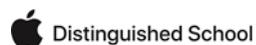


Application Pack— Assistant Headteacher of KS1 or KS2



Layton Primary School

“Growing Great Minds Together”



Welcome!

Thank you for taking an interest in our advertisement for the position of Assistant Headteacher at Layton Primary School. I hope you find this pack, our website, our Blog site and our Ofsted report informative. At Layton, we pride ourselves on our growth mind-set and a continual desire to improve our practice. We support and challenge each other in equal measure to be the best we can be.

Layton is a three from entry primary school on the edge of Blackpool; each year group is supported with a team leader who work and plan together. They meet regularly to assess learning and advise next steps in the process.

In 2017, Layton was judged to be outstanding in all areas by Ofsted. We are an Apple Distinguished school and each child and staff member are provided with technology which is an integrated part of our learning and a seamless part of our teaching and learning.

Layton's values are resilience, risk taking, resourcefulness, reflectiveness and relationships permeate all our work so that we can 'grow great minds together'.

We can offer:

- an environment where you can be challenged to improve every day in a collaborative working environment
- bespoke CPD
- inspirational and outstanding colleagues
- A sincere desire to develop each and every individual

We are looking for an individual who;

- Welcomes the opportunity to be challenged
- Has high expectations of themselves and children
- Has a strong understanding of pedagogy
- Enjoys and thrives within an environment where self improvement is a strong motivating factor

Yours Faithfully



Jonathan Clucas



A letter from our Headteacher

Dear Applicant,

Thank you for applying for the post of Assistant Headteacher at Layton Primary School. By demonstrating an interest in the position, you must feel ready to move into assistant headship within a busy, outstanding three form entry Primary School. This is a wonderful opportunity for the right candidate to lead, learn, challenge, teach, plan and empower others alongside the Senior Leadership team, Team Leaders, and classroom teachers. We are very much looking forward to receiving your application.

It is recognised by the Governors, parents, pupils and the staff that this is a key appointment for our school. The successfully appointed Assistant headteacher will be playing a key role within SLT in leading the school to further success, continuing to build on our achievements so far. We recognise as a school that we have talented staff that continually seek improvement of both themselves and the school, and therefore if you have the right skills to lead them, and are willing to improve and challenge your own and others practice through a deep commitment to self-improvement, we will look forward to meeting you.

The successful candidate will need to be able to demonstrate that they possess a proven track record of high quality teaching in order to secure high standards within their teaching, alongside the ability and experience of learning and managing other staff towards improved outcomes. A clear notion of how to improve yourself and others is a key element of the role, together with improving the existing multi-faceted talents within school.

A key element of the role is to support development of a challenging and relevant Foundation subject curriculum across either Key Stage 1 or Key Stage 2, whilst at the same time supporting colleagues to develop their own creativity and ideas, shaping a curriculum of real substance whilst maintaining excellent teaching and learning. Layton is a place to grow and learn; we have many talents and seek to utilise all of them and develop our collaboration both within and outside of school.

As a school we dedicate time to developing staff and invest in their professional and personal development. If successful, you will have the opportunity to develop your own skills in leadership and management coupled with the ability to build and develop sustained and lasting relationships with the whole school community. We work with colleagues both within school and outside, with several organisations to support teaching and learning. Therefore, it's important that you can demonstrate that you are organised, innovative, confident and a skilled communicator with the ability, and sensitivity, to implement change successfully. You should also be aware that we are a lively and innovative school and look forward to appointing lead learners as assistant head teachers who take a sustained part of leading and developing outstanding practice.



A letter from our Headteacher

The school is fortunate to have a great team of staff who work with passion and energy in order to provide the best education and care for our pupils. Working as a team, the staff utilise a great sense of humour, coupled with the deepest commitment, to bring a wide range of skills and qualities to the curricular and extra-curricular provision. In addition a strong team of support and administrative staff within the school provide the assistance and collaboration needed to enable classroom staff to work effectively.

Our parents are an essential aspect of the school's work. They are an integral part of their children's education and we have good levels of communication with them, working in partnership at all times.

We look forward to meeting you when you visit our school to see the opportunities on offer; should you wish to contact me to discuss any aspects of the role, please do not hesitate. I look forward to meeting you.

In the meantime, you can gain more information about the school from our OFSTED report, our website, blog or any of our numerous twitter feeds. I would encourage you to visit us and explore our vision with us. You are most welcome.

Yours sincerely,



Jonathan Clucas



#TeamLayton



Layton Primary is the perfect school to begin a teaching career due to its philosophy centred around challenge and innovation. As an NQT I didn't expect to be leading on training for other members of staff and this highlights how at Layton all staff are equally valued and encouraged to be forward thinking.

I have also been lucky enough to be a part of the innovation team and, as an NQT, this was a privilege but has also proven to be an invaluable tool in developing my skill set as a teacher.

Furthermore, involvement in such groups means that you instantly feel like a valued member of the #TeamLayton and not 'just an NQT'. I cannot express enough how impressed I have been by the school and the support I have received. You will be equally challenged and supported in an environment which, for those with a growth mind-set, will allow you to prosper.

David Snelling—Year 4 Class Teacher

When new staff join the 'Layton family', the staff induction process ensures that you have a clear understanding of the school vision and 'Growing Great Minds Together' truly applies to pupils and staff.

Every opportunity is given to progress and develop your skillset whilst valuing the experience, and skills you already have, to contribute to the journey of our school. All staff embrace the ethos of the 5Rs and are actively encouraged to take 'qualified risks' alongside the pupils. Since joining Layton, I have had the opportunity to present events as an Apple Regional Training Centre, undertake research projects with other schools, and work with the Information Technology SCIP group.

Support and guidance is available at every step of the way as each year group works in teams, planning and moderating together, to meet the needs of our cohort. Once aboard the Layton 'bus', you are guaranteed a fulfilling, rewarding journey which may at some point take you out of your 'comfort zone'!

Clare Scott—Year 1 Team leader



#TeamLayton

There are many reason I love Layton Primary School. One of the reasons is the way the 5Rs help my learning. They make me more resilient, want to take risks, have good relationships with my friends, help me reflect on my work and have taught me how to be resourceful.

We have lots of opportunities to go on exciting trips, my favourite was when we visited Jodrell Bank. I really love my literacy and history lessons.

Sometimes I struggle with maths and science but I use my 5Rs to help me. We are really lucky to be an Apple Distinguished School because this means we have access to technology to enhance our learning. I really enjoy working with wider community, for example in Year 5 we are working with Blackpool Zoo and the Silent Forest Campaign to spread the news about beautiful songbird becoming extinct.

Layton is a place where I feel safe because I know all the grown ups care about me and listen to me. Layton is the best school in the neighbourhood and I would never want to go anywhere else.

Holly—Year 6 pupil



I love being at Layton Primary school! Maths and literacy are my favourite lessons because they are challenging and make me think. We use the 5Rs in everything that we do. They help me to be more independent and challenge my own learning. We all have an iPad which helps us to work at a speed that suits us. I enjoy using my iPad because it's fun and I can be creative on it.

We've made animations, books, videos and observations of science experiments. I like working in groups to solve problems, especially using Lego WeDo, where we build lego and then code it.

I like the playground because it's fun and I have good friends to play with. I like being on packed lunches because on sunny days, I can eat outside in the sun with my friends.

The teachers are lovely. I know I can talk to them if I have any worries so I feel safe in school.

Vinnie—Year 4 pupil



About the post: Assistant Headteacher KS1 or KS2 (dependant on strength of the candidate)

Assistant Headteacher:	Leadership level scale 5-9
Responsible to:	Headteacher, Deputy Headteacher and the governing body
Key links:	Parallel Class Teachers, Designated Safeguarding Lead & SENDCo, LSA's, Team Leaders
Supervisory responsibilities:	Line management of your KS team leaders, Joint line management of PPA team Management of your KS LSA's in conjunction with TLs



Main purpose of the job

- To promote, develop, plan for and ensure outstanding teaching and learning across Key Stage 2
- To promote, develop, plan for and ensure a high quality curriculum across Key Stage 2 which challenges and inspires pupils to achieve the highest possible standards
- Under the overall direction of the headteacher and deputy headteacher, and in conjunction with the Senior Leadership team, play a major role in:
 - ◇ Formulating the aims, objectives of the schools and establishing the policies through which they are to be achieved
 - ◇ Developing teaching and learning practice across Key stage 2 through planning, coaching and development of all staff
 - ◇ Plan and develop a high quality curriculum which challenges and inspires pupils to achieve the highest possible standards
- be responsible for the standards and curriculum of all pupils including
 - ◇ Monitoring of progress towards achievement
- Proactively manage staff and resources
- Take on the responsibilities of the deputy headteacher as agreed and appropriate in the absence of the deputy headteacher
- Carry out the professional duties of a teacher as required
- Take responsibility for child protection issues as appropriate
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school



About the post: Assistant Headteacher

Duties and responsibilities

Shaping the future

- Support the headteacher and deputy headteacher in embedding outstanding practice within teaching and learning across Key Stage 2, challenging, supporting and empowering staff as appropriate
- To lead in promoting an outstanding and ambitious Foundation Subject Curriculum across the school, challenging, supporting and empowering staff where appropriate
- Demonstrate excellent subject knowledge across English, Maths and Science in order to ensure a high quality curriculum for all pupils which challenges and inspires all pupils and groups of pupils
- Support the head teacher, deputy headteacher and governors in establishing an ambitious vision and ethos for the future of the school
- Play a major role in the school improvement and school self-evaluation planning process, through agreed priorities.
- Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate
- Set the highest standards of teaching and learning in own practice
- In partnership with the headteacher and deputy headteacher, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and taken into account

Leading teaching and learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Work with the headteacher and deputy headteacher to raise standards through staff performance management, planning of outstanding lessons, team teaching with staff, coaching, mentoring, monitoring and evaluating, and challenging, supporting and empowering all staff
- Promote a growth mind-set throughout all interaction
- Assist with the facilitation, development and delivery of INSET and support for staff in the areas of teaching and learn
- Lead the development and delivery of training and support, challenge and empowerment of staff
- Lead the development and review of agreed aspects of the curriculum including planning, recording, reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
- Assist the headteacher and deputy headteacher in managing the school through strategic planning and the formulation of policy and delivery of the strategy, ensuring management decisions are implemented
- Support the headteacher and deputy headteacher with the processes involved in monitoring and evaluating the quality of teaching and learning taking place across Key Stage 2, including lesson observations, to ensure a consistently high quality
- Ensure the systematic assessment and moderation of standards is consistent across Key Stage 2
- Ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- Ensure through leading by example the active involvement of pupils and staff in their own learning

About the post: Assistant Headteacher

Developing self and others

- Support, develop and provide opportunity for the development of collaborative approaches to learning within the school and beyond
- Identify and, in partnership with the headteacher and deputy headteacher, implement support and challenge for team leaders
- Support the induction of staff new to the school and those being trained within the school as appropriate
- Participate in the selection and appointment of teaching and support staff as appropriate
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting
- Work with the headteacher and deputy headteacher in ensuring an appropriate programme of professional development for staff, in line with the school development plan and performance management including coaching and mentoring as appropriate
- Lead the annual appraisal process for all identified support and teaching staff

Managing the organisation

- Contribute to regular reviews of the school's systems to ensure statutory requirements are being met
- Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication
- As appropriate and under the leadership of the headteacher and deputy headteacher, undertake activities related to professional, personnel/HR issues
- Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the senior leadership team
- Contribute to the day-to-day effective organisation and running of the school
- To undertake any professional duties, reasonably delegated by the headteacher or deputy headteacher



About the post: Assistant Headteacher

Securing accountability

- Support the staff and governing body in fulfilling their responsibilities with regard to the school's performance
- Contribute to the reporting of the school's performance to the school's community and partners
- Promote and protect the health and safety welfare of pupils and staff
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Strengthening community

- Assist the senior leadership team in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Develop and maintain contact with all specialist support services as appropriate
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Attend meetings with parents and carers as appropriate to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools and external agencies

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.



Person Specification: Assistant Headteacher

Attributes	Requirements	
	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Qualified Teacher status with recent teaching experience within the Primary sector. • Evidence of recent professional development including recent management development. • Evidence of being an outstanding practitioner. 	<ul style="list-style-type: none"> • Teaching across one or more key stages
Experience and Skills	<ul style="list-style-type: none"> • At least 2 years experience in a significant management role in a primary school: eg leader of age phase, whole school curriculum leadership • Evidence of implementation of curriculum initiatives, which have had significant impact on raising standards of teaching and learning. • Experience of planning, developing, monitoring and assessing a subject area. • Raising standards through systematic target setting and monitoring, including within the processes of Ofsted. • Provision of outstanding opportunities for learning and teaching in their own practice 	<ul style="list-style-type: none"> • Experience of allocating and managing a budget • Strategies to encourage parents and carers to support children's learning.
Professional Development	<ul style="list-style-type: none"> • Active involvement as a participant and contributor in recent and relevant INSET/ training. • Evidence of successful performance management reviews which have had significant impact across the school. 	<ul style="list-style-type: none"> • Participation in middle leadership training (MPQML or equivalent).
Planning	<ul style="list-style-type: none"> • Evidence of planning operationally and measurably for significant whole school impact on teaching and learning. 	
Data Analysis	<ul style="list-style-type: none"> • Ability to analyse, interpret and act appropriately on test data analysis. • Experience of target setting (curricular and numerical) and utilising both to ensure rapid gains in learning. 	
Improving Teaching and learning	<ul style="list-style-type: none"> • Evidence of inspirational teaching within own practice. • Experience of observing and evaluating the quality of teaching accurately using recent Ofsted criteria. • Ability to motivate staff and pupils. • Evidence of improving self and others own practice resulting in measured improvement in performance; strategies to develop effective teachers. • Provision of outstanding opportunities for teaching and learning within others practice and evidence of impact. • Strategies to raise achievement and achieve excellence. 	

Person Specification: Assistant Headteacher

Attributes	Requirements	
	Essential	Desirable
Working with People	<ul style="list-style-type: none"> Strong interpersonal skills: ability to lead, motivate, challenge and inspire colleagues and give feedback in a sensitive manner Able to establish and maintain credibility with senior management and teachers Ability to create strong links with all stakeholders. Ability to coach others to have a significant impact on their practice. 	<ul style="list-style-type: none"> Experience of working with other agencies or organisations Ability to tackle underperformance.
Resource Management	<ul style="list-style-type: none"> Proven ability to maximise human and other resources to ensure maximum impact on teaching and learning. 	<ul style="list-style-type: none"> Knowledge and understanding of management procedures (eg. Capability, sickness absence, disciplinary)
Knowledge of education	<ul style="list-style-type: none"> A strong vision for teaching and learning which marries with the school's vision for teaching and learning. Vision of education in a wider context than a single subject/school. Understanding of current, relevant issues and pressures within education. Understanding of the current Ofsted framework and its relevance within school. Understanding of the Every Child Matters Outcomes. New technologies, their use and impact. A commitment to further reading and continuing professional development and research. 	<ul style="list-style-type: none"> Experience of wider reading and educational issues
Key skills, qualities and attributes	<ul style="list-style-type: none"> High expectations and a deep commitment to raising standards of attainment, including for children from socially disadvantaged areas. Ability to learn quickly and adapting school improvement strategies accordingly. Excellent interpersonal skills. Commitment to equal opportunities and equal value for students and colleagues Ability to use own initiative. Ability to maintain a sense of humour and think logically under pressure. Excellent organisational skills. Able to set high standards in actions. Able to work independently and under direction. Able to work confidentially when appropriate. 	

How to Apply

Do you feel you could be the next member of our Outstanding team? If you have the required skills, experience, competence, commitment and passion to make a difference to the children at Layton Primary School, please download an application form from:-

- ◇ <https://www.greater.jobs/>
- ◇ <https://www.layton.blackpool.sch.uk/job-vacancies>
- ◇ <https://teaching-vacancies.service.gov.uk/>

Your accompanying letter of application must be no more than two sides of A4 and must demonstrate an excellent standard of written English; this will be considered in the short-listing of applications. Your application must also address all the essential criteria specified in the Person Specification.

Visits to the school are strongly encouraged, by prior arrangement. This is an essential part of the recruitment process and, as such, we have detailed available visiting times with Mr Clucas as follows:

- ◇ **Thursday 7th November at 1.30pm & Wednesday 13th November at 1.30pm**

Please contact Gabriella Pardoe on 01253 309000 or by email gabriella.pardoe@layton.blackpool.sch.uk to arrange your visit.

Closing date for applications to be received by school is **12.00 noon on Monday 18th November 2019**. Candidates should submit their application form and letter by email to gabriella.pardoe@layton.blackpool.sch.uk. You should expect a return email confirmation once the application has been received, please resend if you haven't received an acknowledgment within 48 hours. Shortlisting will take place on **Tuesday 19th November 2019** and successful candidates will be contacted by telephone or email to arrange a lesson observation individually shortly afterwards. Those candidates who are taken through to the next stage will be invited to the formal interview process.

Layton Primary School is committed to safeguarding and promoting the welfare of children/vulnerable adults. This post is subject to satisfactory two year reference history, Disclosure & Barring Service (DBS) check (previously CRB check), medical clearance, evidence of any essential qualifications and proof of legal working in accordance with the Asylum and Immigration Act 1996.

Please be advised that Layton Primary School does not inform candidates when they have not been shortlisted. Therefore, if you have not been contacted within five days of the shortlisting date, you should assume that you have not been successful on this occasion.

Good luck with your application; we look forward to reading it and potentially welcoming you to the team one day!

