



Mrs K Garrick (B.Ed Hons N.P.Q.H)
Headteacher

Mrs L Coetzee
Deputy Headteacher

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Assistant Headteacher Key Stage 2 Appointment Pack

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I. Letter from Headteacher



Ortu Corringham Primary School and Nursery

To be the best that we can be

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Dear Prospective Staff Member

I would like to thank you for your interest for working at CPS and Nursery where we provide every child with the opportunity to fulfil their fullest potential, academically, socially, emotionally by promoting an enhancing and inspiring educational experience that goes beyond the curriculum. Please take a look at our video which shows you a day in the life of our wonderful school! https://youtu.be/xTo9Ve0mA_8

Our school is located in the heart of Corringham, a village in Essex, and we are proud that our school reflects and celebrates our community which we have served since 1922. We are highly ambitious, passionate and determined to achieve success in every aspect of school life. All of our staff and Governors share this vision and work together to make sure this remains a reality. At Corringham Primary School and Nursery, we nurture happy, balanced, confident and inquisitive children – aiming to be the best than we can be.

We are an inclusive school which embraces the philosophy of No Outsiders. We have a 20 place Speech and Language resource base which works on an integrated model, alongside a commitment to diversity and inclusion.

The school has a reputation within the community for the way in which it helps every child and has a strong ethos of care and friendliness. The teachers, learning support assistants and office staff are experienced and approachable.

As a community school Corringham Primary is governed by a group which includes elected parents. The school has a successful Friends of Corringham Primary School and Nursery (FOCPS) which raises money to help the school maintain its excellent work. FOCP regularly holds events for example, the Winter Wonderland Christmas Fair, Mother's and Father's Day sales, Quiz Nights, Bingo and many more!

We would welcome applicants who can bring with them their own special qualities to give the best for the children and the school.

The best way to find out what a fantastic school we are is to book a tour and see for yourself. To do this please email patoheadteacher@corringhamprimary.com where my PA will contact you to arrange a time and date that suits you.

I look forward to seeing you in the near future.

Yours sincerely

Mrs K Garrick
Headteacher

2. Job Advertisement

Corringham Primary School, Herd Lane, Corringham, Stanford-le-hope
Essex, SS17 9BH.

Email: admin@corringhamprimary.com

Vacancy Assistant Headteacher Key Stage 2

Leadership L3-L7

Start Date – September 2024

Closing Date	Friday 3 rd May 2024
Shortlisting	Tuesday 7 th May 2024
Interview Date	Tuesday 21 st May
Start Date	September 2024

3. Job Description

JOB TITLE: Assistant Headteacher
REPORT TO: Headteacher
SUPERVISES: Phase Leaders and Support Staff as required
BAND: L3 – L7

JOB PURPOSE:

To collaborate with the Headteacher to

- Communicate the school's vision in providing professional leadership for the school that secures its success and improvement, ensuring high quality education for all its pupils and improved standards of learning and achievement.
- Undertake the day to day management of the school in the absence of the Headteacher and Deputy Headteacher
- Oversee a key stage with specific focus on pupil achievement through effective teaching and learning
- Manage staff and resources in relation to a Key Stage
- Develop and embed effective target setting which enables all students to meet or exceed challenging targets, including children with SEND and disadvantage.
- Assess and track pupil achievement by using Data Analysis

NB. The assistant headteacher will also have a regular teaching commitment, complying with the Teachers' Standards and modelling best practice for others. In allocating time to the performance of duties and responsibilities, an Assistant Headteacher is not subject to Directed Time considerations but is entitled to a daily break of reasonable length in the course of each school day.

DUTIES AND RESPONSIBILITIES

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

- Promote a culture where pupils experience a positive and enriching school life
- Demonstrate and promote the schools' vision, values and ethos
- Ensure all staff and pupils act professionally and uphold the schools' vision, values and ethos
- Encourage high standards of behaviour from pupils using consistent and fair approaches inline with the schools' behaviour policy
- Promote high levels of pupil's attendance across their key stage
- Establish and sustain high quality teaching across a key stage
- Ensure the effective planning and delivery of the curriculum
- Promote an inclusive culture and ensure all children with SEND make good progress and the SEND code of practice is adhered to.
- Ensure safeguarding procedures are effective
- Ensure effective use of budget and resources in relation to their role
- Make sure that school improvement strategies are effectively implemented
- Carry out staff appraisals
- Ensure staff have access to professional development opportunities and coaching
- Keep up to date with developments in education and seek training and continuing professional development to meet their own needs
- Work with external stakeholders as required for example, parents, governors, executive officers of the trust and the local authority
- Establish positive and supportive relationships with staff, pupils and parents

- Please note that this is illustrative of the general nature and level of responsibility of the role. It's 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.

4. Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Professional development in preparation for a leadership role 	<ul style="list-style-type: none"> • NMQ Qualification
Experience	<ul style="list-style-type: none"> • Leadership and management experience in a primary school • Minimum of 5 years Teaching experience • Involvement in school self-evaluation and development planning • Line-management experience • Demonstrable experience of successful line management and staff development • Responsibility of successfully leading a core subject with measurable impact on standards • Formulating an action plan for a core subject • Working with governors • Leading interventions for pupil premium • Analysing data • Working with parents • Leading pupil progress meetings 	<ul style="list-style-type: none"> • Teaching experience of Year 6 and administration of KS2 SATs • Leading Maths or English • Leading safeguarding • Working with Ofsted • Working in a trust • Trauma informed practice and working with pupils with SEND
Skills and knowledge	<ul style="list-style-type: none"> • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Understanding of school finances • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships 	
Personal qualities	<ul style="list-style-type: none"> • 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 • Team player • Commitment to their own personal development • A belief that every child can achieve their potential • Commitment to inclusivity • Positive can-do attitude • Adaptable, creative and organised • Ability to use own initiative 	<ul style="list-style-type: none"> • Aspirations for their own career