

Bankwood Community Primary School



Assistant Headteacher

School information — job description — person specification



Pride, progress and responsibility

Dear Prospective Candidate

Bankwood Community Primary School

Thank you for showing an interest in the role of Assistant Headteacher at Bankwood Community Primary School.

Bankwood Community Primary School has grown from strength to strength over the past ten years. As a school community we are proud of our achievements but never complacent, always seeking opportunities to improve on our previous best by learning from ourselves and others.

It is now more than two years since we had our last Ofsted inspection. We should expect a visit from Ofsted any time in the new school year. At our last inspection, the inspectors were clearly impressed with our children, and the overall inspection agreed with our own evaluation that we are a good school. Inspectors commented: "Pupils love school and are very proud to be there. They feel very safe and happy in the stability and support the school provides for them. They quickly develop into confident young people." (Ofsted March 2016)

The successful candidate will be joining a highly effective leadership team of a Headteacher, Deputy Headteacher and a Business Manager. You will find information about the school in this pack and on our website. If you are interested in applying, however, we would encourage you to visit us. To book a place, please contact Ruth Shillito, School Business Manager, on 0114 2396711 or by emailing rshillito@bankwood.sheffield.sch.uk.

We do hope that having read the information you decide to visit us, see our children enjoying their education and learn more about the ethos of our school.

Wendy Edwards
Headteacher

Dr Peter Dickson
Chair of Governors





Our children...

Dear New Teacher,

We would like you to come and see us so that you can see our lovely school. Our school is a caring and helpful one, we take care of our school and are very proud of it. Learning is fun at Bankwood and we enjoy making, designing and coding. When we do our reading, writing and maths it is also fun as our teachers make it so that it is never boring and we can always ask for help, they never get mad at us. We also have forest school where you can go on mysterious adventures.

We have a big playground to play and our school has yard leaders which help people if there is anything wrong. Our school has good behaviour policies and we are the best at behaving. School councillors help the headteacher make big decisions about the school.

The teachers are very caring and make us feel safe so you have no reason to be nervous. You will know everyone's names by the end of the term. We hope you want to come and help us.

Yours Sincerely,

Abigail and Victor (on behalf of all children at Bankwood Community Primary School)





Information about the process

Please use your personal statement to demonstrate how you meet the person specification, with evidence provided of positive outcomes. Candidates will be shortlisted on their track record and how well they demonstrate the knowledge, skills and attributes set out in the person specification.

The deadline for receipt of applications is 4.00pm on Friday 11th February. Completed forms (and any enquiries) should be submitted to scott@gloverrecruitment.co.uk. If you would prefer to send your application by post, please address it to Glover Recruitment Consultancy, 64 Valley Road, Sheffield, S8 9FY. School visits are encouraged and should be arranged directly with the school (please see the advert for further information).

All candidates will be informed of the shortlisting outcome by 12.30pm on Friday 15th February.

Shortlisted candidates will be asked to attend Bankwood Community Primary School for in-school activities on Wednesday 27th February. An assessment centre and interviews will take place at an external venue on Thursday 28th February. Full details will be provided to shortlisted candidates on 15th February.

The assessment centre will consist of a series of job-related exercises designed to give candidates the opportunity to demonstrate the key attitudes, skills and knowledge required for the post. Shortlisted candidates will be fully briefed at the beginning of the process

Telephone feedback will be available for all applicants, regardless of outcome.

Assistant Headteacher

Bankwood Community Primary School

Bankwood Close, Sheffield, S14 1LW

Tel: 0114 239 6711

Email: enquiries@bankwood.sheffield.sch.uk

Website: bankwoodprimary.co.uk

L7-L11 (£46,430 - £51,234) (starting salary negotiable, depending on experience)

Group 3 NOR 399

For Easter 2019

Bankwood is a lively, friendly, inner-city school at the heart of a vibrant community. We are constantly inspired by our engaged, enthusiastic and well-motivated children. They enjoy a safe, creative and stimulating school environment with a vibrant curriculum, enhanced by Forest School provision.

To provide the very best start possible, we admit children from the age of two. We believe that success is achievable for everyone. We are looking for a school leader who shares our commitment to ensuring that *all* our children achieve their *full* potential.

We are therefore looking for an existing or future school leader who:

- is an excellent class teacher who can model outstanding practice to colleagues
- is able to demonstrate having previously supported whole school improvement
- will promote the school, engaging with parents, carers and the wider community

In return, we will actively support your professional development in a friendly and supportive learning environment that celebrates and encourages innovation. This is an exciting opportunity to develop your career while making a real difference not only to our children, but to the whole school community.

We would particularly welcome applications from candidates with experience in early years and/or key stage 1, but this is absolutely not essential.

Interested candidates should call Wendy Edwards, Headteacher, on 0114 239 6711 for an informal discussion about the role. Schools visits are warmly encouraged and can be arranged by contacting Ruth Shillito, Business Manager, on 0114 239 6711.

Completed application forms, and any queries about the recruitment process, should be addressed to Scott Glover at scott@gloverrecruitment.co.uk or by phoning 07766 773682.

Bankwood Community Primary School is committed to safeguarding and promoting the welfare of our children and young people. We expect all our staff and volunteers to share this commitment. We require the successful applicant to undertake an enhanced criminal records check via the Disclosure & Barring Service. Please take the time to read the safeguarding policy on our website at <http://bankwoodprimary.co.uk/statutory-information/safeguarding>.

Deadline for applications: 4.00pm Friday 11th February 2019

Assessment centre and interviews: Wednesday 27th and Thursday 28th February 2019

Assistant Headteacher Role, Job Description and Person Specification



Salary range:	Group: 3 ISR: L7– L11
Role of the Deputy Headteacher:	<p>An assistant headteacher, in addition to carrying out the professional duties of a teacher other than a headteacher, including those duties particularly assigned by the headteacher, must play a major role under the overall direction of the headteacher in:</p> <ul style="list-style-type: none"> • formulating the aims and objectives of the school; • establishing the policies through which they are to be achieved; • managing staff and resources to that end; • monitoring progress towards their achievement; <p>and undertake any professional duties of the headteacher reasonably delegated by the headteacher.</p> <p><i>(Paragraph 49, School Teachers' Pay and Conditions Document)</i></p>
Responsible to:	The Headteacher, the Governing Body of the school and the Executive Director of Children, Young People and Families
Responsible for:	The teaching and support staff of the school and its children and young people
The Deputy Headteacher will be expected to work with the Headteacher to:	<ul style="list-style-type: none"> • Fulfil all the requirements and duties set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteacher. • Meet the standards set out in the guidance document National Standards of Excellence for Headteachers 2015. • Achieve any performance criteria, objectives or targets agreed with or set by the School's Governing Body in accordance with the requirements set out in the School Teachers' Pay and Conditions Document. • Understand fully the current legal requirements, national and local policies and guidance on safeguarding and the promotion of the wellbeing of children and young people and ensure that all requirements are met.

Job Description

The 'National Standards of Excellence for Headteachers' expressed through four 'Domains' identify the specific characteristics that are vital for this post, to ensure the school is led effectively.

The job description should be subject to annual review as part of the performance management cycle.

Domain One	Domain Two	Domain Three	Domain Four
<p>Qualities and knowledge</p> <p><i>Headteachers:</i> 1. Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve.</p>	<p>Pupils and staff</p> <p><i>Headteachers:</i> 1. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.</p>	<p>Systems and process</p> <p><i>Headteachers:</i> 1. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.</p>	<p>The self-improving school system</p> <p><i>Headteachers:</i> 1. Create outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.</p>
<p>2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.</p>	<p>2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.</p>	<p>2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.</p>	<p>2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.</p>
<p>3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.</p>	<p>3. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.</p>	<p>3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.</p>	<p>3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.</p>

4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.	4. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.	4. Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance.	4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
5. Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.	5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.	5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.	5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.	6. Hold all staff to account for their professional conduct and practice.	6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.	6. Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

Assistant Headteacher Person Specification

All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge and understanding and knowledge of safeguarding meet the requirements of the person specification.

Qualification and experience

Candidates should have:

1	Qualified Teacher Status (QTS)
2	Experience across the appropriate age range(s)
3	Evidence of recent leadership experience that has contributed to school self- evaluation and the development of whole school priorities
4	Supported whole school strategic improvement to improve pupil outcomes
5	Evidence of recent, appropriate professional development

Personal qualities

Candidates should:

1	Demonstrate a passion for teaching and learning
2	Communicate effectively and develop positive relationships with all stakeholders
3	Demonstrate excellent interpersonal skills
4	Be decisive, consistent and focused on solutions
5	Demonstrate the capacity to lead others, be reflective, resilient and adaptable
6	Be able to motivate and inspire others
7	Listen carefully and consider the views of others

Skills

Candidates should be able to:

1	Support a vision for the school and secure commitment to it from others
2	Demonstrate their involvement in the interpretation and analysis of data to accurately inform school improvement and to monitor pupil progress
3	Support systematic and rigorous whole school monitoring and evaluation
4	Demonstrate their ability to plan to support whole school priorities and improve pupil outcomes
5	Evidence their work in collaboration with other schools, fellow professionals and external organisations to improve outcomes
6	Support the development of teaching and learning in school
7	Have excellent organisational skills, prioritising and managing time well under pressure, to meet deadlines

Professional knowledge and understanding

Candidates should:

1	Be committed to securing equality of opportunity for pupils in school
2	Have an understanding of curriculum and assessment developments and how they support pupils' learning
3	Have secure knowledge of what constitutes highly effective teaching and its impact on the outcomes of all pupils
4	Maintain high standards of pupil behaviour and attitudes to learning
5	Take a lead in the supporting staff in their professional development

Safeguarding

Candidates should have:

1	Knowledge of national and local safeguarding guidance
2	Experience of safeguarding and promoting the welfare of children and young people
3	A commitment to work with relevant agencies to protect children and young people
4	Knowledge of best practice and procedures in school for safeguarding children and young people

The successful candidate will be required to undergo an enhanced check from the Disclosure and Barring Service.

