


Assistant Headteacher
(maternity cover)

Recruitment Pack

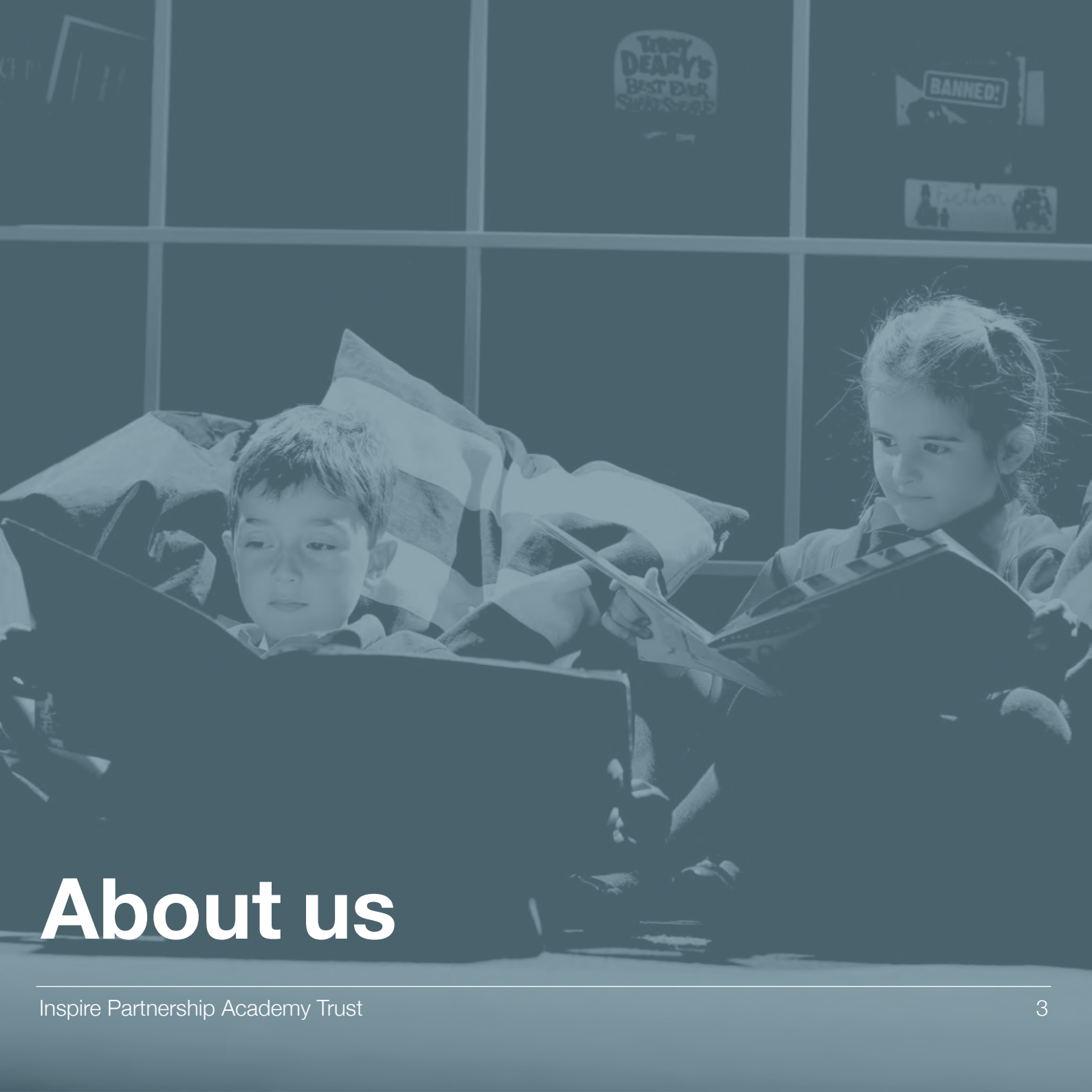


A photograph of two children, a boy and a girl, in school uniforms. They are both smiling and looking down at a book or document they are holding together. The image has a blue tint and is used as a background for the text.

**Transforming children's
lives through partnership
and collaboration.**

Contents

About us	4
Our Mission And Working At The Inspire Partnership	6
Our Curriculum	9
An Introduction To The Role	12
Job Description And Person Specification	14
Our Safeguarding Statement	22
Our Schools	23



About us

About us

We are an ambitious multi academy trust of nine primary schools situated in Greenwich, Medway and Croydon serving diverse and aspirant communities of learners.

There are many teaching jobs out there but what sets us apart is the opportunity to work at the cutting edge of educational thinking and practice. Regardless of your role, you will have the chance to develop your knowledge with access to the best training and development opportunities at each stage of your career, take part in ground breaking research projects and be actively encouraged to work collaboratively with some of the most talented and innovative colleagues, both at a local and national level.

We are extremely proud of our curriculum model, which ensures pupils develop core knowledge and skills leading to high quality learning outcomes, as well as developing pupils' confidence to make a difference in the world. We believe the fundamental goal of a world class education is to ensure students make a meaningful contribution within their community and beyond. For this reason, our curriculum links to Oxfam's global citizenship and the United Nations sustainable development goals.

We will always seek to celebrate our pupils' achievements through stunning visual displays and these are a defining feature of our schools. We offer a dynamic and supportive working environment. Our core terms and conditions of employment are in line with other local schools and we recognise national and local agreements relating to the fair and equitable management of school staff.

Find us on:

Twitter: @InspireSELondon

Website: www.inspirepartnership.co.uk

LinkedIn: www.linkedin.com/company/inspire-partnership-trust

A young girl with her hair in a ponytail, wearing a dark floral-patterned jacket, is laughing joyfully and looking upwards. She is surrounded by a field of falling leaves, suggesting an autumn setting. The background is slightly blurred, showing more of the field and some distant structures.

Our Mission & Working at The Inspire Partnership

Our Mission

Our mission to transform children's lives through partnership and collaboration comes from a desire to create a coalition for change in all of our schools, building a legacy where pupils are able to fulfil their true potential as learners.

At the Trust's inception, we recognised each of our founding schools required an alternative approach to improvement which focused more on relationships, connectedness and inter-disciplinary approaches to learning. This is why collaboration is central to our mission. It binds schools together as communities, reminding us that we exist in the People Age. The emphasis on transformation exists because our schools have all required rapid systemic improvement in practice.

Partnership and collaboration apply both to how students learn best but also how school communities become stronger. For example, when children are taught how to work together collaboratively, success is measured through interaction, engagement and relationships.

Working at the Inspire Partnership

The Inspire Partnership is committed to offering its staff career-defining opportunities backed by a competitive package of employee benefits.

We always want to attract high-quality candidates who can identify with our Partnership Values:

Collaboration matters
Excellence in everything
Community first
Equity for everyone
Continuous **growth**

Our core terms and conditions of employment are in line with other local schools and we recognise national and local agreements relating to the fair and equitable management of school staff. What sets us apart is the opportunity for you to work at the cutting edge of educational thinking and practice.

Working at the Inspire Partnership Continued.

Regardless of your role, you will have the chance to develop your knowledge with access to the best training and development opportunities at each stage of your career, take part in ground breaking research projects and be actively encouraged to work collaboratively with some of the most talented and innovative colleagues, both at a local and national level.

At the Inspire Partnership we are extremely proud of our curriculum model, which ensures pupils develop core knowledge and skills leading to high quality learning outcomes, as well as developing pupils' confidence to make a difference in the world. We believe the fundamental goal of a world class education is to ensure students make a meaningful contribution within their community and beyond. For this reason, our curriculum links to Oxfam's global citizenship and the United Nations sustainable development goals.

We will always seek to celebrate our pupils' achievements through stunning visual displays and these are a defining feature of our schools. Please do arrange a visit to see for yourself.

Terms & Conditions

We recognise the Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book'). We also recognise the framework for teachers pay set out annually in the School Teachers' Pay and Conditions Document. We recognise the support staff terms and conditions that are set out by the National Joint Council for Local Government Services National Agreement on Pay and Conditions (the 'Green Book')

Pay & Pensions

You will be paid monthly into your nominated bank account and you will be able to access your payslips on line. You will be automatically enrolled into either the Teachers' Pension Scheme or the Local Government Pension Scheme through our admitted body status. Both schemes offer an attractive range of benefits.

Continuous Service

We recognise continuous service in line with the Redundancy Payments (Continuity of Employment in Local Government etc.) Order 1999.

Help & support in the workplace

We are looking for staff who want to make a real commitment to the partnership and what it stands for, but we also know that there will be time when you need a little extra support. Therefore, we have a range of family friendly policies and services in place like employee assistance programmes and occupational health to give you the help you need when you need it.

Continuing Professional Development

We believe that the best results come from learning and working together and those joining the partnership will be encouraged and supported to fully integrate CPD into their working routine, whether this is through attending one of our in-house training courses, participating or leading a research project or having the time to plan and learn with colleagues from across the partnership.

Inspire Partnership Hub

We have recently launched an online employee communication and rewards platform for all staff. The Hub will give you access to the latest internal news, information and developments as well as offering generous discounts from a wide range of high street and internet retailers.

Our Curriculum

The Inspire Partnership curriculum is underpinned by education for global citizenship. We believe that learners are entitled to an education that equips them with the knowledge, skills and values they need to embrace the opportunities and challenges they encounter; creating a future that they want to live in. Learning is brought to life through current contexts that connects to our children's lives - who they are, how they fit into the world and how they contribute back.



Inspire Partnership Character Skills



Our curriculum connects to real life, promotes thinking as a global citizen and develops character skills for young people to make meaningful contributions to society. Even very young children are trying to make sense of a world marked by division, conflict, environmental change and extreme inequality and poverty. It is designed to enable children to make deep connections between learning and understanding the world that they live in, leading to children connecting taught knowledge and skills with agency and purpose.

Therefore, we ensure learning is 'deep' rather than shallow. Deep learning requires planning for and modelling behaviours and actions associated with:

- deeper thinking
- deeper purpose
- active and collaborative engagement so that children meet the world but are not at the centre of it.

Curriculum Implementation

Six global learning themes underpin our curriculum and each theme is broken down into knowledge and understanding, skills and attitudes:

- Social justice and equity
- Identity and diversity
- Sustainable development
- Peace and conflict
- Human rights
- Power and governance

In order to achieve depth of thinking and learning we plan for children to focus on three of these themes per year. Across each year a number of high-quality core texts are used to bring the themes to life for our children and to promote a connectedness with the learning.



To allow for deep seeking meaning we ensure that our curriculum promotes learning for both their cognitive domain and affective domain (see visual below). Through our knowledge, understanding and skills we aim to develop our children's cognitive capacity including application, synthesising and evaluating. Equal focus is given to the affective domain through our focus on values, motivations and attitudes towards learning. The values, motivations and attitudes need to be modelled and taught explicitly alongside curriculum content. We share, celebrate and pay attention to the specific learning dispositions that need to be nurtured and developed within our children.

Find out more:

Visit our website www.inspirepartnership.co.uk to see examples of our Curriculum Framework and how we're implementing this across our schools.



An introduction to the role

Position: Assistant Headteacher at Woodside Primary School (maternity cover)

What sets us apart from others is the opportunity to work at the cutting edge of educational thinking and practice, supported by excellent training and development and opportunities to take part in ground breaking research projects and collaborative work with talented and innovative colleagues, both at a local and national level.

Woodside Primary School located in Croydon, South London is a warm and welcoming three-form entry primary school, that takes extreme pride in its diverse community and value every child as an individual, whilst working closely with parents and families.

We are seeking to appoint a candidate who is keen to build on their passion for providing our young people with the very best learning experiences. Your application should highlight and evidence your leadership strengths and experience and your commitment and alignment to the Inspire Partnership ethos and values must be a strong theme in your application.

As a teaching and learning leader working closely with the school's Headteacher and the Trust's Senior Leadership Team, this role offers a fantastic career progression opportunity for an ambitious teaching professional who aspires to play a key role in the strategic leadership of Woodside Primary School.

Further information about our Trust is available at: www.inspirepartnership.co.uk or to discuss this opportunity, please contact Claudia Fleary-Tayabali, Headteacher at head@woodside.sch.uk. Visits to our school are welcome. To arrange a visit please contact Mrs Jutta Burns, Assistant Business Manager, 020 8654 5333.

Closing date for applications: Wednesday 8th December 2021 at 5pm

Interview date: Week commencing 13th December 2021

The Inspire Partnership Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. The Inspire Partnership is an equal opportunities employer and welcomes applications from men and women of all ages from any background and from candidates with disabilities.

Assistant Headteacher

Job Description

Position: Assistant Headteacher (maternity cover)

Salary Range: Starting salary L5 Outer London

Contract Type: Full-time and fixed term

Reporting to: Headteacher

Job Purpose

The Assistant Headteacher is required to meet the teachers' standards as set out in the DfE Teachers Standards guidance and to demonstrate consistently high standards of principled and professional conduct.

The Assistant Headteacher has a key role, assisting the Headteacher, other school leaders and the Trust executive team to develop our schools in accordance with our shared values and School Development Plans by providing leadership to various aspects of school life.

Role Responsibilities

The role responsibilities comprise **core responsibilities** and **key responsibilities**. **Core responsibilities** are consistently applied in the role and **key responsibilities** will vary from time to time.

The key responsibilities for the role will be identified as part of the annual performance management process and will include a range from the list below:

1. Achievement
2. Curriculum
3. Teaching and Learning
4. Community, equality, diversity, and inclusion
5. Safeguarding and health and safety
6. EYFS

Core Responsibilities

Core Leadership responsibilities

- Work with the Headteacher and other school leaders to provide effective organisation and leadership of the school to ensure it reflects the Trust values and operates effectively and efficiently.
- Work collaboratively and co-operatively as part of the school and wider Trust leadership team and to support the roles of colleagues in the team.
- Develop effective relationships and communications which underpin a professional learning community that enables everyone in the school to achieve.
- Develop effective team communication to ensure staff involvement in the school's development plan and ensure they are kept informed of key priorities and developments.
- Ensure individual staff accountabilities are clearly defined, understood, and agreed.
- Contribute to the creation of an inspiring, professional work environment consistent with the Partnership's values and aspirations.
- Work with the Headteacher, other school leaders and the Trust Executive team to ensure the school meets its statutory responsibilities.
- Lead Trust-wide projects to support the development of excellent and consistent practise across all Inspire Partnership schools
- Ensure every child has access to high quality teaching and learning through modelling, coaching, and sharing good practice across the school and wider Trust.
- Serve as a role model with exemplary good practice in both teaching quality and wider leadership of learning.
- Provide inspiration and strategic leadership to ensure the school delivers the highest standards of learning.
- Ensure curriculum provision is in line with the Inspire Partnership curriculum model.
- Manage any budgets associated with areas of responsibility.
- Provide professional leadership and management of a key area of the School Development Plan as agreed, on an annual basis, with the Headteacher and Deputy Headteacher.
- Work closely with senior leaders by taking an active role in the management of appropriate ongoing training and development of all staff in the context of school development.
- Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust and its schools.

Core General Responsibilities

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with the line manager.
- Publicly support all decisions of the senior leadership team, Trust Executive Team and Governing Body.
- Ensure that all duties and services provided are in accordance with the Trust's Inclusion, Equality and Diversity Policy.
- Comply with the Data Protection Policy when handling personal data in the course of employment including personal data relating to any employee, pupil, or other parties of the Trust.

Key Responsibilities

Achievement

- Ensure that effective assessment practices support and further improve the quality of teaching and learning and in turn, raise standards.
- Provide specific leadership for all year groups, supporting planning the quality of teaching, challenging, and supporting policy and practice, as necessary.
- Ensure the pupil, key stage and whole-school targets are sufficiently challenging.
- Co-ordinate strategies to achieve school and pupil targets.
- Line manages key post holders who hold management responsibilities related to any of the above areas (subject leadership).
- Lead professional development through example and support and co-ordinate the provision of high-quality professional development for all staff in relation to areas of responsibilities.
- On behalf of the school, attend relevant partnership meetings to promote collaboration and develop shared expertise.

Curriculum

- Ensure the curriculum is engaging, exciting and gives learners the best outcomes.
- Develop, review, and evaluate curriculum maps to ensure a development of skills and consistent coverage across the school.
- Ensure there is a high-quality extended provision that compliments the curriculum.
- Participate in and leads aspects of trust-wide working groups to continually develop the curriculum.

Curriculum cont.

- Research and keep abreast of changes in curriculum requirements and ensure these are fed back into the Inspire Partnership curriculum as appropriate
- Support the work of the Trust in promoting the Inspire Partnership curriculum beyond Trust schools into the wider education sector.

Teaching and Learning

- Work with the Headteacher and senior leaders to raise the quality of teaching and learning and pupil learning, setting high expectations and monitoring and evaluating effectiveness of outcomes.
- Provide regular feedback for colleagues in a way which recognises good practice and supports their progress against professional and performance management objectives resulting in a tangible impact on pupil learning.
- Maintain a continuous and consistent focus on pupils' learning using research and evidence to monitor progress.
- Engage staff in new teaching and learning initiatives and ensure learning is innovative and creative.
- Set high expectations and challenging targets for staff so that they make progress in improving learning for pupils. Challenge poor performance.
- Secure and allocate resources to support effective learning and teaching within subject areas.
- Share effective practice and innovation across partnership schools and beyond.
- Work with the Executive Leadership team to lead school reviews e.g., Challenge Partners reviews in other schools to bring ideas back for the Inspire Partnership.

Community, diversity and inclusion

- Contribute to a school culture that takes account of the richness and diversity within the school's community.
- Contribute to strategic planning and curriculum planning to ensure it takes account of the diversity, values and experience of the school and the local community.
- Work with the Headteacher, senior leaders and the Trust to develop positive and supported relationships with parents and the wider community.
- Lead the facilitation of extended school activities including a range of community-based learning experiences and collaboration with parents and external agencies to ensure pupil and community needs are met.

Safeguarding and Health & Safety

- Take a lead role in safeguarding and promoting the welfare of children and young people and developing and embedding the child protection procedures adopted by the Trust and its schools.
- Support the Designated Safeguarding Leader for the school.
- Coordinate staff induction and INSET to ensure best practice in safeguarding.
- Review the application of the safeguarding policy across the school and review procedures annually to ensure compliance. Produce a safeguarding action plan.
- Ensure the safety of all staff and pupils by co-ordinating risk assessments, planned trips and visits and any school activities with risk potential. This includes ensuring all staff are aware of potential risk factors and school procedures for managing risk effectively.
- Ensure the Health and Safety Policy is embedded across all aspects of the school and be responsible for ensuring all staff deploy best practice.
- Ensure the safety of all parties whilst on site at the school including staff, pupils, and visitors.
- Ensure staff receive appropriate training in relation to health and safety practice including risk assessment.

EYFS

- Work with the Headteacher and senior leaders to raise the quality of teaching and learning and pupil learning in the Early Years, setting high expectations and monitoring and evaluating effectiveness of outcomes.
- Provide regular feedback for EYFS colleagues in a way which recognises good practice and supports their progress against professional and performance management objectives resulting in a tangible impact on pupil learning.
- Maintain a continuous and consistent focus on EYFS pupils' learning using research and evidence to monitor progress.
- Ensure the EYFS curriculum is engaging, exciting and gives learners the best outcomes.
- Secure and allocate resources to support effective learning and teaching within subject areas.
- Share effective practice and innovation across partnership schools and beyond.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory Enhanced DBS Disclosure.

Essential Person Specification

This part will allow you to understand who we are looking for within this role and the skills knowledge or experience that we would expect.

Qualification and Experience

- Qualified to degree level and above.
- Qualified to teach in the UK.
- Evidence of continuing professional development
- Outstanding primary teacher with several years' teaching experience.

Strategic Direction and Development

- Ability to work constructively in partnership with all stakeholders, establishing positive and effective collaborations with parents, governors, other schools, external agencies, and the local community.
- Commitment to develop a positive, diverse, and inclusive school ethos which values each individual and challenges any form of discrimination.
- Experience of raising attainment of all pupils.
- Experience of school self-evaluation and School Improvement Planning in order to secure effective teaching and learning and raise standards.

Leadership and Management

- Excellent classroom practitioner able to lead by example.
- Ability to set high expectations which inspire, motivate and challenge pupils.
- Knowledge of the curriculum for Foundation Stage, KS1 and KS2.
- In depth knowledge of curriculum development and effective pedagogy.
- Sound understanding of assessment, recording, and reporting.
- Knowledge of how effective use of data and targets can drive improvement.
- Understanding of strategies for school improvement.
- Up to date knowledge of current educational issues.

Leadership

- Experience as a leader in school, promoting a subject area and/or motivating and managing staff.
- Experience of school improvement planning to secure effective teaching and learning to raise standards.
- Excellent relationships and interpersonal skills when working with children, staff, parents/carers, and governors.
- Ability to positively influence others.
- Ability to implement change strategically.
- Understanding, analysis, and interpretation of school performance data.
- Ability to prioritise, work under pressure and meet deadlines.
- Effective problem-solving skills.
- Effective administration and organisation skills.
- Outstanding communication skills to a variety of audiences both verbally and in writing

Management Behaviours

- High expectations of oneself, the team, and the pupils.
- A genuine passion and belief in the potential of every child.
- Act as a role model to staff and children.
- Flexibility and resilience under pressure.
- Able to adapt to changing circumstances and new ideas in a positive and creative manner.
- Excellent attendance, punctuality and time keeping.
- Possess personal impact and presence.
- Show real enthusiasm and commitment for school led development and improvement.

Our Safeguarding Statement for Safer Recruitment

The Inspire Partnership Academy Trust is committed to our responsibilities for safeguarding and promoting the welfare of children, young people and vulnerable adults as outlined in Working Together to Safeguard Children. We are committed to recruiting candidates who share this commitment to safeguarding, and therefore we apply robust recruitment and selection procedures to ensure that the people selected are right for the job, and that all candidates are appropriately screened prior to appointment.

The following pre-employment checks will be undertaken as applicable:

- References
- Occupational Health pre-employment screening
- DBS check
- Barred list check
- Section 128 check
- Overseas criminal records check
- Identity check
- Right to work in the UK
- Evidence of qualifications applicable to the role
- Confirmation of registration with applicable registered body where applicable

All our roles involve working with children and we will therefore take up references prior to interview. You should provide details of referees including your current and previous employers, covering the last 5 years. If you are currently working with children, on either a paid or voluntary basis, your current or previous employer will be asked about disciplinary offences relating to children, including any in which the penalty is time expired. We will also ask if you have been the subject of any child protection concerns and if so, the outcome of any enquiry or disciplinary procedure.

Recruitment of Ex-Offenders

If you are successful at interview then we will require you to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service (DBS) and we administer this process. Most of our roles will also require a Barred List check. We will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position.

Interview

We ensure that anyone making appointment decisions has the necessary information, guidance and support to identify and assess the relevance and circumstances of any offences. If you are invited for interview then we shall assess issues relation to safeguarding and promoting the welfare of children and young people including:

- your motivation to work with children and young people;
- your ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- your emotional resilience in working with challenging behaviours; and
- your attitude to the use of authority and maintaining discipline.

Appointment

If you are offered the post, we shall ask for evidence of:

- your identity;
- your right to work in the UK: and,
- your qualifications (including any relevant professional registration).

We shall also check:

- whether you are on the Children's Barred List (formerly List 99).
- that you are medically fit to undertake the role.

All job offers will be condition on the satisfactory completion of pre-employment checks.

False Information

Please note that providing false information is an offence and could result in your application being rejected or your dismissal from employment if you are appointed. The matter may also be referred to the police.

Our Schools

Greenwich

Foxfield Primary School

Sandbach Place,
Woolwich, London,
SE18 7EX

Headteachers: Megan Minnett
and Tatum Sharp
Telephone: 020 3260 7500

Find out more:
www.foxfield.org.uk

Woodhill Primary School

Woodhill,
London,
SE18 5JE

Headteacher: Aimi Vdovin
Telephone: 020 8854 5055

Find out more:
www.woodhillschool.co.uk

Rockliffe Manor Primary School

Bassant Road,
Plumstead, London,
SE18 2NP

Headteacher: Aimi Vdovin
Telephone: 0208 854 4785

Find out more:
www.rockliffemanor.co.uk

Medway

Delce Academy

The Tideway,
Rochester
ME1 2NJ

Headteachers: Kate Taylor
Telephone: 01634 845242

Find out more:
www.delceacademy.co.uk

Maundene Primary School

Swallow Rise,
Walderslade, Chatham,
ME5 7QB

Headteacher: Dora Indresano
Telephone: 01634 864721

Find out more:
www.maundene.medway.sch.uk

Elaine Primary School

Elaine Avenue,
Rochester, Kent,
ME2 2YN

Headteacher: Dean Brewer
Telephone: 01634 294817

Find out more:
www.elaine.medway.sch.uk

Croydon

West Thornton Primary School

Rosecourt Road
Croydon
CR0 3BS

Headteachers: Rupinder Bansil
Telephone: 020 8684 3497

Find out more:
www.westthornton.croydon.sch.uk

Forest Academy

Bridle Way
Croydon
CR8 8HQ

Headteacher: Abigail Oldfield
Telephone: 020 8777 2808

Find out more:
www.forestacademy.org.uk

Woodside Primary School

Morland Road
Croydon
CR0 6NF

Headteacher: Claudia Fleary-Tayabali
Telephone: 020 8654 5333

Find out more:
www.woodside.croydon.sch.uk

Find out more:

Call: 020 7993 3601

E-mail: info@inspirepartnership.co.uk

Website: www.inspirepartnership.co.uk

Twitter: [@InspireSELondon](https://twitter.com/InspireSELondon)

