

# ASSISTANT HEADTEACHER APPLICATION PACK



The Federation of

 Orchard  
Primary School

 Southwold  
Primary School

 Hoxton Garden  
Primary School

THE VIRIDIS FEDERATION OF ORCHARD, SOUTHWOLD & HOXTON GARDEN PRIMARY SCHOOLS



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[recruitment@vs.hackney.sch.uk](mailto:recruitment@vs.hackney.sch.uk)

Dear Applicant,

Thank you for replying to our advertisement for the position of an assistant headteacher at Viridis Schools. I hope that you will find this information pack helpful. If you would like to learn more about our schools partnership we would be delighted to answer any questions you may have. Our contact details are in this pack and we can offer tours of all three school sites so that you can see first hand what we do.

Orchard, Southwold and Hoxton Garden Schools are in the vibrant and diverse community of Hackney, East London with easy transport links into and out of Central London. With a joint pupil roll of around 1300 pupils, we are a very successful organisation with a passion for making a difference. We provide a very rich and exciting curriculum and a no excuses culture for low standards. Because of this our pupils achieve well above national averages regardless of their starting points and Ofsted have been full of praise about our provision.

Orchard & Southwold have been in partnership since January 2012 with Hoxton Garden joining us in April 2014. We have a joint Governing Body and strong links to our Local Authority. Each school has its own leadership team who work together with the common aim of giving children the very best. We have set an ambitious vision for the future and have very high standards for what can be achieved with the benefits of a shared expertise. We have a very skilled team of highly committed and professional teachers and leaders who work incredibly hard and there is always much to do. Staff from all three schools meet weekly to share expertise with common systems and a shared curriculum. We take our role in raising the aspirations of our children and meeting the ambitions of our staff very seriously.

We are now looking to recruit an assistant headteacher who is self reflective, professional and looking to further develop their skills, talents and use them to support and improve the practice of others. First and foremost we are looking for a credible and dynamic practitioner who has the passion and knowledge to work with the senior team in continually raising standards of teaching and learning and make a difference for all children regardless of their circumstances. This role would typically involve a fifty percent teaching timetable and be based on one of our school sites, but working alongside leaders on all three school sites. The ideal candidate would have an interest or specialism in either inclusive practice and the needs of SEND pupils or of curriculum and assessment, or indeed both. If you enjoy teaching, coaching and working alongside others, are hardworking, reflective and resilient then please take a look at our websites or contact us for a tour. We would love to hear from you.

Kind Regards  
Rachel Davie  
Executive Headteacher

## Assistant Headteacher

We are a successful and happy partnership of three schools looking for an assistant headteacher to join our team in 2020.



### We are looking for someone who:

- Is self-reflective and able to get the best out of others.
- Has a professional outlook and thrives on challenge.
- Is a highly effective teacher and is ambitious for children, and for making a difference.
- Is a skilled communicator, with a proven ability to coach and mentor others from different starting points.
- Understands that different children learn in different ways and has a range of skills to make this happen.
- Enjoys being part of a team and working with others.



### Why work with us?

- We are a professional, friendly and committed team of leaders, teachers and support staff.
- We offer a dynamic and exciting environment, with the chance to make a real difference.
- We are an organisation that is keen to nurture and develop the expertise of its staff.
- We offer training, mentoring and CPD for all of our leaders.
- We have children who are shown how to learn from the very start.
- We serve communities that deserve the best.

*Our schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.*





## HOW TO APPLY

1. Read the job description and person specification carefully.
2. Complete the application form either electronically or print it off and hand write it.
3. Ensure your supporting statement relates to the competencies outlined in the person specification.
4. Email your completed application to Mrs Beverley Shore at **recruitment@vs.hackney.sch.uk** or send by post:  
**Recruitment**  
**c/o Southwold Primary School, Detmold Road, E5 9NL**
5. Please make sure that your application form indicates the name & address of the school where you have most recently taught and the age group that you currently working (if applicable).

Closing date for applications :  
**13th January 2020**

Interview Dates:  
**Week beginning 27th January 2020**

References will be sought for short listed candidates prior to the interview dates. Our Schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Successful candidates will be required to completed an enhanced DBS disclosure.

Should you have any queries or would like to arrange to visit our schools please contact Mrs Beverley Shore at Southwold on: **0208 8806 5201** or email her: **recruitment@vs.hackney.sch.uk**

**We look forward to receiving your application!**

## ASSISTANT HEADTEACHER JOB DESCRIPTION

**Grade: L1– L7**

### Person Specification

#### Main activities & responsibilities:

The current School Teachers' Pay and Conditions document describes duties which are required to be undertaken by teachers in the course of their employment. In addition certain particular duties are reasonably required to be exercised, and completed in a satisfactory manner. It is the contractual duty of the post holder to ensure that his/her professional duties are discharged effectively.

#### Essential Qualifications

- Educated to at least a degree level
- Qualified teacher status

#### Experience

At least three years experience of successful teaching in a multicultural inner city environment, ideally in more than one year group and or phase.

#### Teaching & Learning

- Monitor and evaluate pupil achievement and attainment throughout the school.
- Lead by example as a teacher and as a manager, achieving high standards of pupil attainment, behaviour and motivation through effective teaching and modelling.
- Support subject leaders in the development and implementation of curricular Initiatives and forward planning.
- To monitor the quality of teaching and learning, in line with the school policy. This may include lesson observations, monitoring of short and medium term planning and scrutiny of pupils work.
- To review short and long term planning to ensure coverage, progression and a range of learning experiences throughout the school.
- Oversee all aspects of the school organisation and management, including preparing agendas and chairing meetings, in order to ensure that school policies and practices are being delivered.
- Co-ordinate and oversee the organisation of out of school learning activities where appropriate.
- To monitor the standards of behaviour and achievement, intervening and supporting where necessary.
- Set appropriate expectations for staff and pupils in relation to standards of pupil's achievements and the quality of teaching, establishing clear targets for improving and sustaining pupil's achievement supporting the process of teaching and learning in accordance with agreed policies and guidelines.
- Ensure staff share the aims of the school in promoting a high quality of learning in the classroom, including that of the school learning environment.
- Contribute to continuous school improvement and innovation including strategic plans to support the improvement of teaching.

#### Recording and Assessment:

- Actively contribute to school self evaluation and the school development plan.
- Contribute to the effective communication across the school community.
- Ensure consistency in high expectations across phases by sharing best practice and impacting on areas of development.
- Liaise closely with all staff to ensure continuity and progression across the age and ability range.

#### Leadership:

- Support the Headteacher in providing a clear direction for the development of the school.
- Contribute to establishing the core values of the school and their practical expression.
- Contribute to management decisions on all aspects of policy, development and organisation.
- Support the Headteacher and staff in the review, implementation, development and monitoring of whole school policies which promote the school's values, aims and objectives.
- Assume responsibility for the management of the school in the absence of the Head Teacher and the Deputy Head Teacher.
- Attend SLT meetings as required, and report back to staff when necessary.
- Establish good relationships, encourage good working practices and support and lead teachers.
- Plan, organise and chair meetings as appropriate.
- Lead, support, motivate and direct support staff.
- Mentor and supporting staff to meet personal and professional targets.
- Uphold the school's behaviour code and uniform regulations.
- Liaise with the Governors, when appropriate, to facilitate their overview of school management;

#### People and relationships:

- Sustain effective, positive relationships with all staff, pupils, parents and governors and the local community.
- Document and record meetings with parents which address both pastoral and academic concerns.
- Take responsibility for the pastoral care of pupils, including involvement in child protection and contact with external agencies when necessary.
- Support Curriculum Co-ordinators within the context of school policies, in relation to working practices and relationships to be fostered with pupils, including those relating to behaviour, discipline and attitude.
- Encouraging moral and spiritual growth and civic and social responsibility amongst pupils,
- Manage and develop effective working relationships with Headteacher and senior managers in the school.

#### Human and material resources and their development and deployment:

- Lead the professional development of all staff through example, coaching peer support and target setting.
- Contribute to the audit of staff development and training needs and the provision of effective INSET.
- Ensure support and training during the induction of new staff and for trainee teachers.
- Demonstrate clarity over forthcoming calendar events and plan ahead taking the needs of the whole school into consideration and ensuring clear and timely communication.