

Roxbourne Primary School



Recruitment Pack Assistant Headteacher

January 2021

Content
Advert
Job description
Person specification

ROXBOURNE PRIMARY SCHOOL

Torbay Road, Harrow, Middlesex HA2 9QF

Telephone: (020) 8422 9207

Email: office@roxbourne.harrow.sch.uk

Website: www.roxbourneprimaryschool.co.uk



Assistant Headteacher

Full Time / Permanent

Salary: Outer London Leadership Scale (L1 - £45,542 to L11 - £57,436)

At Roxbourne, we strive to provide a transformational education and rich opportunities which will ensure our pupils leave primary and start secondary school on a path which ensures real life choices at 16, 18 and beyond. We are therefore looking for a passionate leader who understands that the leadership of teaching and learning at all stages can make a significant and life changing impact on young people's lives.

We have been judged to be 'Good' by Ofsted (February 2020) and pupils are making strong progress. At Roxbourne, we are constantly redefining what is possible for our pupils, in doing so, we have introduced a structured and consistent phonics programme, developed and launched an innovative whole class reading programme and we are embedding a knowledge-rich curriculum in humanities.

Our Senior Leaders value and demonstrate resilience, consistency and an excellent work ethic. You will share their focus and passion for the bigger picture. You will quickly establish your reputation both within and outside the school, providing a visible, credible and motivating presence. You will have the ability to inspire those around you with your passion, subject knowledge, team ethic and commitment to the highest standards. You will have the capacity to challenge, support and inspire.

You will lead EYFS and KS1 or KS2 as well as a whole school area(s) of responsibility which might include; Safeguarding and Inclusion (including SEND) or Teaching, Learning and Assessment. Areas of responsibility are negotiable based on skills, knowledge and experience.

Roxbourne will offer:

- a highly ambitious leadership team who have had a transformational impact on the school
- a school, very recently judged to be 'Good' by Ofsted (February 2020)
- a significant commitment to your professional development supporting your completion of recognised qualifications including NPQSL, NPQH and NASENDCo
- a staff Google Chromebook (and a Google school)
- a well-resourced school on an impressive site which includes; multiple playgrounds, a school field and dedicated classrooms for music, art / DT, food technology as well as a library, a computing suite and multiple small group rooms
- commitment towards achieving a healthy work / life balance
- a parent community with high aspirations and children with exemplary behaviour

We would very much like to hear from you if you share our vision, values and enthusiasm. An application form, job description and person specification are available from the school website:

www.roxbourneprimaryschool.co.uk/vacancies-1. For further information or a confidential discussion, please contact the school via email (hr@roxbourneprimaryschool.co.uk).

Closing Date: Friday 22nd January at 09:00 - To apply, please email a completed application form to:

hr@roxbourneprimaryschool.co.uk

Recruitment Day: Tuesday 26th January

Start Date: April 2021 (or earlier if available sooner)

Roxbourne is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete an enhanced DBS disclosure and provide references. CVs are not accepted.

Job Description

Assistant Headteacher

Salary:	L1 – L11
Hours:	Full-time
Contract type:	Permanent
Reporting to:	Head of School or Headteacher
Start date:	April 2021 / September 2021 (or earlier if available sooner)

All staff at Roxbourne Primary School are expected to support school policies, practices and procedures as agreed by the Governing Body.

This job description is based on the National Standards of Excellence for Headteachers, and the requirements in the School Teachers' Pay and Conditions Document.

Main purpose

The assistant headteacher, under the direction of the headteacher, will play a major role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources
- Monitoring progress towards the achievement of the school's aims and objectives
- If the headteacher and deputy headteacher are absent, the assistant headteacher will deputise, as directed by the governing board

Duties and responsibilities

The assistant headteacher, under the direction of the headteacher, will strategically lead a combination of:

- Safeguarding and Inclusion (including SEND)
- Teaching, Learning and Assessment
- A key phase (EYFS and KS1 or KS2)

Qualities and knowledge

Under the direction of the headteacher:

- Support with the day-to-day management of the school
- Communicate the school's vision compellingly and support strategic leadership
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Build positive relationships with all members of the school community, showing positive attitudes to them
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Work with political and financial astuteness, translating policy into the school's context
- Seek training and continuing professional development to meet own needs

Pupils and staff

Under the direction of the headteacher:

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Ensure excellent teaching in the school, including through training and development for staff
- Establish a culture of 'open classrooms' as a basis for sharing best practice
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge

- Support staff during their PPA and Additional Release Time to ensure their plans, flipcharts, lesson resources and assessment procedures are robust
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice
- Support and develop the curriculum leaders in the extended and middle leadership team so that they are highly effective in their leadership of their respective areas of responsibility.

Systems and processes

Under the direction of the headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Attend governing body meetings and work with the governing body as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

The self-improving school system

Under the direction of the headteacher:

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals collaborating with strong local schools, cluster schools and schools further afield in developing a robust curriculum
- Systematically lead a full curriculum review, to ensure it meets the needs of all pupils
- Ensure every curriculum area has a clear policy, which includes a clear rationale, core principles, delivery and assessment expectations
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education

Along with other senior staff, take responsibility for:

- Supervise key parts of the school day as required

The assistant headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the assistant headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Person Specification

Qualifications	Essential	Desirable
Degree	✓	
QTS - Qualified Teacher Status	✓	
Postgraduate study		✓
Professional development in preparation for a leadership role (for example, NPQML, NPQSL, NASENDCo)		✓
Right to work in the UK	✓	
Experience	Essential	Desirable
Successful leadership and management experience in a school	✓	
Teaching experience across a range of phases (EYFS, KS1 or KS2) and school types (maintained schools, VA schools, academies or free schools)		✓
Experience of leading inclusion / SEND, teaching, learning and assessment (or curriculum design and delivery)		✓
Incremental coaching experience		
Involvement in school self-evaluation and development planning		✓
Experience of leading staff development	✓	
Line management experience		✓
Experience of leading LEA / trust wide staff development		✓
Skills and Knowledge	Essential	Desirable
Data analysis skills, and the ability to use data to set targets and identify weaknesses	✓	
Understanding of high-quality teaching, and the ability to model this for others and support others to improve	✓	
Understanding of school finances and financial management		✓
Effective communication and interpersonal skills	✓	
Ability to communicate a vision and inspire others	✓	
Ability to build effective working relationships	✓	
Fluent in the majority of Microsoft and Google packages		✓
Knowledge of Read Write Inc, Mathematics Mastery, Reading Reconsidered, Teach Like A Champion, Incremental Coaching (including through video – Swivl) and / or Leverage Leadership		✓
Personal Qualities	Essential	Desirable
A commitment to promoting the ethos and values of the school	✓	
Relentless drive to do whatever it takes to ensure all children succeed	✓	
Awareness of own strengths and limits	✓	
Ability to work under pressure and prioritise effectively	✓	
Commitment to maintaining confidentiality at all times	✓	
Commitment to safeguarding and equality	✓	
Good humour	✓	

This post is subject to an enhanced Disclosure and Barring Services check.