Year 6, pupils achieve well in reading and mathematics. Attainment in English grammar, punctuation and spelling is strong.”*

*“The quality of teaching is good, and some is outstanding, so that pupils usually make rapid progress as they move through the school.”*

*“Pupils behave well and the school ensures they are safe. They enjoy coming to school, as shown by their high attendance”*

*“All Saints is a Voluntary Controlled Church of England primary school which is larger than average and is oversubscribed.”*

### Quotes from SIAM Inspection - 14 March 2014

*“The distinctiveness and effectiveness of All Saints Primary School, Chatham as a Church of England school are outstanding”*

*“The school has a calm welcoming atmosphere set within a context of Christian values where all are treated equally and which enables pupils to feel happy and secure”*

*“There is extensive pupil engagement and participation in Collective Worship which has a significant impact on the daily life of the school community”*





### Job Description

#### **Purpose:**

- To assist the Headteacher and Deputy Headteacher in managing and leading the school as a member of the Senior Leadership Team
- To lead EYFS and Key Stage 1, and a core subject across the school to support the drive to improve outcomes for disadvantaged and vulnerable children.
- To teach pupils in the 4– 11 age range (as required) in all aspects of the statutory and the agreed school curriculum.

#### **Responsible to:**

- The Headteacher, Deputy Headteacher, Local Governing Body and Trust Board

#### **General Duties:**

- To carry out all duties of a school teacher as set out in the current School Teachers' Pay and Conditions document, the Professional Teachers Standards and school policies.

#### **Key responsibilities as a member of the Senior Leadership Team:**

- To support and promote the school's ethos, aims and core Christian values in order to promote the welfare, progress and continued development of the school and its children
- As part of the Senior Leadership Team monitor the quality of teaching and learning across the school, including the analysis of performance data
- To contribute to the strategic direction and development of the school, including updating the school's Self-Evaluation Form and the development, implementation and monitoring of school improvement plans based on school self-evaluation
- To liaise with the SENCo/Inclusion Manager and outside agencies as and when necessary. To share corporate responsibility for the safeguarding, wellbeing and discipline of all children by implementing agreed school policies.
- To ensure high standards of teaching and learning, behaviour, attendance and punctuality from pupils, in accordance with agreed school policy and practice
- To lead a core subject.
- To support the induction of newly qualified teachers, supply teachers, support staff and student teachers as necessary
- Take an active role in recruitment of staff, as required
- To identify Continuing Professional Development needs of staff and lead Inset as necessary
- To monitor the effectiveness of spending and usage of resources with the SLT
- To work with and report to all stakeholders including parents/carers, Friends of All Saints and governors, as appropriate
- To take on specific tasks related to the day-to-day administration and organisation of the school as requested by the Headteacher and Deputy Headteacher
- To carry out SLT duties and cover the responsibilities of the Deputy Headteacher as appropriate
- To take on additional responsibilities which might arise from time to time

### Job Description

#### **Key responsibilities and duties of a Key Stage Leader:**

- To set high expectations and promote high standards of pastoral, social and educational development across the school
- To lead, co-ordinate and manage effective learning and teaching across the yeargroup
- To lead in Performance Management objective setting and review meetings
- To lead, develop and manage the curriculum across the year groups
- To have a significant impact on the educational progress of pupils across the yeargroups
- To monitor and review impact and identify areas for development across the yeargroups
- To ensure that creative and stimulating learning environments encourage and facilitate children's development and independence

#### **Key responsibilities and duties of a Subject Leader:**

- To lead, co-ordinate and manage effective learning and teaching across the school
- Modelling outstanding teaching practice
- To lead and manage a core subject across the school
- To have a significant impact on the educational progress of pupils in the curriculum subject
- To monitor and review impact and identify areas for development across the school

#### **Teaching:**

- To teach children in the Primary age range, catering for the ability and the aptitude of all children within classes, through effective planning, preparation of lessons, marking of work and on-going assessment
- To liaise with parents/carers, providing them with regular updates on their child's learning and progress





### Person Specification

Evidence will be gathered from letter of application (KE/KD), references, interview and tasks.

Areas of Experience	Essential The successful applicant...	Desirable The successful applicant...
Qualifications and Training	<p>Qualified Teacher status (KE)</p> <p>Evidence of recent professional development related to developing quality of teaching and raising standards (KE)</p> <p>Understanding of National Curriculum 2014 and EYFS curriculum</p>	<p>5 years full time teaching experience</p> <p>NCSL Leading from the Middle or equivalent leadership qualification with evidence of impact on teaching and learning (KD)</p>
Teaching Experience	<p>Has recent teaching experience in a Primary school over a period of at least five years. (KE)</p> <p>Has the ability to demonstrate good teaching practice and ensures accelerated progress in the classes they teach.</p> <p>Has a secure understanding of the requirements of the National Curriculum and the Early Years Foundation Stage. (KE)</p> <p>Has an enthusiastic, innovative approach to learning and teaching that enables all children to achieve.</p> <p>Has awareness of strategies that enable pupils of all abilities and groups to make accelerated progress.</p> <p>Has good understanding of Assessment for Learning strategies which raise standards and accelerated progress.</p> <p>Has an understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management.</p>	<p>Has teaching experience in each primary phase (Foundation, Ks1 and Ks2) (KD)</p> <p>Has recent teaching experience in more than one primary school</p>





### Person Specification

Evidence will be gathered from letter of application (KE/KD), references, interview and tasks.

Areas of Experience	Essential The successful applicant...	Desirable The successful applicant...
As a Leader and Manager	<p>Has effective time management skills.</p> <p>Is competent in the use of ICT.</p> <p>Has been responsible for leading a key area of school improvement as a member of a successful leadership team (KE)</p> <p>Works effectively as a member of a team</p> <p>Has experience of leading teams to impact pupil progress and standards of teaching.</p> <p>Has experience of developing and implementing school policies.</p> <p>Has experience of effective whole school self-evaluation and improvement strategies</p> <p>Has contributed to the school development plan and Raising Attainment Plans with effective monitoring and evaluation.</p> <p>Is capable of holding colleagues to account for their responsibilities.</p> <p>Has been instrumental in improving the practice of colleagues as an appraiser, coach and mentor (KE)</p> <p>Has experience of leading, monitoring and evaluating the Quality of Teaching as a member of a Senior Leadership Team</p> <p>Has experience of financial management in schools.</p> <p>Has recent experience of using Assessment for Learning in a Primary school and uses national and local data to track pupil progress and set targets.</p> <p>Understands the strategic role of the Trust Board and Local Governing Body</p>	<p>Has led the development of an innovative, motivating school curriculum which raises standards and promotes SMSC of pupils across the curriculum. (KD)</p> <p>Is an experienced Assistant/Deputy Headteacher.</p> <p>Has produced and presented data analysis reports to SLT and Governors.</p> <p>Is able to use SIMs effectively to track and analyse data</p> <p>Has experience of working with Governors to enable them to fulfil their whole school responsibilities</p>



### Person Specification

Evidence will be gathered from letter of application (KE/KD), references, interview and tasks.

Areas of Experience	Essential The successful applicant...	Desirable The successful applicant...
As a communicator	<p>Acts in an open and honest way.</p> <p>Represents the viewpoints of others while promoting agreed policies</p> <p>Is a communicator with the ability to communicate effectively, orally and in writing, to a range of audiences – e.g. staff, pupils, parents, governors, Trust</p> <p>Has the ability to articulate a vision for primary education.</p> <p>Has experience of working with other agencies.</p>	<p>Is used to working with colleagues on collaborative projects (KD)</p>
Professional development	<p>Sees new challenges in a positive light.</p> <p>Perceives the whole school as a learning community.</p> <p>Has taken advantage of CPD opportunities relevant to leadership of teaching and learning.</p>	<p>Holds or has the desire to pursue NPQH</p>
Relationships	<p>Has excellent interpersonal skills</p> <p>Shows, by example, respect for others.</p> <p>Has developed effective strategies for involving parents in their child's learning.</p>	



### Person Specification

Evidence will be gathered from letter of application (KE/KD), references, interview and tasks.

Areas of Experience	Essential The successful applicant...	Desirable The successful applicant...
Attitudes and Values	<p>Is a dedicated and reflective professional</p> <p>Has a positive sense of purpose and direction</p> <p>Is resilient when faced with a challenge.</p> <p>Has a commitment to high quality learning and teaching.</p> <p>Works effectively as a member of a team.</p> <p>Recognises that all children have the potential to achieve well.</p> <p>Is capable of maintaining a sense of humour.</p>	
Safeguarding Children	<p>All Saints CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</p> <p>Has had up to date Child Protection training</p> <p>Is secure in Child protection procedures.</p> <p>Full, clear enhanced DBS check.</p>	<p>Is a Senior Designated Professional in their setting.</p>
References	<p>Professional reference supporting the application against these selection criteria without reservations. Strong positive examples of leadership impact. This must include references from the current and previous employer</p>	





**Saints Church of England Primary School**  
**Magpie Hall Road**  
**Chatham, Medway**  
**ME4 5JY**

**[www.allsaints.medway.sch.uk](http://www.allsaints.medway.sch.uk)**

**If you would like further information or to arrange a School visit,  
please contact Kate Wright at**



**T: 01223-907-979 | DDI: 01223-907-973 |  
M: 07901-585-959 E: [kwright@academicis.co.uk](mailto:kwright@academicis.co.uk)**

**All applications to be sent to Kate Wright no later than  
12-noon on Monday 16th October 2017**

*We reserve the right to research applicants on social media platforms and the internet,  
and the Trust board may take this into consideration during the recruitment process.*