



**LEARNING**  
ACADEMIES TRUST

# ASSISTANT HEADTEACHER RECRUITMENT PACK

**BELIEVE YOU CAN, TOGETHER WE WILL**

 [www.learningat.uk](http://www.learningat.uk)  01752 938028  [info@learningat.uk](mailto:info@learningat.uk)



## About the Learning Academies Trust

The Learning Academies Trust was originally formed by three Plymouth primary schools in November 2016. In April 2018 three more primary schools joined, and in October 2018 two further schools joined our family. In terms of pupil numbers, the Trust is now the largest primary school MAT, or Multi Academy Trust in the city of Plymouth with plans on the horizon to grow.

The Learning Academies Trust is a family of schools dedicated to delivering outstanding education to all our children, whatever their starting point or background. Our Trust holds three core beliefs at the centre of the work we do:



Every child in our Trust deserves an outstanding education



Schools work best when they work together



Every school is unique

All of our schools are committed to the following values:

**Together we  
will...**

Aim to develop our children  
as responsible rounded  
citizens

Not let social disadvantage  
be an obstacle to success

Develop our children's love  
of enquiry and  
perseverance to become  
life-long learners



Provide a rich and  
stimulating curriculum which  
is broad and balanced

Establish an inspirational  
environment in every  
classroom

Work hard every day to be  
'outstanding' in everything  
we do

Strive for the highest  
academic standards

We know that with great leadership, inspirational teaching, caring pastoral support and hard work, every child in every one of our schools can succeed. By joining our Trust, you will

become part of an inspiring group of people, committed to shaping a great future for our city's children.

The Learning Academies Trust is comprised of 9 Primary Schools across the city of Plymouth, and delivers exceptional education to approximately 3400 children and employs over 600 members of staff. Each school has a unique identity and set of values but are joined together in their aspirations for their communities. For more information about the Trust, our schools and what we do, check out our website [www.learningat.uk](http://www.learningat.uk)

## A message from our Chair of the Trust Board...



Mr John Butcher

Thank you for showing interest in joining the Learning Academies Trust. We are proud of our achievements to date and our recognition as a truly collaborative and united partnership of Plymouth primary schools. It is our aim to support our schools with expert advice from a central team of experts covering estates, IT, finance and HR. Furthermore, our school improvement offer demonstrates a shared, supportive understanding of curriculum delivery that meets the needs of our young people.

The LAT believes that strong communication between the strategic direction provided by the Trust Board and its local governing bodies is also significant in establishing a coherent and shared vision with common values embedded in our practice. I truly hope you will want to explore this exciting professional opportunity and we would be delighted to share our offer with you during the application process.

## A message from our CEO...



Mr Simon Spry

This is an exciting time to be considering a career with us at the Learning Academies Trust. As a Primary phase family of local schools with continued growth plans, we have high expectations to deliver the very best for our children.

If you are passionate about working with us and the children in our schools, we'd love to hear from you. Information about the role and the school you are applying for are detailed in this pack and for wider Trust wide news and information, please check out our website or Twitter feed @learningatceo.

If you would like any further information or a conversation about the Trust, then there is no better way than to do this in person.

Please contact our Trust HR Team to arrange a time to talk [hr@learningat.uk](mailto:hr@learningat.uk)

## About Salisbury Road Primary School

Headteacher: Mrs Ciara Moran

Location: Salisbury Road, St Judes, Plymouth PL4 8QZ

Approximate number of students: 470

Approximate number of staff: 100



## Message from the Headteacher



Salisbury Road Primary is a friendly, welcoming school with a strong ethos based around our role in the local community. We provide a quality education to all our pupils aiming to provide a strong foundation for their future, equipping them with life skills and a joy for learning. As a school we value collaboration and work in close partnership with our local Trust schools to provide the very best experience for our pupils, staff and parents.

Ciara Moran, Executive Headteacher

## Job Specification – Assistant Headteacher

<b>Job Title</b>	Assistant Headteacher
<b>Location</b>	Salisbury Road Primary School
<b>Responsible to</b>	Executive Headteacher
<b>Job Type</b>	Permanent
<b>Salary FTE</b>	L5-L8 (£48,895.00 - £52,659.00)
<b>FTE</b>	1.0 FTE
<b>Closing Date</b>	9.00am Friday 10 <sup>th</sup> February 2023
<b>Shortlisting</b>	Friday 10 <sup>th</sup> February 2023
<b>Interview Date</b>	Tuesday 21 <sup>st</sup> February 2023
<b>Start Date</b>	1 <sup>st</sup> May 2023

## Job Summary

The Assistant Headteacher will lead on Teaching and Learning and Assessment. They will support the Executive Headteacher and Head of School in communicating the school's vision compellingly and supporting the Executive Headteacher's strategic leadership. They will also support the day-to-day management of the school.

The Assistant Headteacher will have a teaching commitment of 0.5 complying with the Teachers' Standards and modelling best practice for others.

## Roles and Responsibilities

### School culture and behaviour

Under the direction of the Executive Headteacher and Head of School, the Assistant Headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

### Teaching, curriculum and assessment

Under the direction of the Executive Headteacher and Head of School the Assistant Headteacher will:

- Establish and sustain high-quality teaching across subjects and phases, based on evidence
- Ensure the teaching of a broad, structured and coherent curriculum including the development of the EYFS
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum

### Additional and special educational needs and disabilities

Under the direction of the Executive Headteacher and Head of School, the Assistant Headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

### Organisational management and school improvement

Under the direction of the Executive Headteacher or Head of School, the assistant headteacher will:

- Support the Executive Headteacher to evaluate and develop School improvement strategies
- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure school improvement strategies are effectively implemented

### Staff management and professional development

Under the direction of the Executive Headteacher or Head of School, the assistant headteacher will:

- Performance manage middle leaders, including carrying out appraisals and holding staff to account to their performance

- Manage staff well with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs

## **Governance, accountability and working in partnership**

Under the direction of the Executive Headteacher or Head of School, the assistant headteacher will:

- Work with the governing board as appropriate
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

## **Other areas of responsibility**

### **Assessment**

The Assistant Headteacher will:

- Lead on the whole-school assessment strategy, ensuring it is rigorous, well-evidenced and is easy to communicate to pupils and parents
- Track and analyse pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, with special educational needs, or who speak English as an additional language
- Plan and work with teachers to implement interventions for those pupils who are not progressing
- Manage Insight and provide training and support for teachers and support staff on administering the system effectively
- Provide reports and data to the Executive Headteacher and governors as required

### **Teaching and Learning**

The Assistant Headteacher will:

- Establish and implement whole-school systems for improvement of teaching and learning across the school
- Lead the school Teaching and Learning group working closely with Middle Leaders to ensure all pupils make progress
- Monitor the effectiveness of teaching and learning through teachers' planning, work sampling and scrutiny and lesson drop ins.
- Work with the English lead to ensure the use of evidence-informed approaches to reading so that all pupils are taught to read
- Develop classroom practice across the school through a program of coaching and support
- Conduct pupil voice surveys to ensure they feel happy and safe in school, championing the importance of pupil voice to other members of the senior leadership team
- Plan and develop high quality CPD in response to the needs of the school
- Liaise with LAT working groups and PTSA and engage in research to find best models of practice

This job description will be reviewed annually as part of the performance management review process, or more frequently if necessary. It may be amended at any time after consultation with the headteacher and postholder.

## Assistant Headteacher PERSON SPECIFICATION

	Essential	Desirable
Experience	Leadership and management experience in a school	<i>Experience of delivering CPD to large audiences</i>
	Outstanding classroom practitioner with a proven track record	<i>Active participant in PTSA</i>
	Involvement in school self-evaluation and development planning	<i>Experience in EYFS, KS1 and KS2</i>
	Recent experience of leading a core subject	
	Demonstrable experience of successful line management and staff development	
	Experience of supporting other schools through AST or SLE experience	
Skills and Knowledge	Expert knowledge of the National Curriculum, particularly the core curriculum, including Early Reading.	
	Understanding of high-quality teaching and learning strategies and the ability to model this for others and support others to improve	
	Working knowledge of data and assessment processes	
	Clear understanding of EYFS, KS1 and KS2 curriculum	
	Ability to build effective working relationships with staff and other stakeholders	
	Ability to communicate a vision and inspire others	
Personal Qualities	A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	
	Ability to work under pressure and prioritise effectively	
	Commitment to maintaining confidentiality at all times	
	Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position	
Commitment to the wider life of the school and the professional development	Good emotional intelligence and inter-personal skills	
	Keen interest in further professional development	
	Commitment to working collaboratively with colleagues at Salisbury Road and across the Trust for the good of all children	
	Qualified teacher status, NPQSL	
	Commitment to following the school's code of conduct.	

## Working for our Trust

By working within our Trust, you will be part of a team of people who want to make a difference in the lives of the children and communities we serve. Whether you are joining us in a teaching capacity or a support service position, you will become vital in helping to shape the futures of the next generation for our city.

The Learning Academies Trust strives to be an employer of choice in the southwest. We are committed to developing our employees to their full potential and take great pride in the availability of learning and development resources for our staff. From training days to an extensive package of e-learning courses, you will have a wealth of opportunities available to develop your skills and experience.

## Employee benefits



In January 2020, the Learning Academies Trust became the first education employer in Plymouth to achieve the Livewell Southwest Wellbeing at Work Bronze Award. The Trust is committed to supporting the wellbeing of all staff and is proud to work closely with official bodies to ensure we have a holistic approach to staff wellbeing.

As a Learning Academies Trust employee, you will have access to a growing list of benefits to support you both professionally and personally. Our benefit package includes:

- Free counselling services for personal or professional support
- Cycle Scheme
- Employee Newsletter
- Regular recognition awards
- DSE Eyecare scheme
- iHASCO online training courses
- Annual flu vaccination
- Annual health check
- Discounted gym membership

## How to apply

In order to apply, please use the button at the bottom of the advert ([www.learningat.uk/join-us/vacancies/](http://www.learningat.uk/join-us/vacancies/)) to download an application form and return it to [hr@learningat.uk](mailto:hr@learningat.uk). If you would like to request a paper copy, please email [hr@learningat.uk](mailto:hr@learningat.uk).



Please note – we do not accept CVs. Completed applications should be submitted prior to the closing date listed above.

With 9 schools, we are regularly looking for passionate people to join our teams. If there are no vacancies currently, but you would like to register your interest for future vacancies, please send your CV to [hr@learningat.uk](mailto:hr@learningat.uk) and we will be in touch as soon as we have a suitable position.

