



## **Springfield Junior School, QEGSMAT**

### **Assistant Headteacher**

A conscientious, inspirational and forward thinking leader is required as Assistant Headteacher at Springfield Junior School.

As part of QEGSMAT our vision is to provide the best possible educational outcomes for our pupils and for them to develop and thrive in an environment which supports students, staff and the community.

The QEGSMAT is standards driven; it aims to provide world-class education and care that allows every young person to reach their potential; it recognises the importance of teaching and learning. It operates a robust school improvement system, with the ultimate aim of doing something exceptional for young people in our area. All young people will be safe and all will be supported, whatever their needs. QEGSMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Our ideal candidate will have a proven track record, both within the classroom and in a leadership role.

If you have a genuine desire to make a difference and feel you have the skills required to enhance our dedicated and inclusive team then please contact school to arrange a visit.

For further information and an application pack please visit our website [www.qegsmat.com](http://www.qegsmat.com) and click on Careers or telephone 01335 340830.

**Closing date for applications: Monday 5<sup>th</sup> February 2018**

**Provisional Interview date: 14<sup>th</sup> and 15<sup>th</sup> February 2018**

**Salary: Leadership Point 6**

**Potential Start date: 9<sup>th</sup> April 2018**



## SPRINGFIELD JUNIOR SCHOOL

### JOB DESCRIPTION

<b>POST TITLE:</b>	Assistant Headteacher
<b>REPORTING TO:</b>	Headteacher
<b>RESPONSIBLE FOR:</b>	Curriculum Provision, Core subject Leader, Pupil Premium, Staff Development and induction, Subject Monitoring, Liaison with local schools (moderation), Parental links
<b>SCALE:</b>	Leadership Point 6
<b>DISCLOSURE LEVEL:</b>	Enhanced

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#### Purpose of this post

- Responsible for curriculum provision in the school
- Lead on the quality of teaching and learning in a core subject
- Lead on improving communication with parents and carers
- Organise and oversee interventions and monitor their impact
- Lead on the use of Pupil Premium
- Develop links with stakeholders
- Responsible for the induction and development of staff, students and volunteers
- Assist and, where appropriate, stand in for the Headteacher

#### Specific Responsibilities of the Assistant Headteacher

The Assistant Headteacher is required to undertake the following responsibilities, in consultation and co-operation with the Headteacher.

#### Teaching and Learning

- Responsible for monitoring and improving the quality of teaching and learning across the school;
- Drive improvements in children's progress rates throughout the school;
- Lead on Pupil Premium;
- Analyse and assess data and information to monitor rates of progress of different groups;
- Maintain accurate and up to date case studies of individual pupils;
- Organise intervention groups and staff deployment;
- Oversee the impact of interventions across the school;
- Oversee the monitoring and evaluation of the curriculum;

- Ensure consistent and accurate records are maintained throughout the school and statutory and school policies are met;
- Take on the role of core subject curriculum subject leader;
- Provide guidance and support to other members of staff in implementing curriculum plans, both by means of meetings and by working alongside individual teachers.

## **Pupils**

- Ensure that the ethos of the school, in terms of the high standards of physical and emotional wellbeing for all children, is maintained;
- Ensure the good conduct and behaviour of children and assist in promoting good discipline throughout the school;
- Promote the health and well-being of pupils through a variety of strategies including increased levels of physical activity, improved school dinners, promotion of healthy snacks, etc.

## **Continuing Professional Development**

- Support the implementation of INSET within the school;
- Responsible for staff induction, students and volunteers;
- Participate in the appraisal of staff to inform individual CPD plans;
- Organise CPD opportunities for individuals.

## **Management**

- Contribute to the policy and strategic development of the school;
- Assist the Headteacher in the management of the school efficiently and effectively on a day-to-day basis, including supervisory duties;
- Play a key role in the school's pastoral system, supporting staff, pupils and parents when necessary;
- Assist in facilitating good communication within the school and sustain the personal motivation of staff;
- Develop an understanding of the whole school budget and support the Headteacher in planning staffing and resources to meet the needs of the school;
- Assist the Headteacher in ensuring that Safeguarding and Health & Safety requirements are met;
- Stand in for the Headteacher when required;
- Lead on improvements in communication links with parents and carers;
- Oversee interventions across the school and monitor their impact;
- Lead on the implementation and development of any changes to the curriculum.

## **Stakeholders**

- Attend meetings as appropriate with the Governing Body, MAT and parents and to provide such reports and information as required;
- Support the work and development of Friends of Springfield (FoS);
- Develop and maintain good relationships with parents and the local community;
- Develop links with Governors, MAT, Inspectors, Advisers and other relevant external agencies.

## **Working Time/Review**

This job description is not a comprehensive statement of procedures and task, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. It does not direct the particular amount of time to be spent carrying them out. There are not definitive working time arrangements in the national conditions of employment. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder.

This school is committed to safeguarding and protecting the welfare of all children and young people and expects all staff and volunteers to share this commitment.

## **Teaching**

To undertake an appropriate programme of teaching in accordance with the duties of a teacher.

Appointment to this role is subject to the current conditions of employment of teachers contained in the School Teachers Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation, and the school's articles of government.

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



## Springfield Junior School

### PERSON SPECIFICATION

	Essential	Desirable	Evidence
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• DFE recognised Qualified Teacher Status</li> </ul>		Application Certificates
<b>Leadership Skills</b>	<ul style="list-style-type: none"> <li>• Be able to identify priorities for school improvement, support the development of a school improvement plan and set success criteria to measure progress</li> <li>• Ability to sustain a wide vision and broad overview of the school's needs and have a track record of leading by example</li> <li>• Ability to monitor and evaluate progress and success in school development priorities</li> <li>• Lead new initiatives in the classroom and the wider school Community</li> <li>• Ability to share outstanding practice with colleagues, giving advice and providing</li> </ul>		Application Interview Reference

	<p>support with professional development</p> <ul style="list-style-type: none"> <li>• Be able to develop positive and professional relationships across school</li> <li>• Ability to manage staff and personnel issues sensitively</li> <li>• Experience of leading school based INSET</li> <li>• Excellent written and oral communication skills</li> <li>• Ability to maximise progress for all children and accelerate progress for identified groups</li> <li>• Ability to work closely in partnership with parents</li> </ul>		
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent knowledge of the curriculum requirements for KS2 including all aspects of planning, delivering, assessing, evaluating, monitoring, recording and reporting pupils progress</li> <li>• Up to date comprehensive knowledge of educational developments and the impact these have on the management of schools</li> <li>• Specialist knowledge of a curriculum area.</li> <li>• The ability to evaluate and appraise standards of teaching and learning in the school and knowledge of the Ofsted framework.</li> <li>• Demonstrate an understanding of how social deprivation and other</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of Pupil Premium funding and effective strategies to secure good or better progress</li> <li>• Knowledge and understanding of governance and the role of governors in a multi-academy trust</li> <li>• Specialist knowledge of 2 or more curriculum areas</li> <li>• Knowledge and understanding of Growth Mind-set</li> <li>• Knowledge of the Cornerstones curriculum</li> </ul>	Application Interview Reference

	<p>factors can impact on children's learning and behaviour</p> <ul style="list-style-type: none"> <li>• Knowledge of strategies to ensure all children achieve</li> <li>• Understanding and implementation of a creative curriculum</li> <li>• Knowledge of positive behaviour management strategies</li> <li>• Understand and follow safeguarding procedures.</li> <li>• Understanding of equal opportunities in school.</li> <li>• Understand health and safety responsibilities</li> <li>• Knowledge of how children learn and how to motivate them</li> </ul>		
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Evidence of significant, recent and relevant professional development</li> <li>• Successful teaching experience in KS2</li> <li>• Significant and varied experience of planning and organising core curriculum areas</li> <li>• Experience of developing and implementing key policies within school</li> <li>• Experience of working with parents, the local community and external agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Teacher training</li> <li>• Experience of line management and staff deployment</li> <li>• Experience of collaboration with schools in other key stages to promote smooth transition and progression in learning</li> </ul>	Application Interview Reference

	<ul style="list-style-type: none"> <li>• Experience of inclusion and working with a high proportion of pupils with SEND</li> <li>• Experience of mentoring students/ NQTs</li> </ul>		
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Demonstrates enjoyment and enthusiasm for teaching.</li> <li>• Ability to maintain confidentiality and demonstrate professional integrity.</li> <li>• Ability to work flexibly and sensitively</li> <li>• Be calm and confident and have a positive presence</li> <li>• Able to make sound judgements, analyse and anticipate problems and find solutions</li> <li>• Ability to work under pressure and meet deadlines</li> <li>• To be able to put the needs of others first</li> <li>• Welcomes feedback and accountability; positive and resilient</li> <li>• Strong moral purpose and commitment to pupil achievement and well-being</li> <li>• Ability to maintain an innovative, solution focused approach and “can do” attitude</li> <li>• Outstanding classroom teacher who has the ability</li> </ul>		Application Interview Reference



	<p>to plan and deliver inspiring lessons with active engagement which results in excellent learning outcomes and progress</p> <ul style="list-style-type: none"><li>• Able to influence and persuade using professional confidence.</li></ul>		
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Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_