



**Bigland Street, London E1 2ND**

**Tel. 020 7702 7088**

## Assistant Headteacher

Salary: **Leadership scale 5 to 9**

Start Date: **1 September 2023**

Hours: **Full-Time**

Closing date: **Tuesday 9 May 2023**

**Contract:** The school has a **maternity cover** and a **permanent** post for AHT to join the existing team of four AHTs. The successful maternity cover is likely to be offered a permanent post in September 2024 for building further capacity as the school is oversubscribed.

Bigland Green is seeking to recruit two enthusiastic and inspirational Assistant Headteachers to become part of its highly supportive school leadership team. A clear understanding and strong passion about teaching and learning is essential. The role includes leading a team of two Year groups; ensuring high quality education and well-being of pupils/staff in the team; contributing to whole school development; and being a role model of a highly effective teacher. Up to 60% of the time will be class based.

Bigland Green offers:

- curious children who are eager to learn, and have good support from parents
- dedicated, committed and highly skilled staff members driven by the school's mission and the *Learning Vision*
- a strong commitment to high quality CPD for all staff members and governors
- well-established systems for a healthy work-life balance for all staff members
- highly supportive governing body
- modern, spacious building with exceptionally good resources for inside & outside learning, and very good transport links

The Mission of the school is to increase children's life chances. Bigland Green is a great place to learn and grow (for children and for adults).

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance. We are dedicated to equality and valuing diversity.

Potential candidates are welcomed and encouraged to visit the school. Please telephone or email to arrange a visit or an informal conversation with the headteacher.

**How to apply:** For an application pack, please visit our website

<https://biglandgreen.towerhamlets.sch.uk/vacancies/>

Please return your application to [enquiries@biglandgreen.towerhamlets.sch.uk](mailto:enquiries@biglandgreen.towerhamlets.sch.uk)

**Interview date:** Interviews will be on Monday 15 or Thursday 18 of May. Only short-listed candidates will be contacted and informed by email.

# Job Description

## Assistant Headteacher



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<b>Salary</b>	L5 to L9
<b>Line manager</b>	Headteacher
<b>Other</b>	Full-time with up to 60% teaching commitment. This will be reviewed in accordance with the needs of the school.
<b>Start date</b>	1 September 2023

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### Section 1 - Job purpose and accountability

In addition to carrying out the professional duties of a school teacher (as described in the School Teachers' Pay and Conditions Document 2022) the Assistant Headteacher will lead a team (two Year groups e.g. KS1, LKS2 or UKS2) and be responsible for:

- raising standards and ensuring good progress and achievement of individuals and groups of pupils in their teams;
- providing professional challenge and support to ensure great learning which is consistent over time;
- having overall responsibility for the personal development and well-being of all the pupils in the team and contribute to those across the school;
- monitoring, evaluating and reviewing aspects of education in accordance with the school's agreed policy and protocols;
- providing guidance on the curriculum planning, teaching strategies, feedback and assessment, and enrichment activities to team members;
- providing induction and support with performance management, and;
- carrying out other particular duties as assigned by the Headteacher to ensure the effective running of the school and good achievement of all pupils.

The Assistant Headteacher will be an effective member of the School Leadership Team (SLT) and will play a major role under the overall direction of the Headteacher in:

- formulating the aims and objectives of the school;
- identifying key priorities and contributing to strategic plans;
- establishing the policies through which they shall be achieved;
- managing staff and resources to that end, and;
- monitoring progress towards their achievement.

The post holder will also undertake any duties of a similar nature, and professional duties of the Headteacher reasonably delegated to the post-holder by the Headteacher. The duties and responsibilities of the post may vary from time to time according to the changing needs and priorities of the school.

## Section 2 – Key leadership and management qualities

The key leadership behaviours that contribute to success at this level are:

<i>Self-Awareness</i> <ul style="list-style-type: none"><li>• emotional intelligence</li><li>• accurate self-assessment</li><li>• self-confidence &amp; resilience</li></ul>	<i>Social Awareness</i> <ul style="list-style-type: none"><li>• Empathy</li><li>• Organisational awareness</li><li>• Educational context</li></ul>
<i>Self-Management</i> <ul style="list-style-type: none"><li>• Emotional self-control</li><li>• Transparency</li><li>• Adaptability</li><li>• Achievement orientated</li><li>• Driven by a moral compass</li><li>• Optimism</li></ul>	<i>Relationship Management</i> <ul style="list-style-type: none"><li>• Highly approachable</li><li>• Able to take tough decisions</li><li>• Change catalyst</li><li>• Able to reason and persuade</li><li>• Conflict resolution</li><li>• Teamwork and collaboration</li></ul>

## Section 3 – Performance management

Demonstrate a thorough and up-to-date knowledge of teaching and learning, taking account of wider curriculum developments, that are relevant for ensuring great education across the school. Lead by example and be a model of an effective professional who challenges and supports all individuals and groups of pupils to do their best through:

- inspiring trust and confidence
- building team commitment
- engaging and motivating pupils and staff members
- analytical thinking
- taking positive action to improve the quality of pupils' learning
- providing a role model for great teaching and learning

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The above job description was agreed on ..... (date). It may be reviewed and/or amended through a process of discussion and negotiation. It will be reviewed as part of the annual performance management process.

Signature of the Post-holder: .....

Signature of Team Leader: .....

# Person Specifications & Selection Criteria for AHT



**Keys:** E = essential      D = desirable  
EB = evidence base      A = application      I = interview & task      R = reference

<b>Qualifications</b>		<b>E</b>	<b>D</b>	<b>EB</b>
1	Qualified teacher status for primary phase	✓		A
2	Recent professional development focused on school improvement	✓		
3	Recognised qualification in educational leadership and management		✓	

<b>Experience of teaching, school improvement &amp; professional qualities</b>		<b>E</b>	<b>D</b>	<b>EB</b>
4	A proven track record of outstanding practice of good teaching across the primary phase for at least five years	✓		A, R & I
5	Experience of whole school or team data analysis, tracking and action planning	✓		
6	Evidence of successful whole school curriculum development and experience of turning policy into effective practice		✓	
7	To have a thorough up-to-date knowledge of the primary curriculum including the EYFS	✓		
8	Experience of planning and delivering high quality school-based training for teachers and support staff members	✓		
9	Is able to share insights into what constitutes good learning and experience of supporting teachers with effective planning, teaching, assessment and target setting	✓		
10	Ability to motivate and inspire others with passion and enthusiasm to work collaboratively and be driven by the school mission	✓		
11	A strong track record of school improvement as a subject leader or phase coordinator		✓	
12	A good understanding of the effective use of new technologies to support learning in primary schools	✓		

<b>Leadership &amp; personal qualities</b>		<b>E</b>	<b>D</b>	<b>EB</b>
13	An allegiance with the mission and vision of Bigland Green Primary School	✓		A, R & I
14	A good understanding of the Teachers' Standards and their effective implementation	✓		
15	Committed to the safeguarding and well-being of all pupils and staff members	✓		
16	Ability to prioritise, plan and manage time effectively	✓		
17	A clear understanding and strong commitment to good work-life balance	✓		
18	Integrity, loyalty, enthusiasm and dynamism	✓		
19	Excellent communication and interpersonal skills	✓		
20	Good understanding of the challenges faced by inner-city schools		✓	