

Candidate Application Pack



ATTIGO
ACADEMY TRUST
EXCELLENCE · COMMUNITY · DIVERSITY

Assistant Headteacher

Worcesters Primary School



Worcesters
Be the best you can be

www.attigoacademytrust.co.uk
www.worcestersprimary.co.uk



Attigo Academy Trust
c/o Worcesters Primary School
Goat Lane, Enfield, EN1 4UF
Tel: 020 8363 7860
www.attigoacademytrust.co.uk

Dear Candidate,

Thank you for your interest in the position of Assistant Headteacher at Worcesters Primary School.

Please read through the Job Description and Person Specification for the role and complete the application form

Application forms should be submitted online via <https://enfieldjobs-edu.engageats.co.uk> by the closing date.

If you would like to visit our school please contact office@houndsfield.enfield.sch.uk to schedule a visit.

Closing date: Wednesday 18th May 2022 at 12:00pm *(any applications received after this time will not be accepted)*

Interviews will take place at the school on Monday 23rd May 2022

We look forward to hearing from you.

Frances Ward
Head Teacher
Worcesters Primary School

PLEASE NOTE WE DO NOT ACCEPT CVS



Attigo Academy Trust

Purpose and Values

Attigo Academy Trust was created for member schools to work in partnership whilst maintaining their autonomy and unique qualities. We celebrate the diversity and individuality of each community. Our Trust embraces inclusion and aims to achieve excellence for all. We ensure that our children have outstanding learning experiences and put opportunity for every child at the heart of everything we do. Our Trust is committed to working together for the well-being of all by investing in our community.

Our core values that are embraced by all academies within the Trust are:



- **Excellence** striving to achieve our best; promoting high aspirations; outstanding progress; not accepting excuses; high expectations; enriching curriculum and experiences
- **Community** children at the heart; working collaboratively as schools; embracing inclusion; committed to everyone's well-being; investors in community; working together locally and globally
- **Diversity** embracing uniqueness; maintaining each school's autonomy; celebrate diversity; value learners' personal and cultural identity; recognise and challenge unconscious bias; learn from and about each other

What we can offer staff joining our Trust

Founding Principles

Attigo Academy Trust was created for member schools to work in partnership whilst maintaining their autonomy and unique qualities. We celebrate the diversity and individuality of each community. Our Trust embraces inclusion and aims to achieve excellence for all. We ensure that our children have outstanding learning experiences and put opportunity for every child at the heart of everything we do. Our Trust is committed to working together for the well-being of all by investing in our community. Below are some of the benefits of working for one of the schools in our Trust.

- We have made a commitment to our staff to ensure we review staff workload so they have a good work life balance – e.g. we have reviewed end of year reports for class teachers to write, reduced marking, set up work life balance groups, regular meetings for support staff and a well-being events.
- We provide all staff with opportunities to progress their career through training and development through national professional qualifications and training provided by the Trust. We are committed to support those who are new to teaching by adopting the Early Career Framework.
- We can offer support with taking additional qualifications if you want to pursue a career in teaching as we have strong links with '2 Schools Consortium' who offer school direct salaried, SCITT (school centred initial teacher training), Postgraduate Teaching Apprenticeship and Assessment only routes to qualified teacher status
- We provide opportunities to visit our partner school in Madrid where you can experience the Spanish culture and attend sessions to learn the language
- We have opportunities for working across the Academy through observing practice, year group meetings, moderation events and visits
- We provide positive environments to work in where staff well-being is a priority
- Some of our schools have additional provision with breakfast and after school clubs. If your child attends one of the schools in the Trust, they are given priority if a place is required. If you work in the school where your child attends this additional provision, you may also qualify for a staff discount
- 3 of our schools have 2-year-old provision where staff members are prioritised for a place
- If you are a member of staff, then you can apply for a place at any one of the schools in our Trust for a place as this is classified as a staff member application
- We are developing expertise across the Trust through our School Improvement Strategy. We appointed a Music Lead to work across the Trust and there is more joint working planned.
- We have long standing creative partners such as the aerial theatre company Scarabeus, offering high quality and unique CPD opportunities.
- All of our schools have access to the rail network and if you drive each school has secure car parking facilities
- Access to the Local Authority ECTs training programme (worth £4,000 per ECT)

Responsible to: Headteacher/Deputy Headteacher and the Local Academy Advisory Board of the School.

This job description is in addition to the requirements of a class teacher.

The job description should be read alongside the range of professional duties of teachers as set out in Part X11 of the Teacher's Pay and Conditions Document, sections 48 to 50. The post holder will be expected to undertake duties in line with the professional standards for qualified teachers.

Main Activities and Responsibilities

To lead, manage and monitor the development of teaching and learning across the school in order to raise attainment and ensure that all pupils are challenged and motivated to make good or better progress. To be responsible for leading school improvement initiatives and specific projects. To take leadership of a core area of responsibility as directed by senior leaders. To be responsible for a phase within the school.

Leadership responsibility

Ensure that there is consistency of teaching, continuity in context and skills, and high standards of learning throughout the school. To be an effective member of the Senior Leadership Team

As a Strategic Leader

- Contribute toward the School Improvement Plan and the school self-evaluation processes
- Ensure up to date knowledge of the EYFS and Year 1 curriculum
- Be responsible for collecting, monitoring and submitting data for the year groups you lead
- Analyse school, local and national data for the year groups you lead and subjects you are responsible for
- Identify relevant school improvement issues
- Evaluate the impact of school improvement activities on the quality of teaching and learning
- Ensure ongoing evaluation feeds into next steps for improvement
- Write an action plan for areas of responsibility, which identify clear targets, time-scales and success criteria which is in line with the priorities set out in the School Improvement Plan
- Organise phase meetings ensuring clear agendas and outcomes of the meetings are identified
- Promote positive relationships with parents of pupils throughout the school organising meetings and being available to listen to their concerns
- Be responsible for any budget allocated and prioritise resource needs as indicated in the school improvement plan

As an Operational Leader

- Ensure all staff in the Phase you lead follow the guidance within the Worcesters Ways Handbook
- Maintain an up-to-date knowledge of local and national initiatives, by attending relevant training courses
- Attend and contribute towards weekly Senior Leadership Team meetings
- To take a leading role in driving initiatives forward to improve pupil's experiences and raise standards across the school
- Contribute to management decisions on all aspects of policy, development and organisation
- Liaise with the governors, when appropriate, to facilitate their overview of school management
- Assume responsibility for the management of the school in the absence of the Headteacher and Deputy Headteacher
- Disseminate information to the whole staff, and provide INSET to promote staff development and improve classroom practice
- Contribute to the safeguarding of children as a Deputy Designated Safeguarding Lead

As a Leader of Teaching and Learning

- Take a leading role in promoting high expectations and very good teaching and learning across the school
- Monitor and evaluate the teaching and learning across the school and provide feedback to support improvements
- Within the areas you are working secure high quality of teaching, the effective use of resources and improved standards of learning and achievement for all pupils
- Have a positive and enthusiastic approach which motivates and supports other staff
- To develop effective links with the local community including parents, local businesses and organisations

As a Coach/Mentor developing Teaching and Learning

- Lead by example through exemplary classroom practice
- Support, motivate and advise staff, and work alongside them in the development of their classroom practice, where appropriate
- Provide individual support to staff, as directed, to ensure consistency of teaching and high standards of learning

Health, Safety and Wellbeing

- Promote and safeguard the welfare of children that you are responsible for or come into contact with;
- Comply with and ensure that school policies, procedures and risk assessments, for example, Safeguarding, Data Protection and e-safety are followed;
- Confidentiality must be observed at all times.

Other Responsibilities

To ensure safeguarding procedures are followed to promote the welfare of all children.

In addition, to undertake such duties of a similar nature as may be reasonably directed by the Headteacher from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.

Equal Opportunity

The Postholder will be expected to carry out all duties in the context of and in compliance with the Trust's Equal Opportunities Policies.

Other Information

All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.

Person Specification / Selection Criteria
Assistant Headteacher
Leadership Scale—8-12



We are seeking to appoint an innovative and professional individual who will make a significant contribution to the development of the school. The selection panel will be looking for evidence in your application form and supporting statement of your strengths and abilities in relation to the criteria set out in this person specification.

Criteria	Essential	Desirable
Education/Qualifications		
Educated to degree level	X	
Qualified teacher status	X	
Further evidence of professional development.		X
Experience and training related to an aspect of leadership and management.	X	
Professional Knowledge, Understanding and Skills:		
Excellent interpersonal, communication and organisational skills.	X	
An understanding of the role of Assistant Head teacher as described with the potential to be successful in the role.	X	
Is able to demonstrate vision and strategic leadership of a school.	X	
Ability to lead and support other staff within the school which impacts on standards and achievements.	X	
Proven experience of working to raise standards in all year groups within the Lower Phase.	X	
Proven knowledge of the Early Years Foundation Stage including awareness of the curriculum due to be implemented in Autumn 2021.	X	
High expectations and standards of achievement and behaviour.	X	
Thorough understanding of safeguarding children.	X	
Success in teaching across the whole primary range.		X
Ability to use ICT to enhance the curriculum.	X	
Ability to undertake the responsibility to manage the day to day running of the school in the absence of the Head or Deputy Headteacher.	X	
Ability to provide a caring co-operative atmosphere for children and to create a challenging disciplined and effective learning environment.	X	
An understanding of the need for confidentiality.	X	
Understanding of and commitment to the school policies, in particular: - Behaviour Management - Health and Safety - Equal Opportunities - Safeguarding	X	
Curriculum: The National Curriculum and its assessment:		
Knowledge of the National Curriculum and the Early Years Foundation Stage.	X	
Knowledge of Read Write Inc phonics programme.	X	
Ability to plan cross curricular learning and seek innovative approaches to teaching.	X	
Experience of having involved the 'community' to enhance the children's learning.		X
Support for an enriched curriculum through after school clubs and educational visits.		X

Criteria	Essential	Desirable
Experience		
Working effectively in a team.	X	
Recent, relevant experience.		X
Experience of leading staff development/training.	X	
Experience as a School Leadership Team member.	X	
Experience as a team leader in the performance management of staff.	X	
Experience in the line management of staff.	X	
Experience of monitoring and evaluating curriculum delivery.	X	
Experience of managing a budget.	X	
Qualities/Values:		
High expectations of everyone.	X	
Commitment to the personal welfare and safeguarding of children.	X	
Positive attitude to teaching and leadership roles and all aspects of school life.	X	
Display warmth, care and sensitivity in dealing with children.	X	
Self-evaluative and adaptable to changing circumstances and new ideas.	X	
Able to show a committed, professional and loyal attitude to the school, openly modelling its aims and values at all times.	X	
Willingness to be involved in the wider life of the school.	X	
Ability to work flexibly and take responsibility for delegated tasks.	X	
Ability to prioritise and manage time well.	X	
Brings personal interests and enthusiasms to the school community.		X
Ability to relate well to individuals and groups and to make appropriate contact with parents and/or external agencies as appropriate.	X	
A proven good attendance record.	X	
Smart appearance.	X	

SAFEGUARDING CHILDREN

Attigo Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.