



Recruitment Information Pack

Elsenham C. of E. Primary School

High St, Elsenham, Bishop's Stortford CM22 6DD

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www.elsenhamsch.uk

ASSISTANT HEADTEACHER

Post to commence September 2022

LEARNING FOR LIFE

Contents

Letter

About our school

Vacancy Advert

Job Description

Person specification

Application process

Self-disclosure notes of guidance (SD2)

Together, we are all working towards our children being confident and independent learners, who have the courage to seize all opportunities available to them, both now and in the future.

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Dear Applicant,

Thank you for your interest in the position of Assistant Headteacher at our school. This recruitment pack, along with our Website should provide you with all the information required for the post but if you are not familiar with our school, we would encourage you to visit in order to get a real feel for how special our children, staff and school are. We would be happy to welcome you so please contact our Business Manager, Laura Winder to arrange a visit.

We are looking to recruit a candidate to work with the Headteacher and Deputy Headteacher in providing strong leadership across the school, with a particular responsibility for KS2. Our ideal candidate will be able to demonstrate excellent teaching, resilience and drive– personally, as well as for the pupils and for the school. Experience of teaching and leading in KS2 is essential.

Ours is a Voluntary Controlled Church school and so our successful candidate will be expected to model our Christian values.

If you love children, are motivated, enthusiastic and enjoy being a part of a committed team who put the children at the heart of everything they do, then we look forward to receiving your application.

Yours sincerely,

Linda Todd, Headteacher

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About our school

Elsenham C. of E. Primary School is located in the heart of the village of Elsenham, close to the market town of Bishop's Stortford. We are a popular school and draw children from a number of surrounding villages and towns. We are two form entry, with 14 classes catering for 333 children aged 4 to 11.

The front of our school is a traditional Victorian school building but in recent years we have benefitted from a new build of classrooms, offices, a dedicated food technology room and a studio. We also have plenty of outdoor space and a dedicated library.

At Elsenham C. of E. Primary School, we seek to foster high standards of learning and behaviour in a happy and caring environment and to promote excellence throughout the school. We aim to provide the best possible staffing, resources and organisation needed to help every child achieve their potential.

We believe that the education of all children relies on a shared partnership between home and school, and we are fortunate that we have supportive parents who work with us to help provide the best possible learning opportunities for the children. Our most recent OFSTED inspection report (March 2019), praised the work of our school and judged us "good" in all areas and highlighted many strengths. As we look to the future, we will continue to build on these as we aim for further school improvement.

We enjoy strong partnerships with local schools in both Essex (Uttlesford Partnership) and Hertfordshire (Envision). Through these links we access CPD opportunities, professional networking and experience peer review and moderation.

As a church school we were subject to a SIAMS inspection and were judged to be outstanding (2016). Everything we do at Elsenham Cof E primary school is built upon the Christian values of Love, Wisdom, Compassion, Courage, Peace and Truth. This ensures that every child and every staff member can feel safe and happy in a caring and fulfilling environment. We hope that every child who goes through our school can feel equipped to make a positive contribution to society.

We pride ourselves on our parent partnerships and we enjoy good, supportive relationships with the parents and our local community. We have a proactive FOES (Friends of Elsenham School) and a committed Governing Body.

Together, we are all working towards our children being confident and independent learners who have the courage to seize all opportunities available to them both now and in the future. Every one of our children is special with talents and strengths in a variety of areas. To enable them to be successful we deliver a broad, balanced and relevant curriculum, which is fun, challenging and accessible to all. Academic achievement is important but equally we value the spiritual and personal development with a holistic approach towards child development. There is a happy, purposeful and hardworking ethos amongst both staff and children.

We have a great team here at Elsenham and everyone is valued. It's a lovely place to come to school, whether you are a child or an adult.

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ADVERT

Applications close: Noon Friday 20th May
Interview date: Wednesday 25th May
Starting date: 1st September 2022

Pay Range: Leadership Scale 1-9

We are seeking an outstanding individual who will play a significant role in the continued growth of our popular school, helping to foster a desire in our children and staff members to aim high, persevere and succeed.

This is an exciting opportunity for someone keen to take the next step in their career path and would be ideally suited to a candidate who could demonstrate:

- excellent teaching in their own practice
- experience of middle leadership such as phase leader
- experience of successfully leading a core subject
- strong relationships with parents, staff, pupils and outside agencies
- an ability to inspire and motivate colleagues
- a creative and solution focussed approach
- effective team leadership
- flexibility and willingness to undertake a wide range of school leadership responsibilities

Elsenham C. of E. Primary is a very successful and growing school, situated in the village of Elsenham, close to the market town of Bishop's Stortford.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The appointment will be subject to an enhanced DBS check, satisfactory references and medical checks.

To find more about the opportunity or to arrange a visit please contact
Mrs Laura Winder on 01279 813198 admin@elsenhamsch.uk

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JOB DESCRIPTION

ASSISTANT HEADTEACHER

Core Purpose

The Assistant Headteacher shall play a major role under the overall direction of the headteacher in;

- (a) Formulating the aims and objectives of the school;
- (b) Establishing the policies through which they shall be achieved;
- (c) Managing staff and resources to that end; and
- (d) Monitoring progress towards their achievement;

Key Senior Leadership Expectations:

1. Ensure the highest standards of professional conduct and positive attitudes are modelled to staff, pupils and parents at all times.
2. Demonstrate public loyalty to all senior team decisions and act with integrity, ensuring confidentiality at all times.
3. Model an optimistic approach and challenge negative attitudes whenever you see/hear them in a constructive, assertive manner.
4. Ensure that the Headteacher is well briefed about any events, incidents, issues or opinions that may affect the smooth running of the school.
5. Promote high levels of confidence in the leadership of the school through the active marketing of its work to staff, parents, pupils and the wider community including the Local Authority and Ofsted.
6. Set high expectations for pupil attainment and behaviour and challenge underperformance vigorously with staff, parents and pupils.
7. Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
8. Contribute to the recruitment, selection and appointment of other teachers and support staff.
9. Develop own leadership capability through reading, courses, seeking feedback plus other methods, as appropriate.
10. Fulfil personal safeguarding responsibilities and support the Headteacher in securing compliance by those working in school, for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board.
11. Deputise in the absence of the Headteacher and Deputy, as required.

Teaching

1. Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.
2. Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
3. Participate in arrangements for preparing pupils for external assessments if relevant.
4. Work with others on curriculum and/or pupil development to secure co-ordinated outcome.
5. Direct and supervise support staff assigned to them and, where appropriate, other teachers.
6. Supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.
7. Deploy resources delegated to them.

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Staff Professional Development:

1. Contribute to the delivery of staff training to ensure staff acquire the knowledge, skills and techniques to ensure that school improvement targets are met.
2. Maintain efficient records of staff participation in professional development opportunities and their evaluation of these opportunities.
3. Lead and promote teacher action research amongst all teaching staff.

Specific Responsibilities:

1. To monitor the quality of teaching, learning, planning, and attainment through lesson observations, work scrutiny, pupil interviews and learning walks, and report back to the Headteacher, Deputy Headteacher, and Governing Body.
2. To model outstanding teaching as well as to be able to coach and train colleagues in order to improve their practice and raise standards in teaching and learning across the phase.
3. To monitor the implementation, effectiveness, and consistency of moderation and assessment and its impact upon pupil progress and attainment.
4. To keep pupil progress under review and to make recommendations to the Headteacher, Deputy Headteacher, and specialist teachers, where groups are not making the progress expected and provide for possible interventions that may support accelerated progress.
5. To keep abreast of all developments in teaching including reports from Ofsted and relevant research bodies.
6. To be responsible for behaviour management within the Key Stage and to report to the Deputy Headteacher on the standards of behaviour within the Key Stage.
7. To be a member of the Performance Management review team.
8. To lead a core curriculum area and to be accountable for its standards across the school.
9. To be accountable for standards within the Key Stage.

Other Responsibilities:

1. In addition to undertake such duties of a similar nature as may be reasonably directed by the Headteacher from time to time.

Please Note:

- The duties and responsibilities of the curriculum subject element of the post may vary from time to time according to the changing needs of the school. Areas of responsibility in the job description may be reviewed at the discretion of the Headteacher in the light of the changing requirements of the school and in consultation with the post holder and Governing Body.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

Person specification

Assistant Headteacher

Source: A= Application C = certificates I = interview R=References

	Essential	Desirable	Source
Qualifications			
Qualified Teacher status	•		A,C
Degree	•		A,C
Further professional qualifications		•	A,C
Professional Development			
Evidence of appropriate CPD for the role	•		A,I
Evidence of recent leadership and management professional development	•		A, I
School leadership and management experience			
Experience as a middle leader	•		A,I,R
Proven effective leadership of a core curriculum area	•		A,I
Experience of monitoring and impacting on improvements within a curriculum area	•		A,I
Have taken active involvement in school self-evaluation and development planning	•		A,I
Have implemented and developed a whole school initiative		•	A,I
Had responsibility for policy development and implementation		•	A,I
Experience of contributing to staff development		•	A,I
Experience of budget management		•	A,I
Experience of networking		•	A,I
Experience and knowledge of teaching			
Experience of teaching in more than one school		•	A
Significant teaching experience within the primary phase	•		A,I
Knowledge and understanding of the whole primary curriculum	•		A,I
Ability to effectively use data, assessment and target setting to raise standards and address weaknesses	•		I
Ability to exemplify how the needs of all pupils have been met through high quality teaching	•		A,I
Experience of identifying appropriate interventions for pupils, including for the more able	•		A,I

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Professional attributes and skills			
<i>Applicants must be able to demonstrate that they meet the Teachers Standards (England) set out in detail in the current School Teachers' pay and Conditions document</i>			
Able to demonstrate an understanding, awareness and empathy for the needs of pupils and how they could be met	•		A,I,R
Able to demonstrate a clear rationale for behaviour management and a proven track record of effective implementation of a range of strategies to manage behaviour effectively	•		A,I,R
To be a leader of learning, demonstrating, promoting and encouraging outstanding classroom practice	•		A,I
Have an understanding of SEND policies and procedures	•		A,I
Achieve good outcomes for all pupils	•		A,I,R
Plan and teach well-structured lessons	•		A,I,R
Adapt teaching to respond to the needs of all pupils	•		A,I,R
Personal Qualities			
Demonstrate personal and professional integrity, including modelling the school's Christian values	•		A,I,R
Inspire, challenge, motivate others to achieve high goals	•		A,I
Communicate effectively both orally and in writing	•		A,I
Demonstrate personal enthusiasm and commitment to leadership focused upon making a difference to children	•		A,I
Prioritise, plan and organise yourself and others well	•		A,I
Think analytically and creatively, demonstrating initiative in solving problems	•		A,I
Demonstrate resilience	•		A,I
Demonstrate drive and aspiration	•		A,I
Ability to achieve a good work life balance	•		A,I

The Application Process

Please complete the application form and return it to Laura Winder, Business Manager, via the school office or by email to admin@elsenhamsch.uk

Applications close: Noon Friday May 20th

Interview date: Wednesday May 25th

Starting date: 1st September 2022

Please ensure that your application reaches us before the stated closing date, as late applications may not be accepted. CVs are not accepted. Supporting statements should ensure reference to the person specification.

The interview process will include a teaching task as well as a formal interview with the panel.

In order to comply with the guidance on safer recruitment you will be requested to provide two references one of which must be from your current or most recent employer.

We are committed to equality of opportunities and actively encourage applications from all sectors of society.