



**POCKLINGTON
SCHOOL**

Ages 3 to 18



**Prep School Assistant Head
(Academic)**

Information Pack

February 2022





School Information

Pocklington School was founded by John Dolman in 1514 as part of a guild whose aims encompassed support for the poor and sick of the parish as well as the foundation of a school “for the bringing up of youth in virtue and learning”.

The foundation was thus based on a commitment to the value of education and to the creation of opportunity for those who would take their place in a society which was finding itself increasingly in need of an expansion of education. Today there is in the school a similar commitment to quality of education and the upholding of high standards in all facets of life.

We value our Christian foundation: of course pupils and staff comprise individuals of different faiths and beliefs but there is a desire to aspire to Christian values.

The majority of students are day pupils but there are also boarding pupils across 4 houses accommodating senior and junior boys and girls. The Senior School and the Prep School work closely together with the facilities across the site available for all ages. The school is fortunate in having good playing fields and plenty of open space and gardens. There are excellent facilities, including a fine theatre, a Sixth Form Centre, a superb library, a new Art and Design Centre, a swimming pool, and other sports facilities.

Set in extensive grounds on the edge of Pocklington, 12 miles east of York, we offer a unique working environment based within a historic market town, but close to major cities and heritage coastlines.

Staff are supported through a range of benefits which are explained further below as well as approachable and supportive colleagues. You will be encouraged to undertake development opportunities, and will find a friendly and welcoming working environment. We offer a community feel, not just a workplace.



**POCKLINGTON
SCHOOL
FOUNDATION**

STRATEGIC EDUCATION VISION 20-25



ETHOS AND VALUES

We offer incredible experiences inside and outside the classroom and believe in challenging and encouraging our students to seize opportunities that we go the extra mile to provide. These activities and our personalised approach to teaching and learning help to form the bedrock of our students' individual characters. We are a day and boarding Christian foundation that is academic and inclusive

and a family school whose togetherness, care for each other and pride in our community is evident in our outstanding pastoral provision. At the very heart of our ethos lie our "Values and Virtues"; they drive all that we do at Pocklington and mean our students leave with a strong sense of personal and social responsibility along with the ability to shape their own future.



Have the confidence to behave truthfully and honestly, treating others fairly and completing tasks to the best of my ability.

Be curious about the world around me, asking questions to develop my understanding and solve problems.

Persevere with things I find difficult, seeing mistakes as an essential part of the learning process.

Think flexibly, forming my own ideas, trying different approaches and applying what I have learned to new situations.

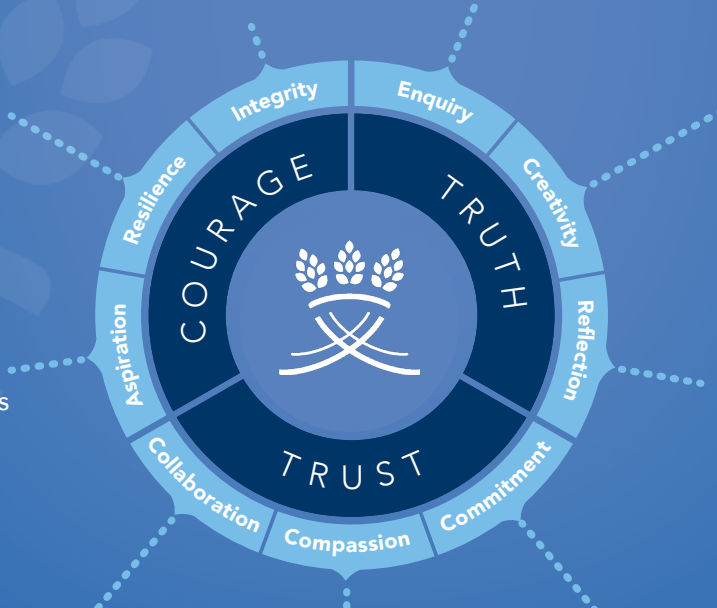
Work with motivation and increasing independence, setting myself high standards and taking pride in my work.

Consider information from a range of reliable sources to draw reasoned conclusions and reflect on what I have learned.

Work effectively with staff and pupils, and use their support to help me make progress.

Be kind and respectful of the skill, talents and viewpoints of others and celebrate their successes.

Play an active part in the school community, participating in a range of activities.



AIMS AND STRATEGIC OBJECTIVES



WE AIM TO:

- Embed our Pocklington Values and Virtues into all that we do
- Broaden our pupils' horizons and elevate their ambitions
- Work and engage with families in educating their children
- Embrace innovation and be conscious of tradition
- Ensure our Foundation's future as a provider of excellent education

OUR STRATEGIC OBJECTIVES ARE TO:

- Foster and deliver learning of the highest quality
- Retain and develop our first class teaching and support staff
- Optimise our pupil recruitment
- Nurture a culture of giving back and increase accessibility to the school
- Enhance our sustainability and efficiency
- Seek national prominence for innovative practice
- Extend and deepen our links with our local, national and international community
- Develop our boarding provision in line with the highest of standards
- Use new technologies to their full potential and grow a digitally capable community
- Maintain excellence in our
 - Pastoral care and provision for mental health and wellbeing
 - Programme of co-curricular activities



Pocklington School, West Green, Pocklington, York YO42 2NJ

The Pocklington School Foundation - registered charity no 529834

Employee Benefits

The following are on offer as part of your employment with the Foundation. For further information on anything detailed here, please speak to the Human Resources Team.

Foundation Benefits:

Pension scheme - We offer competitive employer contribution rates for all staff

Discounted school fees for permanent staff, with the option to spread payments over 12 months from your pay

Enhanced holiday entitlements

On-site gym and swimming pool

Free lunch in term time

Enhanced Maternity and Adoption Pay - see the policies on the Extranet under Foundation Policies, Personnel Policies

Enhanced sick pay arrangements - this is detailed within the Absence Management Policy, also to be found on the Extranet

Annualised Pay - allowing for easy home budgeting

Employee Assistance Programme - offering a health, wellbeing and counselling service for staff and their families

Winter car lights & tyres test - organised by the Transport Team each January

Free library services - including holiday book loans

External Providers:

Discounted membership at local gyms (see flyers on the school noticeboards)

Health Care - access to reduced rates

HMRC:

Cycle to Work scheme

This scheme is offered on a salary sacrifice basis, allowing staff benefit from reduced tax and NI payments.



Job Information

Role Title: Prep School Assistant Head (Academic)

Overall Purpose: You will lead on curriculum development for years 3-6 and monitor and evaluate the quality of learning and pupil progress

Responsible To: Head of Prep School

Salary: To be discussed at interview, dependent upon skills and experience

Copy of Job Advertisement:

**Prep School Assistant Head (Academic)
Required from September 2022**

We are seeking to appoint an Assistant Head (Academic) who will be responsible for curriculum development for Years 3 – 6 and assisting the Head of Pre-Prep with curriculum development in the EYFS and years 1 & 2, conducting lesson observations and work scrutiny as well as monitoring pupil progress. You will mentor/support newly qualified teachers and organise and support student teachers on placement in the school. You will also be responsible for the analysis of regular assessments, oversight of the academic budget and the preparation of the school timetable.

12 miles to the East of York, we offer a unique working environment based within a friendly market town, but close to major cities and heritage coastlines. Our successful co-educational day and boarding school is a thriving environment. The Prep School has recently introduced a new, specifically tailored Curiosity Project curriculum and the successful candidate will be required to continue to embed and expand this exciting new development. We are a friendly, family school where people love to work. We welcome ambitious, dedicated team players who want to work in a forward-thinking school with firmly traditional routes.

With a good honours degree and previous experience of supporting colleagues either through line management or mentoring, this would suit an experienced primary teacher who is seeking to develop their career.

For an informal discussion about the role please contact Ms Suzy Ward (Head of Prep School) on 01759 321228 or mainoffice@pocklingtonschool.com

For further information and to apply via the TES website:
www.pocklingtonschool.com/about-us/job-vacancies
T: 01759 322666 E: recruitment@pocklingtonschool.com

Closing date: 9am 4th March

Interview date: 14th March

Pocklington School Foundation is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be required to undertake an enhanced disclosure via the DBS.

Job Description

ASSISTANT HEAD (ACADEMIC)

Reporting To:

Head of Prep School

The post would be suitable for an experienced teacher with an interest in and ability for curriculum development and monitoring & evaluation.

Child Protection

The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and will adhere to and ensure compliance with the Foundation's Child Protection Policy Statement at all times.

If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.

February 2022

POCKLINGTON SCHOOL FOUNDATION

The Assistant Head (Academic) has responsibility for the following:

- Curriculum development for Years 3 - 6 inclusive, working in conjunction with the Head of Pre-Prep and EYFS Coordinator.
- Monitor the quality of learning that takes place, including conducting lesson observations and work scrutiny.
- Update and write academic policies when required.
- Ensure all academic policies are adhered to across the Prep School.
- Ensure assessments, both qualitative and quantitative, are undertaken across the year with results analysed.
- Monitor pupil progress and liaise with the Learning Support Coordinator, Head of Pre-Prep and class teachers to support and challenge underperforming pupils.
- Chair the Assessment Working Group and regular staff meetings.
- Work closely with all Curriculum Working Groups to ensure quality of educational provision.
- Feedback all curriculum developments, assessment results and any other academic-related matters to the Prep Governor Committee.
- Act as Secretary to the Prep School Governors Committee.
- Membership of the Governors Education and Prep School Committees.
- Submit and oversee the academic budget.
- Co-ordination and management of provision for gifted and talented pupils.
- Mentor/support newly qualified teachers implementing the ISTIP scheme.
- Organise and support student teachers on placement in the school.
- Support links between Pocklington Prep and Pocklington School, ensuring continuity and progression of learning.
- Oversight of production of termly Curriculum Documents and academic content of website.
- Prepare the school timetable.
- Support the Head of Pocklington Prep in the performance management of staff through delivery of the PRD programme.
- Meet and Greet supply colleagues in school to cover for absent colleagues.
- Co-ordinate, implement and monitor reporting strategies including setting dates and deadlines in consultation with the Head of Pocklington Prep.

In addition you are also required to undertake the following:

- To teach Prep and Pre-Prep School classes a variety of subjects following the schemes of work set by the subject co-ordinators.
- To be a Form Tutor to a class in years 3 to 6.
- To support the teaching of competitive games.
- To contribute fully to the professional, creative and dedicated ethos of The Prep School.
- To support extra-curricular activities as appropriate.

Key Tasks and Responsibilities of a Prep School Teacher

Professional Knowledge and Understanding

- Have an up-to-date working knowledge and understanding of a range of teaching and learning strategies to provide opportunities for all students to achieve their potential.
- Know the assessment requirements for their curriculum areas relating to all key stages.
- Have an up-to-date knowledge and understanding of the school's assessment procedures.
- Know how to use value added data to evaluate effectiveness of teaching, monitoring of progress, and raising attainment.
- Have a secure knowledge and understanding of their subject/curriculum areas.
- Understand the contribution that their subject can make to other subject/curriculum areas.
- Know how to use literacy, numeracy and ICT skills to support their teaching and wider professional activities.
- Work alongside colleagues responsible for Learning Support, EAL and Gifted and Talented students to ensure that the needs of these students are accounted for in their teaching.

Teaching and Learning

- Adhere to the school marking and homework policies for all pupils.
- Use assessment to support students so that they can reflect on their learning, identify progress made and set targets for improvement.
- Plan and teach challenging, well-organised lessons and sequences of lessons that ensure progression across the age and ability range taught.
- Review the effectiveness of their teaching, planning and assessment, refining approaches where necessary.
- Demonstrate a willingness to assist pupils when they require additional help. This is not expected to be regular additional tutoring but on an ad hoc basis as required.
- Provide students and parents/guardians with accurate and constructive feedback on attainment, progress and areas for future development through reports and parents' evenings.

Learning Environment

- Motivate and encourage all pupils within a safe and purposeful learning environment.
- Keep a record of attendance and follow up any notable absences.
- Manage students' behaviour appropriately by ensuring that any disciplinary measures are carried out in line with the school policy and in a calm and objective manner.
- Promote pupils' self-control, independence and cooperation through development of their social, emotional and behavioural skills.
- Look after and update displays within their teaching classroom and those allocated around the school.

Team Working and Collaboration

- Support the school in extending learning outside the classroom.
- Share resources and ideas with colleagues to develop good practice.
- Contribute to subject development by completing appropriate tasks as directed by school managers.
- To attend staff meetings and groups as required.
- Support in the teaching of competitive sport

Pastoral Responsibilities

- Full-time members of staff are expected to assist in pastoral responsibilities, normally in the role of form teacher, unless advised otherwise.
- Staff should be sensitive to the needs of all pupils and be able to act when guidance or support is needed in order to help a pupil who is experiencing personal difficulties.
- Maintain an up-to-date knowledge of the requirements of school policies.
- Boarding is an integral part of school life and all staff should have an understanding of how the boarding community operates. Support in boarding, although not compulsory, is always appreciated.

Professional Attributes and Expectations

- Establish a fair, respectful and supportive relationship with pupils ensuring they achieve their potential.
- Communicate effectively with, and be courteous towards, pupils, parents and colleagues.
- Evaluate teaching and whole school commitment through meeting the expectations of the annual Professional Review and Development scheme.
- Maintain professional standards in demeanour and dress.
- Arrive to work in plenty of time before the beginning of the school day; begin and end all lessons promptly.

- To meet all deadlines required e.g. Reporting and Assessment.
- To attend parents' evenings, Prize Giving, Open Days and other events as required by the Head of Prep School.
- To carry out vigilant supervision duties* as directed to ensure that pupil behaviour around the school is of the expected standard.
- To assist in cover for absent colleagues.*
- All staff must be familiar with the required actions and responsibilities in terms of safeguarding children and should be prepared to question unauthorised adults on the school site.

*Proportional to timetable commitment

Extra-curricular Activities

- A reasonable level of involvement with sport or other activities is expected in lunchtimes, after school or at other times. Staff are expected to make a significant contribution to the extra-curricular life of the school.

Health and Safety

- All staff are responsible to the Deputy Head for the health and safety of those in their charge, whether in or outside school premises
- In addition all staff must ensure that they:
 - Have read, and are conversant with, the School's Health and Safety Policy.
 - Conduct risk assessments for all activities unless they are following a safe system of work.
 - Report all accidents/incidents so that they can be properly investigated.
 - Brief all pupils on relevant health and safety rules, procedures and issues.

Person Specification for Assistant Head (Academic) & Class Teacher

	Essential criteria	Desirable criteria	How measured
Experience	Evidence of a proactive approach to CPD Experience of supporting colleagues either through line management or as a coach/mentor. Experience of observing and evaluating the quality of learning and teaching. Experience of teaching children across the primary age range.	Track record of having taught a range of ages. Experience of working proactively towards either OFSTED or ISI inspections. Experience of working in the EYFS. Experience of mentoring EQTs or student teachers. Experience of working in a boarding environment.	Application Interviews Task Lesson obs
Education and Training	Qualified Teacher Status/Postgraduate teaching qualification. Commitment to ongoing personal development and training. Commitment to improving the training of others. Good honours degree.	Relevant postgraduate qualification. Experience of implementing a new curriculum at KS1, KS2 or KS3 level. Keeps up to date with current educational thinking.	Application Interview
Skills and knowledge	The ability to think strategically, problem solve and think ahead. High level of expertise in teaching and learning. High expectations and a commitment to raising standards. Able to work professionally alongside staff, having difficult conversations where needed.	Track record of improving teaching quality of other staff. An understanding of STEM within the primary curriculum. Knowledge of iSAMS.	Application Interviews Task Lesson obs
Personal attributes	A proactive rather than reactive approach to the role. A motivational leader with the ability to both support and challenge. A positive attitude towards professional development and own learning. An effective communicator. Accepts accountability and promotes continuous improvement. Highly organised, able to work under pressure and to deadlines. A commitment to the ethos and aims of the school An excellent classroom practitioner An ability to innovate, enthuse and use your own initiative An ability to maintain appropriate and supportive relationships with children, parents and staff A positive attitude to the use of authority and maintaining good behaviour standards An ability to work as part of a team/with colleagues A strong enthusiasm for teaching. A flexible approach to working environment. An enjoyment of working with children/young people. A willingness to be fully involved in the life of the school and contribute to activities both in and outside the department.	A reflective practitioner.	Application Interviews Task Meet & greet with students Lesson obs

Recruitment Timetable

Closing Date: 9am 4th March 2022

Expected Interview Date: 14th March 2022

Expected Start Date: 1st September 2022

Please apply online using the TES website. This can be accessed through <https://www.pocklingtonschool.com/about-us/job-vacancies> where you can browse our current opportunities and apply using the “quick apply” button.

Please ensure you read the information available in the “policy statements” document uploaded to the TES website. This contains: the application process and safer recruitment guidance; recruitment of ex-offenders policy statement; secure storage, handling, use, retention and disposals of disclosures and disclosure information policy statement. These policies are available to view on the key recruitment policies page of our website

<https://www.pocklingtonschool.com/about-us/job-vacancies/key-recruitment-policies> and includes the safeguarding children policy. We can also send these to you as a hard copy if requested.

**For further information please contact Abby Popely, HR Advisor:
PopelyA@pocklingtonschool.com 01759 322666**

Thank you for your interest in working with us and we look forward to receiving your application.

