

Welcome to King's Oak Primary School

Application Pack

Assistant Headteacher KS2 (Years 5 and 6)

At

King's Oak Primary School



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A message from the Headteacher

March 2018

Dear applicant,

Thank you for interest in the position of Assistant Head teacher at King's Oak Primary School.

As King's Oak Primary School continues to grow, this is an exciting opportunity for an ambitious school leader with a proven track record of effective leadership. Our Senior Leadership Team needs another outstanding and inspirational leader committed to helping all children to achieve their potential. We are looking for someone who has a clear vision and strategy for the continued development of our 'Good' school and who can lead, motivate and inspire at all levels.

The successful candidate will be expected to bring drive and inspiration to enhance our pupil's education experience and prepare them for the next stages of their education. We are looking for an experienced person who is passionate about education and has a flair for working with young people; we need someone who is resilient, highly driven and self-motivated, who will go the extra mile to ensure that students achieve beyond their own expectations.

The position requires excellent understanding of improvement strategies, with the ability to manage change and to motivate staff towards achieving clear and inspirational goals. Above all, you will possess a relentless drive to raise standards for our children. This is a unique opportunity for a leader with exceptional interpersonal skills and an unwavering belief in the potential of every child. The successful candidate will be part of our aim to be an outstanding school.

We are very proud of King's Oak Primary which is well resourced, has wonderful grounds and facilities and excellent staff who are fully committed to the learning and achievement of our pupils.

I look forward to receiving your application.

Kind Regards,



Ali England
Headteacher

A message from the Chair of Governors

March 2018

Dear applicant,

Thank you for your interest in our school.

The governor body at King's Oak Primary School is committed to high expectations and an ambitious future for our school. We work in collaboration with the Headteacher, the senior leadership and all staff in providing the best education possible for all our children. The governors are committed to providing an education which is inclusive, relevant and challenging. To achieve this, we recognise the need to constantly monitor and review our progress and set challenging expectations. Therefore, continuous school improvement is a key aspect of our work. Working effectively with parents and carers is central to our mission and we welcome the opportunity to provide an education for children and their parents and carers from a wide cultural and ethnically diverse background. The governors are also ambitious to make the school the centre of the community.

We welcome applicants who want to be part of this journey.



Paul Davies
Chair of Governors

Introduction to King's Oak Primary School

King's Oak Primary School is situated in the heart of Bedford, comprising of children from many nationalities and diverse backgrounds with EAL needs. We are culturally and socially diverse and have a strong inclusive ethos. It is a large primary school with 911 pupils currently on roll over two buildings on a large site with four-form entry. We offer part-time Nursery places for children from two years of age.

Here are some photographs of the facilities that we offer at our school:





Job description



JOB TITLE:

Assistant Headteacher - Standards, Attainment and Progress KS2

SALARY LEVEL: L5-9

RESPONSIBLE TO:

Headteacher and Deputy Headteacher

RESPONSIBLE FOR:

For overseeing all staff in the Key Stage – carrying out line management and appraisals.

POSITION:

- Lead Practitioner for Teaching and Learning
- Assessment Co-ordinator
- Lead mentor for NQT or SCITT students

MAIN DUTIES:

To work in partnership with the Headteacher and Deputy Headteacher to provide professional leadership for the school to secure success and continued improvement. Support the Headteacher in ensuring an environment for learning and teaching that empowers both staff and pupils to achieve their highest potential as described in our Mission Statement.

To ensure that teaching secures high quality for all children and that progress of all children is measured, measurable and impacts on attainment through assessing key stage data.

To participate in the formation of Teaching and Learning Policy. To be responsible for the implementation of pupil tracking systems and assessment, ensuring appropriate deployment of resources to maximise potential for consistent accelerated progress.

TEACHING AND LEARNING:

- Develop and promote a learning environment and teaching practice which secures effective learning across the breadth of the national curriculum and provides a professional model, clearly demonstrating effective teaching, classroom organisation and high standards of achievement and behaviour within the Key Stage.
- Work in partnership with the Headteacher, Deputy Headteacher and other members of the Leadership Team to plan a curriculum appropriate to the needs of all pupils within the school. This should take into account the needs, aptitudes and stages of development of the pupils, the statutory requirements of the National Curriculum and the opportunities that are available through the school's extra-curricular activities, community links and school environment within the Key Stage.
- Promote an appropriate learning environment in order to enable effective curriculum delivery.

- Work in partnership with the Headteacher and Deputy Headteacher to monitor and evaluate standards of teaching and learning, curriculum and assessment with the Key Stage.
- Each half term, report on progress and attainment to the Leadership Team, Governors and local authority.
- Take responsibility for the development and monitoring of a core curriculum area or whole school curriculum aspect depending on the current needs of the school and as agreed with the Headteacher and Deputy Headteacher.
- Assist the Headteacher and Deputy Headteacher in developing excellent communication channels and working relationships with main stakeholders (pupils, parents, Governors and external partners) within the Key Stage.

PASTORAL AND CURRICULUM:

- Promote an ethos of inclusion for all pupils within the Key Stage.
- Liaise with other site users and with local schools to develop curriculum and pastoral links to benefit our pupils' Key Stage.
- Develop and operate an extra-curricular programme, which promotes the development of the child.
- Ensure that parents are well informed about the school curriculum, school targets, children's attainment and reiterate their part in the process of improvement.
- Facilitate the provision of mentoring and coaching programmes for teaching staff where appropriate.
- Develop and enhance whole school procedures for regular review and assessment of children's progress. This will identify ways to strengthen the quality of education, raise standards and meet statutory requirements including the analysis of data to maximise pupil progress and achievement.
- Support the creation and implementation of the School Development Plan with the national and local context. To take sole responsibility of appropriately delegated aspects of it as outlined by the Headteacher.
- Plan, monitor and evaluate school development in relation to the targets set and the School Improvement Plan, as delegated by the Headteacher.

LEADERSHIP:

- Lead by example.
- To encourage and strongly promote high standards of behaviour among the pupils.
- Work in partnership with the Headteacher, staff and the governing body to determine the vision and strategic direction of the school.
- Support the Headteacher in developing positive working relationships with and between all staff. To effectively line manage and motivate direct reports.
- Promote positive relationships with the parents/carers of all pupils in the school, seeking to involve them in the various aspects of school life.
- Support the Headteacher and Deputy Headteacher in the implementation of the school's Performance Management Policy.
- Support the Headteacher in ensuring that the school plays an active role in the wider community.

- Work with outside agencies in the promotion and delivery of school and community initiatives in partnership with the Headteacher and Deputy Headteacher.
- Maintain effective working relationships with external agencies and the local authority and other providers associated with the school.
- Support the Headteacher and Deputy Headteacher in creating and implementing a strategic plan through the self-evaluation, underpinned by sound financial planning, which identifies priorities and targets for school improvement.

MANAGEMENT AND ADMINISTRATION:

- Support the Headteacher and Deputy Headteacher in the appointment, deployment and development of staff to make the most effective use of their skills, expertise and experience ensuring that all staff have a clear understanding of their roles and responsibilities.
- Allocate, control and be accountable for appropriate financial and material resources as delegated by the Headteacher.
- Promote and safeguard the welfare of children and young people they are responsible for, or come into contact with.
- Contribute to arrangements for health and safety, security and effective supervision of the school buildings, contents and grounds.
- Manage the school effectively in the absence of the Headteacher.
- Work with the Headteacher, Deputy Headteacher and Governors in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources with a view to achieving value for money.

SCHOOL SPECIFIC RESPONSIBILITIES:

The post holder will take specific and direct responsibility for aspects of teaching, leadership and management. These will be decided in discussion with the Headteacher/Deputy Headteacher.

Person Specification



Assistant Headteacher - Standards, Attainment and Progress KS2

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Qualified Teacher Status • Evidence of recent & ongoing professional development 	<ul style="list-style-type: none"> • Further professional development in a relevant field e.g. NPQML or NPQSL • Relevant Management training • Safer Recruitment Qualification
Experience	<ul style="list-style-type: none"> • Significant recent teaching experience in a primary setting as a Subject Lead or an equivalent post • Experience of school self-evaluation processes • Development & delivery of programmes for raising achievement and supporting learning at whole school and departmental level • Experience of leading good practice in transition from KS1 to Lower KS2 and moving to Upper KS2. • Recent successful experience of the Ofsted process • Participation in a team approach to management 	<ul style="list-style-type: none"> • Collaboration activities and primary liaison • Leading INSET days • Successful implementation of schools systems • Experience of successful staff development including NQT, SCITTs etc. • Line management of a large number of staff; successfully undertaking appropriate HR processes • Involved in development of gifted and talented provision • Effective use of Pupil Premium grant to greatly improve the quality of teaching and learning
Skills, Knowledge and Aptitude	<ul style="list-style-type: none"> • A strong understanding of assessment tools including data tracking and the ability to successfully analyse a range of data • A thorough understanding of the Primary Curriculum & relevant Frameworks • Excellent IT skills, including Microsoft Office and School's Management systems • Excellent communicational skills with a range of stakeholders • Create, develop and deliver initiatives to improve pupil progress • Able to articulate visions of supporting pupils' achievement to a range of audiences 	<ul style="list-style-type: none"> • Able to deploy resources and manage a budget effectively • Seeks continual improvement with an eye for detail • Lead teams – manage change effectively, inspire and motivate, develop people • Able to teach through Key Stages

	<ul style="list-style-type: none"> • Comprehensive knowledge and understanding of current education issues • Assist in the development of whole school plans and policies • A positive approach to behaviour management • Able to work well under pressure with conflicting demands and able to meet tight deadlines and targets • Strong organisational skills including prioritising own workload 	
Personal Characteristics	<ul style="list-style-type: none"> • Involves and gains the commitment of staff to work towards the school's vision • Flexible in approach and positively welcomes change • Empathetic with a child centred approach 	

How to Apply

Please send a letter of application outlining how you meet the essential criteria of the person specification of the role with a completed application form which is available to view [here](#).

Email applications:

To be sent to vacancies@kingsoakprimary.co.uk

Postal applications:

To be sent to:

Ali England
Headteacher
King's Oak Primary School
Oak Road
Bedford
MK42 0HH

*The closing date of receipt of applications is **Friday 23rd March 2018 at 9.00am.***

Interviews will be confirmed nearer the time.

We are committed to the safeguarding of children and adopt safer recruitment procedures. All roles at King's Oak Primary School are subject to enhanced DBS clearance.

We look forward to receiving your application.

Further information

We are inviting potential applicants to attend a tour of the school with the Headteacher on **Friday 16th March 2018**.

If you would like to book a place on a tour, please email vacancies@kingsoakprimary.co.uk stating 'Tour' in the subject field.

Useful links:

King's Oak Primary School website can be viewed [here](#).

Latest Ofsted report can be viewed [here](#).

Bedford Borough Council website can be viewed [here](#).