



Assistant Headteacher

Job Description and Person Specification



Learning in
Harmony
Trust



Job Overview



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Assistant Headteacher required for Easter 2021

Leadership scale 11 to 15

NOR: 840 + 120 p/t Nursery

Hartley Primary School is a unique and diverse learning community that strives to provide the best possible support in enabling pupils to achieve their best. We are keen to welcome talented new teaching staff who are committed to providing the very best outcomes for our school community.

Why work with us?

- We have enthusiastic students who are eager and willing to learn
- We are a supportive and committed team of leaders, teachers and support staff
- We are committed to your continued professional development
- We offer opportunities to work with colleagues beyond our school

So if you

- are able to get the best out of others
- have a reflective outlook
- are a highly effective teacher and is ambitious for children, and for making a difference.
- are a skilled communicator, with a proven ability to coach and mentor others from different starting points.
- enjoy being part of a team and working with others

We are able to be flexible in response to interest and skillset regarding area of responsibility however in the first instance the successful candidate would have the responsibility of leading the EYFS.

Before deciding to apply you will want to find out more about the school - please give us a call to arrange a virtual informal meeting.

Closing date: Noon Wednesday 20th January

Assessment Centre and Interviews: Friday 5th February

Appointment to begin Summer Term 2021

The Learning in Harmony Trust and Hartley Primary School are totally committed to the safeguarding of all its pupils and current employees. References will be obtained before interview and the successful applicant will be DBS checked.

Safeguarding Statement:

Hartley Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.



Job Description

Purpose of the Job:

To work as part of the Senior Leadership Team (SLT) at Hartley, within the Learning in Harmony Trust, setting the strategic direction for the school, focusing on school and Trust priorities, improving the quality of teaching and learning, and developing the aspects of school life for which you are accountable.

Key Areas of Accountability:

- Shared leadership of the school as a member of SLT
- Deputise for the Deputy Head Teacher when required
- Quality of teaching, learning, assessment and pupil progress across the school
- Manage staff performance and improve the professional skills of colleagues
- Day-to-day leadership, organisation and management of staff and pupils
- Year group leader, responsible for pupils' progress and attainment
- Lead on curriculum and assessment in the year group, including analysis of data
- Strategic leadership of an area of school life
- Teach to an exemplary standard

Shaping the Future:

- Share, articulate and contribute to the school's vision for the aspirations and improvement of the school and the Trust.
- Lead on school improvement planning, taking account of the agreed priorities and contributing to the identification of key areas of strength and weakness.
- Establish the policies through which the school's aims and objectives shall be achieved, monitoring and evaluating systems, policies and procedures.
- Exemplify the application of agreed policies, priorities and expectations, so as to set a good example to other colleagues.
- Develop and enhance the culture of teamwork, in which the views of all members of the school community are valued and taken into account.
- Contribute to the self-evaluation of the school.
- Attend leadership team meetings.



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Trust

Job Description Continued



Leading Teaching, Learning and Assessment

- Oversee a designated area, monitoring and evaluating the quality of teaching and learning, and its impact on pupil progress.
- Lead a year group team, focusing on high quality teaching and learning through a culture and ethos of challenge and support.
- Ensure uniform curriculum coverage and similarity of delivery within your team.
- Provide staff training to ensure teaching and learning is effective.
- Share responsibility for the analysis of key school performance data, to ensure priorities are appropriate and standards improve.
- Use data and benchmarking to set targets and monitor progress across the school, ensuring that underachievement is challenged at the earliest opportunity.
- Develop and enhance a rich curriculum which meets the needs of all pupils.
- Implement strategies to promote high standards of behaviour.
- Exemplify and share best practice across the school.

Developing self and managing others

- Set high expectations for your own performance and that of others.
- Coach and develop staff to maximise the impact of teaching and learning.
- Engage in relevant Continued Professional Development activities.
- Contribute to the development of collaboration within the school and Trust.
- Monitor and evaluate standards of teaching and learning across the school.
- Lead, manage and organise meetings as appropriate in support of the school's aims.
- Support the school's ethos, promoting its values and principles.
- Make a distinctive contribution to the wider school team.
- Motivate and inspire colleagues.



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Job Description Continued



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Managing the Organisation

- Have the confidence and ability to make management and organisational decisions.
- Manage the day to day activities of the delegated areas of responsibility to ensure the school operates in a highly effective and efficient manner.
- Ensure that day-to-day matters are well organised, with events communicated to colleagues and parents and recorded in the diary well in advance
- Ensure the learning environment and pupils' behaviour promotes effective learning and a positive experience of school.
- Develop action plans in specific areas of responsibility, in order to bring about improvements.
- Contribute to the planning process for the distribution of resources, to ensure they meet the school's identified priorities.
- Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and value for money.
- Ensure that equal opportunities for pupils and staff are effectively promoted.
- Keep up to date with safeguarding as a designated Child Protection Officer and attend meetings as required.

Securing Accountability

- Work with SLT to secure improvement through the annual appraisal process; take responsibility for the performance management of identified staff.
- Improve staff performance and manage the differing experiences and aspirations of staff by mentoring, coaching and challenging performance
- Support staff in understanding their own accountability.
- Use a range of data sources to set realistic yet challenging targets for pupils, analysing outcomes for individuals and groups; use this information to implement appropriate curriculum pathways and intervention programmes and identify priorities for the School Improvement Plan.
- Contribute to the reporting of the performance of the school to parents/carers, governors and other key partners as necessary.

Strengthening Community

- Respond to the range of needs within the school community.
- Contribute to the development of the school within the community.
- Evaluate and enhance the development of a curriculum which provides pupils with opportunities to enhance their learning within the wider community.
- Promote and model excellent relationships with parents/carers, based on involving parents as partners, to support and improve pupils' achievement

These duties may be varied to meet the changing demands of the school at the reasonable direction of the headteacher.





Person Specification



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	Essential	Desirable
Qualifications/ Professional Development	<ul style="list-style-type: none"> • Qualified teacher status • Evidence of a commitment to continuing professional development • Ability to identify own learning needs and to support others in identifying their learning needs 	<ul style="list-style-type: none"> • Experience of working with other <ul style="list-style-type: none"> - schools - organisations/agencies • Experience of leading/coordinating professional development opportunities
Experience	<ul style="list-style-type: none"> • Successful experience of leading one or more key areas within school • The ability to demonstrate sustained impact on pupil learning • Successful experience in a leadership and management role • At least 4 years successful teaching experience in the primary age range. 	<ul style="list-style-type: none"> • Breadth of experience (multiple schools, key stages etc) • Experience as an Assistant or Senior Leader
Strategic Leadership	<ul style="list-style-type: none"> • Ability to articulate a clear vision • Ability to inspire and motivate staff, pupils, parents and governors. • Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement. • Ability to analyse data and use it purposefully. • Understanding of and commitment to promoting and safeguarding the welfare of pupils 	<ul style="list-style-type: none"> • Evidence of having successfully translated vision into reality at whole school level. • Understanding of effective budget planning and resource deployment



Person Specification Continued



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Teaching and Learning	<ul style="list-style-type: none">● A secure understanding of the requirements of the National Curriculum and Early Years Framework● Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils● A secure understanding of the principles and application of responsive teaching● Experience of effective monitoring and evaluation of teaching and learning● Secure knowledge of statutory requirements relating to the curriculum and assessment● Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management	<ul style="list-style-type: none">● Evidence of impact in improving the quality of teaching and learning.● Successful experience in promoting SMSC of pupils across the curriculum● An understanding of current research around teaching and learning● Recent evidence of being a high quality classroom practitioner.
Leading and Managing Staff	<ul style="list-style-type: none">● Successful experience of leading professional teams● Ability to delegate effectively.● Evidence of supporting and developing others.	<ul style="list-style-type: none">● Successful involvement in the development of staff at the earliest stages of their careers.● Experience of performance management, appraisal and/or coaching of others.



Person Specification Continued



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Skills, Qualities & Abilities	<ul style="list-style-type: none">● A demonstrable commitment to:<ul style="list-style-type: none">o the values of the school and trusto school improvement and raising achievement for allo ongoing self reflection and learningo managing the workload and well being of staff, including oneself.● High expectations of pupils' learning and attainment● Stamina and resilience, including the ability to remain positive and enthusiastic when working under pressure.● Ability to organise work, prioritise tasks, make decisions and manage time effectively.● Good communication and interpersonal skills with the ability to build and maintain good relationships	Demonstrated ability to juggle multiple demands on time.
References	<ul style="list-style-type: none">● Positive recommendation in professional references● Satisfactory health and attendance record	<ul style="list-style-type: none">● Professional reference without reservations.● Strong positive examples of leadership impact
Safeguarding	<ul style="list-style-type: none">● The Learning in Harmony Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.● DBS approved.	<ul style="list-style-type: none">● Active involvement in safeguarding practices and improvement within the school.



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*Have you explored the benefits available
to Learning in Harmony Trust Staff?*



*Significant discounts for a number of
retailers and services via the [Perkbox
Employee Incentive](#). Examples of perks
include half-price Cinema tickets, 2 for 1
meals in many restaurants and discounts in
supermarkets.*



*Free medical support such as regular health
checks, a 24 hour GP helpline, emergency surgery,
physiotherapy and counselling via the [Schools
Advisory Service](#).*



www.lihtrust.uk

www.hartley.newham.sch.uk



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