



# new wave federation

APPLICATION PACK  
ASSISTANT HEADTEACHER



# Contents

• Welcome Letter from Nicole Reid – Executive Headteacher	3
• Job Description & Job Summary	4
• Main Duties	5 - 6
• Other Responsibilities	7
• Person Specification	8
• Application Process	9



## Welcome Letter from the Executive Headteacher

Dear Applicant,

Thank you for your interest in our advert for the post of Assistant Headteacher working within The New Wave Federation. The schools within the Federation are Grazebrook Primary School based in Stoke Newington, Shacklewell Primary School based in Dalston and Woodberry Down Community Primary School based in Manor House. The New Wave Federation was created in March 2016. Our schools federated after forming long term partnerships sharing expertise of best practice in all areas of education. We are very excited about this continued opportunity to raise standards and share our learning experiences. We are delighted that you would like to be part of this and welcome you to join us as we embark on this journey.

This pack has been put together to help you with the application process. If you have any questions that you would like to ask please do contact **Ms Alia Choudhry, Federation School Business Manager on 020 7254 1415.**

The role requires someone who is passionate about children's learning and who has a rich knowledge and understanding of how learners learn. The right person will be someone who can use new technologies is creative and flexible. Our parents and carers want the very best education for their children and so do we.

The successful applicant will demonstrate that they are excellent practitioners who have a creative approach, are committed to the delivery of high quality teaching and learning, high expectations and possess excellent communication.

We can offer you schools which are well resourced, have a friendly and dedicated staff with good opportunities for professional development.

Our schools are vibrant, diverse and inclusive. There are challenges but also great rewards in the work here. If you are an effective communicator, have vision, energy and believe that every child can and will succeed, we would like to hear from you.

Kind regards,



Mrs Nicole Reid  
Executive Headteacher

## Job Description

<b>Post Title:</b>	Federation Assistant Headteacher
<b>Responsibility:</b>	Teaching and Learning Leadership of Core Curriculum areas. Member of the Senior Leadership Team Key Stage Leader
<b>Salary:</b>	L9 - L13 (£57,790.00 - £62,968.00)
<b>Reports To:</b>	Executive Headteacher/Headteacher
<b>Direct Reports:</b>	Curriculum Co-ordinators, Teachers, Teaching Assistants.
<b>Teaching Commitment:</b>	Up to 40%

## Job Summary

- The Federation Assistant Headteacher is responsible for managing the operation of key areas in the school.
- The Federation Assistant Headteacher provides support for the Headteacher in the day to day running of the school.

## Main Duties

### Duties:

- The current School Teachers' Pay and Conditions document describes duties which are required to be undertaken by teachers in the course of their employment. In addition certain particular duties are reasonably required to be exercised, and completed in a satisfactory manner. It is the contractual duty of the post holder to ensure that his/her professional duties are discharged effectively.
- This job description sets out the duties to be undertaken and performed to the satisfaction of the Executive Headteacher / Headteacher and governing body by the post holder. The duties set out below are in addition to the overall class teaching requirement.

### Key Tasks and Activities:

- Undertake full responsibility for all matters relating to the school in the absence of the Executive Headteacher or Headteacher.
- Work flexibly in the presence of the Executive Headteacher/Headteacher to assist the smooth day to day management of the school working closely with staff of all designations.
- Teach in classes across the school, demonstrating excellence in professional classroom practice.
- Assist the Executive Headteacher/Headteacher in monitoring and reviewing the quality of teaching and learning including assessment, recording, and reporting pupils' attainment to all statutory bodies.
- Assist the Executive Headteacher / Headteacher in the whole school self evaluation processes.
- Effectively lead the areas of responsibility developing policy and practice and ensuring effective self evaluation.
- Undertake responsibility for the selection of resources for the areas of responsibility, accounting to the Executive Headteacher/Headteacher for the expenditure of the delegated budget allocation for the subject.
- Undertake professional training for all aspects of school leadership and management and keep up to date with new initiatives across the curriculum.
- Assist the Executive Headteacher in the performance management of staff of all designations.
- Maintain good communications between staff of all designations.
- Maintain a positive school ethos, by being pro-active in the pastoral care of pupils and ensure the school's policy for behaviour and discipline is applied consistently and fairly by staff of all designations.
- Play a significant part in promoting and facilitating good relationships with parents and other agencies.
- Work pro-actively with outside agencies, community organisations, and other schools and promote the sharing of good practice.



- Support and encourage all staff at the school to find and use opportunities to support the development of the whole child through spiritual, moral, social and cultural activities.
- Advise other staff including NQTs, students on teaching practice, and lead INSET for staff and governors when required to do so.
- Work with The Hackney Learning Trust on local and national initiatives.

### **Particular Specific Responsibilities:**

- Lead the development of a core curriculum area and key stage of the school.
- Keep up to date with and pro actively research initiatives to raise attainment in your selected areas.
- Take a lead in the implementation of strategies to raise attainment through excellent teaching and learning and being a model of best practice.
- Evaluate the attainment of groups of pupils and strategies to raise attainment.
- Assist in co-ordinating the professional development programme for the school. Lead in the development of the coaching, mentoring and modelling work in the school.

## Other Responsibilities

- The duties and responsibilities of the subject element of the post may vary from time to time according to the changing needs of the school. The subject leader section of the job description may be reviewed at the discretion of the Executive Headteacher/Headteacher in the light of those changing requirements and in consultation with the post holder and governing body.



## Person Specification

	Essential
<b>Qualifications</b>	Degree level qualification
	Qualified Teacher Status e.g. Postgraduate Certificate in Education
<b>Other Skills Required for Role</b>	Ability to adapt to constantly changing priorities and demands
	Ability to apply analytical thinking to solve problems and/or resolve conflict
	Ability to provide a model of excellent teaching
	Extensive and up to date knowledge of National Strategies relevant to the areas of responsibility
	A thorough knowledge of the features of good teaching and an ability to implement 'Assessment for Learning' strategies across the school
	A thorough understanding of issues related to attainment and achievement of different groups of pupils within the schools
	Experience of leading and managing significant school development and self evaluation
	Excellent ICT skills
<b>Communication</b>	Strong interpersonal and communication skills to effectively manage areas of responsibility and liaise with all key contacts e.g. staff, pupils, parents
	Ability to use a wide range of communication channels to effectively manage the operations of the areas of responsibility applying tact and diplomacy in their communication with others. Understand the need to adapt communication style to suit the audience
	Can demonstrate excellent presentation skills
	Ability to maintain a professional and confident manner
	Capacity to maintain the respect and discipline of staff and pupils
<b>Accountability/ Freedom to act</b>	Implement policies within their area of responsibility with some flexibility in the way these policies are implemented. The Executive Headteacher is ultimately accountable for the decisions taken
	Whilst constrained by overall national and school frameworks, there is a degree of interpretation in the way in that their responsibilities are carried out, usually agreed with the Executive Headteacher
	Responsibility for budget areas
<b>Leadership/ Management skills</b>	A good understanding of school leadership & management
	Ability to support the strategic leadership of the school, contributing to strategic decisions taken by the Executive Headteacher
	Ability to effectively delegate responsibilities to others in the school team, to ensure the successful operations of the areas of responsibility
	Able to lead by example, be highly driven, motivated and motivate other staff



## Application Process

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

Candidates are advised that when completing the references section on the application form to please ensure that:

- Your first referee is your current, or most recent, employer;
- You provide a referee who can attest for your ability to work with children; and
- If you do not have an employment referee, please provide details of a tutor, lecturer or someone who can provide an appropriate character reference.

Candidates must ensure that if they are successful at interview, that they are able to provide evidence of their Right to Work and Remain in the UK. We are fully committed to following all safeguarding procedures. The school is not able to employ any person who cannot validate their Right to Work and Remain in the UK in the line with the Asylum, Immigration and Nationality Act 2000.

Completed application forms must be received by **12pm Friday 25<sup>th</sup> October 2019** and the interview date is **Wednesday 30<sup>th</sup> October 2019**. Please be advised that if you do not hear from us within two weeks of the closing date, you have not been short listed on this occasion.

If you have any queries or require any further information, please contact Ms Alia Choudhry, Federation School Business Manager on 020 7254 1415 or [achoudhry@newwavefederation.co.uk](mailto:achoudhry@newwavefederation.co.uk)

If you would like to have an informal discussion about the post then please contact me via email at [nreid@newwavefederation.co.uk](mailto:nreid@newwavefederation.co.uk)

We look forward to receiving your application.



### Grazebrook Primary School

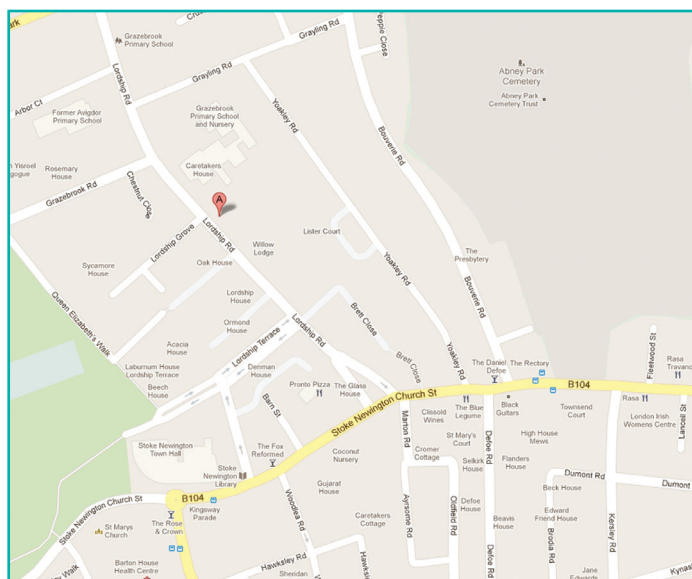
Lordship Road, London N16 0QP

Tel: 020 8802 4051

Fax: 020 8442 5202

E-mail: [GBoffice@newwavefederation.co.uk](mailto:GBoffice@newwavefederation.co.uk)

Web: [www.grazebrook.hackney.sch.uk](http://www.grazebrook.hackney.sch.uk)



### Shacklewell Primary School

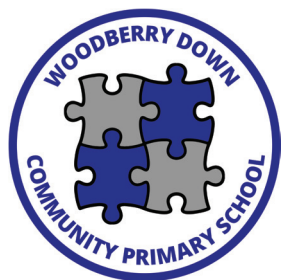
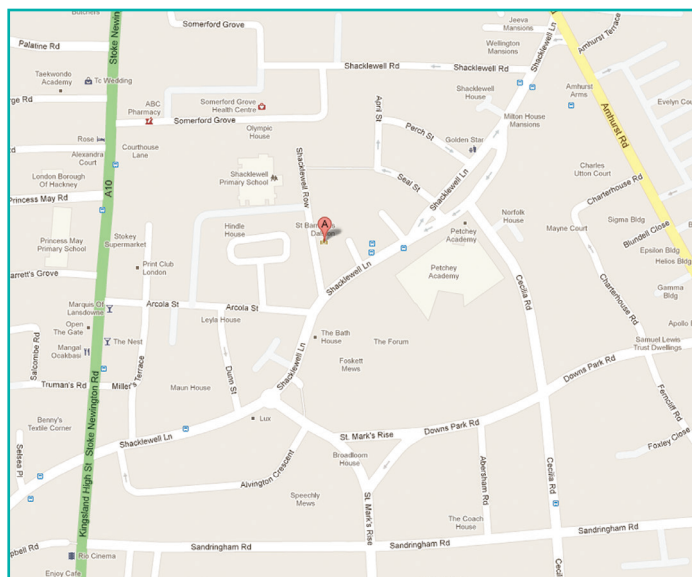
Shacklewell Row, London E8 2EA

Telephone: 020 7254 1415

Fax: 020 7254 1151

E-mail: [SWoffice@newwavefederation.co.uk](mailto:SWoffice@newwavefederation.co.uk)

Web: [www.shacklewell.hackney.sch.uk](http://www.shacklewell.hackney.sch.uk)



### Woodberry Down Community Primary School

Woodberry Grove, London N4 1SY

Telephone: 020 8800 5758

Fax: 020 8211 0029

E-mail: [WDOffice@newwavefederation.co.uk](mailto:WDOffice@newwavefederation.co.uk)

Web: [www.woodberrydown.hackney.sch.uk](http://www.woodberrydown.hackney.sch.uk)

