



Yeadon Junior School

**Yeadon Junior School**

**Carlyon Road, Hayes, Middlesex, UB4 0NR**

**HEAD TEACHER: Mr Michael Hall | Tel: 01895 462396 |**

**E-mail: [office@yeadonjuniorschool.co.uk](mailto:office@yeadonjuniorschool.co.uk)**

**Yeadon Junior School - Assistant Headteacher - Pastoral & Inclusion Lead - Candidate  
Information Pack**

We are looking for a committed and inspirational Assistant Headteacher to join our hardworking and friendly team of professionals in September 2024. We are a large, four-form entry, junior school in a diverse community. We work as a team to unlock the huge potential of each and every child in our school. Our dedicated staff, wonderful parents and wider community are committed to the development of our children and welcome an addition to our school, who will become an important and valued member of the collaborative team developing the change makers of the future.

We have high aspirations for all of our community and our school. We invest in people: our children; our staff and our parents because only by working together can we enable our community to thrive and aspirations to be realised. All of our staff are committed to their own personal development as well as improving together. The Assistant Headteacher will have a proven record of excellent primary practice, innovation and engagement of learners with experience of inclusive and pastoral provision. They will assist the Head and the Deputy to celebrate and develop the learning of our diverse community and beyond.

**We encourage and welcome visits and discussion with our staff and leadership team - please contact the school to arrange a convenient time and day.**

**Our team's priorities**

- Keep everyone safe
- Create a culture and curriculum where learning thrives
- Make the children and their families know that we care
- Promote health in mind and body
- Provide experiences that drive development

### We can offer you:

- A commitment to an inclusive approach to education with
- A pastoral team of two learning mentors and a family support worker as well as a SEND team of qualified SENCO, Dedicated SEND HLTA and SEND TA to support teaching and learning and meeting the needs of all pupils
- A community house utilised as a community hub where support for parents through internally and externally facilitated courses and meetings take place.
- A carefully planned and sequenced curriculum with a research based and cognitive developmental science led focus for its delivery
- A collaborative team of colleagues who will challenge, support and inspire you in a non-judgemental culture
- A climate where everybody is committed to continuous improvement of themselves, each other and our school
- A spacious, well-resourced environment with extensive grounds
- A sense of belonging and community engagement with numerous opportunities to support children's personal development and school connectedness
- Supportive governors and parents
- An embedded focus on staff wellbeing as well as comprehensive package of Health & Wellbeing services accessible to all staff



**You will need to:**

- Be an excellent classroom practitioner who inspires and motivates children and colleagues
- Have a commitment to safeguarding
- Have high expectations and a commitment to raising attainment and progress
- Be a reflective, humble and open leader who is focussed on self improvement
- Inspire and motivate children and colleagues
- Fully immerse yourself into the culture and ethos of Yeading Junior School
- Have high expectations and a commitment to facilitating learning
- Work as a team with children, staff, parents, governors and the wider community
- Have ambition and aspiration for yourself, our children and our school
- Model the character and values we want all children to display

**Are you a creative, innovative and enthusiastic teacher who is passionate about learning? Are you an aspiring leader looking to take the next step in their career? Are you currently a leader looking for a new challenge?**

**Full Time, Permanent**

**CLOSING DATE: Thursday 25th April 2024 Midday**

**Interviews Commence: Tuesday 30th April 2024**

**CVs will not be accepted**

**The School 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 subject to an enhanced DBS check and satisfactory references.**



Yeadon Junior School

Job description: Assistant Headteacher - Pastoral & Inclusion Lead

### **Job details**

Salary: Leadership scale L5-L12 - Dependant on experience

Hours: Full time

Contract type: Permanent

Reporting to: Headteacher

Responsible for: SEND, Co-curricular and Pastoral teams

### **Main purpose**

The Assistant Headteacher will support the Headteacher and the Deputy Headteacher in:

- Communicating the school's vision compellingly and supporting the Headteacher's strategic leadership
- The day-to-day management of the school
- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards meeting the school's aims and objectives
- They may also be required to undertake any other duties delegated by the Headteacher.

### **Qualities**

The Assistant Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Be a role model for our school character virtues of: resilience, teamwork, compassion, respect, volunteering, pride, curiosity, reflection, dignity and determination.

### **School culture and behaviour**

Under the direction of the Headteacher or Deputy Headteacher, 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, kindness and care based on mutual respect
- 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 headteacher or deputy headteacher, 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
- 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
- Ensure the use of evidence-informed approaches to reading so all pupils are taught to read
- Undertake professional reading and research around teaching and learning
- Develop and lead the co-curricular offer of the school to support the enrichment and opportunities for development of all pupils

### **Additional and special educational needs and disabilities (SEND)**

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Promote a culture and practices that allow all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Support the SENCO and SEND team to develop highly effective practices
- Make sure the school fulfills statutory duties regarding the SEND Code of Practice.

### **Organisational Management and School Improvement**

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Establish and oversee systems, processes and policies so the school can operate effectively and efficiently
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of budgets and resources

- 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 these school improvement strategies are effectively implemented
- Be an active member of the Senior Leadership Team
- Undertake Safeguarding training in order to fulfill the role of a Deputy Safeguarding Lead

### **Staff Management and Professional Development**

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Performance manage middle leaders, including carrying out appraisals and holding staff to account for their performance
- Lead by example with vigor, enthusiasm and energy in the development of teamwork, mutual support and collaboration with colleagues.
- Motivate and enable teachers to develop expertise in their roles, through mentoring, coaching and leading by example.
- Be responsible for managing a group of staff within the school
- Observe teaching and learning in order to support and develop colleagues to meet personal and professional targets
- Have and develop in others ambitious aspirations for all children
- 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 Headteacher or Deputy Headteacher, 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
- Provide effective professional challenge and support to the SLT.
- Take on specific tasks related to the day-to-day administration and organisation of the school.
- Work with the Headteacher and governors in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources with a view to achieving value for money.
- Take on any other duties, which the Headteacher may assign, commensurate to the role and responsibility within the school.

- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

### **Specific responsibility**

- Pastoral and Inclusion lead managing our pastoral team to provide the best possible support for the development of all children.
- Develop and lead the co-curricular offer of the school to support the enrichment and opportunities for development of all pupils
- To manage and support our SEND team to provide the best possible support and development of SEND pupils.
- To support the Headteacher in strategic planning and resource allocation including Pupil Premium Grant and SEND allocation

All SLT members and SENCOs at Yeading Junior School are deputy designated safeguarding leads (DSLs). The Headteacher, lead learning mentor and Pastoral & Inclusion AHT will take responsibility for safeguarding and child protection across the school (including online safety). They will take part in strategy discussions and inter-agency meetings, and contribute to the assessment of children.

They will advise and support other members of staff on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority and police. Some safeguarding activities may be delegated to deputies.

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 post holder may be required to do other duties appropriate to the level of the role.



Yeadon Junior School

### Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Professional development in preparation for a leadership role</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Leadership and management experience in a school</li> <li>• Teaching experience at UPS or above</li> <li>• Experience coaching and mentoring to support the development of staff</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Line management experience</li> <li>• Demonstrable experience of successful line management and staff development</li> </ul>
Skills and knowledge	<ul style="list-style-type: none"> <li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> <li>• An in depth knowledge of SEND code of practice and up to date SEND effective practice. NASENCO qualification is desirable (not essential)</li> <li>• Commitment to meeting the pastoral care of all children</li> <li>• Commitment to enriching the lives of all children through providing opportunities for personal development</li> </ul>



	<ul style="list-style-type: none"> <li>• Understanding of, or a commitment to develop a knowledge of, school finances</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to form positive professional relationships with all stakeholders</li> </ul>