



# Farnham Primary School



## VACANCY

Permanent

### ASSISTANT HEADTEACHER - FULL TIME

Leadership spine point 4-8

Start Date: 12<sup>th</sup> April 2021

Are you an outstanding, inspirational and highly professional practitioner, who is ready for the challenge of joining the Senior Leadership Team as Assistant Head?

This will be a challenging role with teacher responsibility for a whole class but also additionally support the Headteacher in the leading and running of the school.

You will be responsible for all aspects of education and safeguarding for a Phase in school - either Early Years, Key Stage 1 or Key Stage 2. You will play a pivotal role in the decision-making process for the school.

Farnham will offer you:

- An opportunity to develop leadership skills outside the classroom with dedicated weekly leadership time
  - Access to tailored CPD to support career progression
  - Enthusiastic, well-behaved children who are keen to learn
- Working alongside supportive and experienced Headteacher and Deputy Headteacher.

What Ofsted say (March 2016):

*'An outstanding school – school leaders have the highest expectations of pupils and adults. They demand the best and staff deliver'*

*'Adults and pupils take great pride in the exceptional internal environment, which oozes quality and reflects the excellent work that goes on in this school.'*

*'Pupils behave exceptionally well in lessons and in all areas of the school, inside and outside. Pupils are happy and safe.'*

For further information and an application form, interested candidates are requested to contact Claire Hogg (School Operations Manager) at [c.hogg@fps.paymat.org](mailto:c.hogg@fps.paymat.org) or call 01274 573297. Visits to the school are highly recommended – we will ensure all Covid-19 measures are in place and ask that you wear a mask.

Closing date: Friday 29<sup>th</sup> January 2021 Noon

Interviews: Tuesday 9<sup>th</sup> February 2021

*We are committed to safeguarding all pupils and staff.  
This post is subject to an enhanced DBS check and two references.*



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## JOB DESCRIPTION

**Job Title/Post:** Assistant Headteacher

**Salary:** Leadership Scale L4 – 8

**Responsible to:** The Headteacher

### Job Purpose:

- To act as a lead learner within school and promote excellence of teaching and learning through leading significant continued professional development within school and modelling practice.
- To support the school in securing effective education for all pupils and the continuous improvement of teaching and learning in the school.
- To make strategic evaluations of teaching, learning and personnel issues as a supportive and well-motivated team member.
- You are required to carry out the duties of a school teacher as set out in paragraphs 64 to 67 (inclusive) of the School Teachers' Pay and Conditions Document 2005 (hereafter called the Document) Part 2: Post -Assistant Head teacher Primary Group 2. Part 3: You are required to carry out such professional duties which form part of paragraph 60 of the Document which the Head teacher may reasonably ask you to undertake.
- In addition you are required to undertake the following responsibilities, which may or may not be included above:

### Teaching and Learning:

1. Monitor and evaluate pupil achievement and attainment throughout the school.
2. Lead by example as a teacher and as a manager, achieving high standards of pupil attainment, behaviour and motivation through effective teaching.
3. Support subject leaders in the development and implementation of curricular initiatives.
4. 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.
5. To review long term planning to ensure coverage, progression and a range of learning experiences throughout the school.



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6. To monitor the standards of behaviour and achievement within their year group and across their designated key stage.
7. 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.
8. Supporting staff to meet personal and professional targets.
9. Ensure staff share the aims of the school in promoting a high quality of learning in the classroom.

## **Recording and Assessment:**

1. Update the Head Teacher, other senior managers and governing body on the effectiveness of provision for pupils throughout the school to include an annual development plan.
2. Have input into the target setting process for raising achievement for pupils and feedback to the Head Teacher.
3. Monitor progress and ensure appropriate action plans are in place where issues are identified.
4. Ensure planning is effectively carried out and ensure individual needs are being met.

## **Leadership:**

1. Support the Head teacher in providing a clear direction for the development of the school.
2. Contribute to establishing the core values of the leadership team and their practical expression.
3. Contribute to management decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the school's development plan.
4. Support the Head teacher and staff in the review, implementation, development and monitoring of whole school policies which promote the school's values, aims and objectives.
5. Assume responsibility for the management of the school in the absence of the Head Teacher and the Deputy Head Teacher.
6. Attend SLT meetings as required, and report back to staff when necessary.
7. Establish good relationships, encourage good working practices, support and lead teachers.



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8. Plan, organise and chair meetings as appropriate.
9. Lead, support, motivate and direct support staff working within a given key stage/phase.

## **Standards and Quality Assurance**

Support the aims and ethos of the school.

1. Liaise with the Governors, when appropriate, to facilitate their overview of school management;
2. Attend and participate in open/parent evenings.
3. Uphold the school's behaviour code and uniform regulations.
4. Participate in staff training.
5. Participate in Continuing Professional Development
6. Attend team and staff meetings.
7. Develop links with Governors; PAY schools and other stakeholders.

## **People and relationships:**

1. Sustain effective, positive relationships with all staff, pupils, parents and governors and the local community.
2. Support Curriculum subject leaders 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.
3. Encouraging moral and spiritual growth and civic and social responsibility amongst pupils.
4. Manage and develop effective working relationships with Headteacher and senior managers in the school.

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

1. Lead the professional development of all staff through example, peer coaching support and target setting.
2. Contribute to the audit of staffs' development and training needs and the provision of effective INSET.



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3. Ensure support and training during the induction of new staff and for trainee teachers.
4. Support the establishment of priorities for expenditure across the whole school and within departments.
5. Maintain effective and efficient management and organisation of the accommodation and resources of the school.
6. Ensure the maintenance of a structured environment for effective teaching and learning, for good behaviour and discipline and for pupils' spiritual, moral, social and cultural development.

## **PERSONAL SPECIFICATIONS (ESSENTIAL AND DESIRABLES)**

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### **Personal Specifications**

(E=Essential D=Desirable)

#### **Education and Training**

- |  |   |
|--|---|
| 1. Qualified Teacher Status                      | E |
| 2. First Degree or Equivalent                    | E |
| 3. Evidence of further professional development  | E |
| 4. Management Training                           | D |
| 5. Undertaken Leading from the Middle or similar | D |

#### **Relevant experience**

- |   |   |
|---|---|
| 6. Knowledge and experience of teaching across at least two Key Stages.                                 | E |
| 7. Excellent classroom teacher with a proven commitment to improving the quality of children's learning | E |
| 8. Knowledge and experience of School Development Planning and Curriculum Planning                      | E |
| 9. Evidence of successful leadership of a Curriculum/Subject area.                                      | E |
| 10. Evidence of liaising collaboratively with colleagues  | E |
| 11. Experience and knowledge of implementing a consistent behaviour policy.                             | E |
| 12. Experience of monitoring teaching and learning  | E |
| 13. Understanding the importance of using data to raise standards                                       | E |
| 14. Experience in two or more schools   | D |
| 15. Experience of having responsibility for a class in KS1/FS and KS2                                   | D |
| 16. Experience in organising and leading assemblies   | D |
| 17. Evidence of participating in and developing extra-curricular activities                             | D |
| 18. Experience of Performance Management  | D |



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19. Experience of working collaboratively with other provision settings eg Children's centre, **Skills and Aptitudes**

20. Commitment to the safeguarding and promoting the welfare of children and young people

21. Ability to motivate and lead a team with sensitivity and energy

22. Ability to communicate effectively, both written and oral, with a wide range of people

23. Skill at managing change

24. A commitment to promoting high expectation of pupil outcomes at all times

25. Sense of humour

26. Stamina and resilience

27. Ability to foster excellent relationships with pupils

28. Ability to promote inclusion at all times

29. To be committed to the safeguarding of all pupils

30. Experience of effective working with governors

31. Experience and understanding of ICT as a management tool

32. Ability to foster links with local community and with other schools, locally, nationally and internationally

33. Ability to motivate commitment among all staff groups and to lead staff meetings

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