



# SILCOATES

Independent education for boys and girls aged 3-18

## **ASSISTANT HEAD, JUNIOR SCHOOL**

**for September 2018**

**CANDIDATE INFORMATION PACK**





### **MESSAGE FROM THE HEAD OF JUNIOR SCHOOL**

Thank you for your interest in the post of Assistant Head at Silcoates Junior School. This is an exciting and challenging role, which will suit an experienced and ambitious team player looking to make a difference to our warm, talented and successful community. In order to make sure that we are the right fit for you, please read the information about our wonderful school although, of course, a fuller picture can be found on our website: [www.silcoates.org.uk](http://www.silcoates.org.uk).

### **OVERVIEW OF SILCOATES SCHOOL**

Silcoates is a co-educational 3 to 18 school of 560 pupils, which seeks to bring out the very best in every pupil through instilling in them a love of learning and a willingness to seize every opportunity they are given. Whilst many of our pupils begin their life at Silcoates in the Junior School, others join aged 11 and 16 (and at many points in-between!). This continuity serves to embed the skills and qualities that make our pupils enthusiastic and effective learners. It also ensures that they develop strong and life-long friendships with their peers. New pupils to the School are given an especially warm welcome and they soon feel valued members of our community.

Whilst we are academically selective, the pupils have a broad range of abilities and needs and thus we have a curriculum that becomes increasingly flexible as pupils develop their own strengths and aptitudes. The most academic will succeed at Silcoates – in 2017, one

of our Sixth Form leavers went to Cambridge, three went to Durham and four went to medical school – but all our pupils are given the opportunity to fulfil, or even exceed, their academic potential. Indeed, 90% of our UCAS applicants last year achieved places at their first choice universities on the back of their academic success. At GCSE, 94% of grades were at C or above, with 47% at grade A\* or A. 24 of the 55 pupils in Year 11 achieved 5 or more A\* or A grades. All bar one of the pupils achieved at least a C grade in English Language and Maths and all bar two gained 5 A\* to C grades. At KS2 our academic success in national standardised assessments has been above the national average for many years.

The breadth and variety of our curriculum is matched by the range of activities on offer outside the classroom. Having all the School on one site enables the pupils in the Junior School to benefit from the vast array of facilities on offer, from the all-weather playing surface to the indoor swimming pool to the fully-equipped Drama Studio. Pupils are given numerous opportunities to get involved, both within and outside the curriculum.

Sport and exercise are important features of life at Silcoates. Boys are introduced to our core sports of rugby, hockey and cricket in the Junior School and, due to our size, most have the opportunity to play for the School throughout their career. In 2017, our 1st XV made it to the semi-final of the NatWest Vase competition at the home of Saracens RFC. Girls are equally as competitive in hockey, netball and rounders. We passionately believe that sport is for all and so alternative options are available, such as basketball, tennis and badminton, with the emphasis being as much on participation and development as on achievement.

All pupils are given every encouragement to express themselves in the full range of artistic activities. This is certainly in evidence in the Junior School, where the children have the chance be creative on a daily basis.

The principal accolade that many parents and former parents afford the School is that it is a warm and welcoming community and that their children make friendships here that last them a lifetime. It is certainly true that there is not one ‘type’ of Silcoatian and that the School endeavours whenever possible to focus on an individual’s needs, whether they be academic, co-curricular or social, to ensure that that everyone feels encouraged, safe and happy. Our pastoral system enables every pupil to have a close relationship with their class teacher and the Head of Junior School. We also have a full-time Chaplain and School Nurse, who are both on hand to offer advice and care.

Not only do we care for one another, we also acknowledge the good fortune we have been given to be part of Silcoates. All pupils take part in a large number of charitable activities throughout the year. In 2017, we were given the Yorkshire Society Community Award for raising more than £50,000 across the year. In our regular acts of worship, which are broadly Christian, we seek to imbue each and every member of our community with a sense of mission to help others. Humility and a sense of responsibility are traits we wish to see at the heart of all Silcoatians.

### Further Information

The school's November 2016 ISI Inspection report is available on our website. We are delighted that ISI have captured the essence of our school and our commitment to continuous improvement.

### Location

The school is located five minutes from Junction 41 of the M1 motorway and ten minutes from Junction 30 of the M62 motorway. A daily coach service, covering six routes, is provided for pupils living slightly further afield. Our postcode is WF2 0PD.







## **JOB DESCRIPTION – Assistant Head (with responsibility for Assessment)**

### **Purpose of the role**

The Assistant Head at Silcoates Junior School plays a major role under the overall direction of the Head of Junior School in:

- Formulating the vision, aims and objectives of the school;
- Monitoring progress towards their achievement;
- Managing staff and resources to that end; and
- Contribute to setting and reviewing the school improvement plan.

### **Quality of Teaching and Learning**

- Foster curriculum continuity, consistency and progression.
- Assist colleagues in the planning and delivery of the curriculum.
- Secure a good knowledge of the quality of teaching and learning in the key stage.

### **Assessment and Reports**

- Take the lead on Assessment in KS1 and KS2
- Organise and manage the Junior School's assessment, reporting and tracking policies and procedures.
- Ensure that assessment data is effectively used to inform teaching and learning in the Junior School.
- Devise and implement an action plan in conjunction with the school improvement plan.
- Provide or contribute to oral and written assessments, reports and references relating to individual pupils or groups of pupils.
- Develop systems, practices and documents to enable the sharing of good practice in tracking and monitoring of pupil progress across the Junior School.

- Participating in arrangements for preparing pupils for assessments; recording and reporting such assessments.

## **Management**

- Assist the Head of Junior School in co-ordinating or managing the work of other teachers.
- Work with the Head of Junior School to monitor and improve the quality of teaching and learning throughout the Junior School.
- Take such part as required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- Take a supporting lead on behaviour management across the school.

## **Subject Leadership across the school**

- Monitor the teaching and learning of the subject.
- Devise and implement an action plan for raising standards in the subject.
- Give guidance and support to staff, including leading INSET on developing the subject.
- Work with the Head of Junior School to set appropriate pupil targets.

## **Performance Management**

- Participate in arrangements made in accordance with regulations for appraisal of own performance and that of other teachers and support staff.
- Line manage and act as a reviewer in performance management reviews.
- Support staff in interpreting pupil attainment and progress data.

## **Responsibility for a class**

The postholder will have a teaching commitment in line with Assistant Head status. In addition to those duties outlined above of Assistant Head, the teaching component of the role will include those set out below.

- Take the majority of responsibility for a class of children.
- Take responsibility for teaching some other subjects / activities across different classes
- Develop a quality learning environment where the emphasis is on the recognition of positive achievements and where children and staff work co-operatively and collaboratively on purposeful tasks.
- Work in a team, planning and delivering a curriculum which is matched to the needs of children in the school.
- Contribute to the developmental and strategic planning of the school.
- Make and develop quality relationships with children, staff and parents.
- Liaise with colleagues to provide differentiated learning experiences which cater for the social, emotional, physical and intellectual needs of individual children.
- Liaise with colleagues to ensure that our programmes of study are translated into meaningful learning activities.

- Ensure that appropriate assessment, recording and reporting procedures are in place to recognise pupils' achievement and success.
- Participate in the school's professional development framework through involvement in staff meetings, in-service training, offering curriculum and professional support to colleagues, visits to other schools, organising workshops, etc. as appropriate.
- Work with parents and encourage their involvement in supporting both their children's learning and the work of the school.
- Be involved in the school's extensive co-curricular programme.
- Assume such delegated duties as may be reasonably requested by the Head of Junior School from time to time, including after-school duties.
- To fulfil the role of a subject leader across the school in a particular curriculum area.

### **Additional Responsibilities**

- Participate in relevant meetings at the school, including those regarding academic or pastoral arrangements.
- Undertake any professional duties reasonably delegated by the Head of Junior School and to deputise in his absence as reasonably required.



**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Personal Qualities</b>	Commitment to the ethos and aims of the school	Leadership experience in a school setting
	Initiative and enthusiasm	Evidence of sharing in and contributing to the corporate life of the school
	Ability to maintain appropriate and supportive relationships with pupils and staff	
	Positive attitude to use of authority and maintaining very good standards of behaviour	
	Ability to work effectively as part of a team	
	Respect for confidentiality of information concerning pupils and ability to use discretion in matters of disclosure	
	Open-minded and receptive to new ideas, approaches and challenges	
<b>Skills</b>	Excellent classroom practitioner	Ability to lead a specific activity
	Commitment to involvement in co-curricular activities	Some expertise/experience in leading a specific activity – willingness to run across the school.
	Excellent interpersonal and communication skills (written and oral)	
	Ability to prioritise	
	Ability to teach from EYFS/Key Stage 1 to Key Stage 1/Key Stage 2	Experience in teaching upper KS2



	Ability to command respect of pupils and staff	
	Ability to produce clear, well paced resources with achievable objectives	
	Knowledge, understanding and competence in NC/EYFS pedagogy	
	Good Knowledge and understanding of ICT	
<b>Qualifications</b>	Good honours graduate	
	Qualified teacher status	
	In possession of a DBS check and willingness to submit to a new check	
<b>Knowledge and Experience</b>	A record of successful teaching or teaching practice	Record of continuing professional development
	Good working knowledge of the National Curriculum / EYFS	
	Understanding of current good practice in teaching and learning	
	Strong knowledge and understanding of assessment and data	
	Experience of manipulating and reporting on data	

### **KEY INFORMATION**

- The start date is 1<sup>st</sup> September 2018 (although attendance at the INSET days on Thursday 30<sup>th</sup> and Friday 31<sup>st</sup> August is expected).
- The salary for this position will be dependent on experience.
- Service with the School is pensionable in accordance with the Teachers' Pension Scheme.
- Children of full-time members of staff are entitled to 50% fee remission, subject to satisfying the usual entry criteria.
- School lunch is provided free of charge during term time.

### **PROVISIONAL TIMETABLE**

Closing date for applications: **Monday 26<sup>th</sup> February 12.00pm**

Interviews: **Week commencing 5<sup>th</sup> March 2018**

### **APPLICATION PROCEDURE**

**All applications must be submitted using the School's Application Form, which should be downloaded from our website and returned via email. Please include an accompanying letter in support of your application.**

Visits to the school are welcomed and can be arranged by contacting the Head of Junior School's PA: [helenbarras@silcoates.org.uk](mailto:helenbarras@silcoates.org.uk).

Silcoates School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.