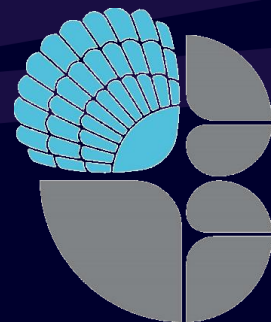


Assistant Headteacher

Wroughton Academies
December 2019



**WROUGHTON
ACADEMIES**
*Creative
Education
Trust*

You can find out more at:
www.creativeeducationtrust.org.uk



Thank you for your interest in the role of Assistant Headteacher at Wroughton Academies.

In December 2016, Wroughton Academies (Wroughton Infant and Wroughton Junior Academies) proudly became a member of the Creative Education Trust, which consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team.

As a CET school, we have access to outstanding support from the very best experts in school improvement and professional development. Our children also benefit from cross trust enrichment activities and an innovative approach to cross-curricular development through the 'Knowledge Connected' programme.

Our mission at Wroughton Academies is clear – to ensure all children achieve excellence, through hard work, courage and academic performance. We achieve our mission through the excellent staffing team, alongside an outstanding programme of professional training and development and supported by a purpose-built staff training room.

We are a large and friendly staff team who understand the importance of a high-quality education to support all pupils to achieve their full potential. Our curriculum is therefore integral to everything we do. Using a systematic approach to teaching phonics, reading for pleasure and a fully immersed Talk4writing curriculum, we place a high priority on ensuring all children leave us with the necessary skills and passion for reading.

We have a strong maths curriculum, also integrated with a very clear maths calculations policy. For other subjects, we proudly adopt the International Primary Curriculum, which not only provides coverage of Science and all foundation subjects, but also has a specific focus on diversity, global and cultural awareness. We equally focus on music, Spanish, RE, PSHE and PE.

We are currently looking for a dedicated, forward-thinking, caring and driven Assistant Headteacher.

Should you wish to book a tour of the school, or arrange an informal conversation regarding this role, please contact my PA Clare Smith via email clare.smith@wroughtonacademies.org.uk

I look forward to receiving your application.

Yours sincerely,

C. Avieson

Dr Craig Avieson
Executive Headteacher

**“We are looking for
a dedicated,
forward-thinking,
caring and driven
Assistant
Headteacher”**

You can find out more at:
www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST

Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.

Our aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity



You can find out more at:

www.creativeeducationtrust.org.uk



WROUGHTON ACADEMIES

Creative Education Trust

ABOUT WROUGHTON ACADEMIES



Our closely-connected schools opened in the early 1950s and we have subsequently served our local community for many years. In December 2016, we became Wroughton Infant Academy and Wroughton Junior Academy –part of Creative Education Trust.

Our dedicated staff team educate children between the ages of 4 and 11 years, although we also have our own on-site nursery provision for two and three year-olds. We have a beautiful large site, with plenty of space for children to explore, learn and develop.

The school is well resourced and we strive to provide an inclusive and expansive education for all of the children in our care. We ensure all children 'achieve excellence' through developing their knowledge, skills and confidence.

Wroughton Academies offer

- A seamless transition into our reception classes from nursery or other providers.
- Before and after-school club provision (7.30am to 5.15pm) – for all children and free for new Reception children.
- Highly qualified and dedicated teaching and support staff to meet every child's needs.
- A strong focus on making sure children have the skills and passion for reading.
- A broad and balanced curriculum, which focuses on all subjects including: science, art, computing, music, design technology and physical education.
- New digital screens in every classroom to support interactive teaching.
- A purpose built central library with thousands of books for children of all ages.
- A large outdoor and rural area on the school site with a range of playground equipment.
- Dedicated staff to support children's welfare.
- A strong Parents and Friends Association (PFA) who support the school with a range of successful events throughout the year.



You can find out more at:

www.wroughtonacademies.org.uk

SUPPORT FOR OUR STAFF

We are committed to providing our academy leaders with the highest quality support and challenge to ensure that their schools excel and give our students the education they deserve.

Our Principals and Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and our Director of Standards and Primary Education.

Each of the Creative Education Trust's schools benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

Each of our Headteacher is a member of the Headteachers' Forum that meets regularly to help Creative Education Trust develop its ethos and strategy, and to share their professional expertise. As the network of Creative Education Trust schools grows, this forum has increasing value as a means of professional development and problem solving.

There are also a number of cross-group, phase leader and year-specific forums.



You can find out more at:

www.creativeeducationtrust.org.uk

ASSISTANT HEADTEACHER JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

- Wroughton Academies, Gorleston, Norfolk

SALARY

- Leadership scale L4 – L9
£44,345 - £50,272

WORKING HOURS

- Full-time

THE ROLE

- The core purpose of the Assistant Headteacher is to ensure the achievement of the highest possible educational standards.
- There is a specific focus on attendance and behavior in this post.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Leadership

1. Effectively communicate the school's mission, core values and ethos to all stakeholders
2. Recognise and celebrate success and achievements of pupils and staff
3. Actively contribute to the day to day leadership and management of the school
4. Contribute to upholding excellent standards of professional behaviour
5. Support the Academy Council to carry out its roles effectively
6. Maintain a prominent visible presence monitoring the work of the school on a daily basis

Leading Improvements in Teaching and Learning

1. Ensure high quality assessment underpins and informs pupil achievement
2. Identify research and evidence based developments in pedagogy that may benefit teaching and learning across the academies
3. Create a learning culture amongst staff where there is a constant drive for improvement of professional practice

4. Ensure that all teachers and support staff use effective strategies to close achievement gaps for Disadvantaged children and other vulnerable groups.
5. Ensure that data is used effectively to support learning across the academy
6. Drive standards in attendance and behavior.

Recruiting and retaining excellent teachers

1. Lead high quality induction and training for teachers and support staff
2. Plan and oversee classroom management strategies for newly qualified teachers and trainees
3. Plan, deliver and evaluate high-quality CPD for teachers and support staff
4. Develop and manage sharing good practice and joint practice development within and across curriculum areas
5. Lead a coaching and peer mentoring programme to underpin sharing of good teaching practice
6. Lead attendance at all levels.

Leading Teams

1. Line manage a phase team of teachers and support staff
2. Lead the development of TLR holders and UPS teachers.
3. Support, monitor and challenge middle leaders to drive improvements in their subjects.
4. Support monitoring, evaluation and planning in line managed areas
5. Support and monitor middle leaders tackling underperformance
6. Monitor progress by line managing middle leaders towards achieving performance targets
7. Support and monitor all staff to uphold excellent standards of behaviour and safety

This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed.

You can find out more at:

www.creativeeducationtrust.org.uk

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Qualified Teacher Status • Degree in relevant subject • Recent and relevant CPD 	<ul style="list-style-type: none"> • Master's level degree
EXPERIENCE	<ul style="list-style-type: none"> • Substantial middle leadership experience • Successful experience of teaching in at least two Key Stages at EYFS, key stages 1 or KS2 • Track record of raising standards in or across departments/schools. 	<ul style="list-style-type: none"> • Experience of whole school responsibility/role for attendance or behaviour. • Senior leadership experience
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Proven ability to deliver well planned and stimulating lessons • Deep knowledge of what constitutes effective teaching and learning • Ability to use evidence to inform practice • Understanding of how children learn and the ability to translate this into classroom practice • Demonstrable experience of devising effective strategies to support disadvantaged pupils • Demonstrable knowledge and understanding of effective behaviour management strategies and the ability to put these into practice • Knowledge of current educational policy regarding attendance and behaviour. 	<ul style="list-style-type: none"> • Action research experience • Advanced behaviour training (e.g. Pivotal) • Coaching qualification (Level 5 or higher)
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Strong data analysis skills • Ability to evaluate the quality of pupils' progress using a range of evidence • Proven ability to coach and mentor colleagues effectively • Good organisational skills • Exceptional communication skills • Proven ability to hold colleagues to account • Proven ability to establish productive and collaborative working relationships with staff • Proven ability to establish productive professional relationships with children, and parents. 	
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity 	
SAFEGUARDING	<ul style="list-style-type: none"> • A thorough understanding of up-to-date safeguarding requirements and best practice 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • High expectations for professionalism, conduct and confidentiality in dealing with a range of sensitive matters. 	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.