

North Worcester Primary Academy



Application Pack Assistant Headteacher September 2024



Assistant Headteacher



Permanent, full time.

Salary: L1 – L5

£47,185 - £52,074

Start Date: 1st September 2024

North Worcester Primary Academy is an impressive free school which is part of the highly regarded Rivers C of E Academy Trust, specialists in early years and primary provision. We are looking for an exceptional Assistant Headteacher who will work as an integral part of our leadership team to sustain our high expectations of teaching and learning.

Since opening in 2019, our enthusiastic staff have worked hard to create a safe and inclusive school where children feel happy and are excited to learn. We are Ofsted rated 'good' in all areas (February 2024). We are proud that our staff enjoy working at North Worcester and that this was acknowledged by Ofsted: "Staff are overwhelmingly positive about working at North Worcester Primary. They feel supported and valued." We offer a large, vibrant learning space; extensive grounds, including two forest school areas and an all-weather, artificial grass sports field; state-of-the-art immersive room, 1:1 devices and specialist rooms for practical activities such as music and DT.

We offer a varied curriculum which puts sustainability at its heart and is designed to challenge all abilities, giving our pupils the right tools to prepare them for the next stage of their life. Our school has a friendly atmosphere, which is reflected in happy children who thrive in a safe and positive learning environment.

The Rivers C of E Academy Trust is a dynamic trust of sixteen primaries, first and nursery schools and a thriving teaching alliance with a strong educational reputation. As a member of our 800+ staff community, you will have access to a collaborative network of colleagues who work together to drive high standards and benefit from a contributing pension scheme, access to continued professional development and opportunities for internal talent management.

We are looking for someone who:

- can work with the Head to contribute to strategic planning for the school,
- be an example of 'excellence' as a leading classroom practitioner and inspiring and motivating staff
- will work as part of the senior leadership team to sustain high expectations and excellent practice in teaching and learning
- will monitor and evaluate the quality of teaching and standards of pupils' achievement and use benchmarks and set targets for improvement and evaluation,
- has high expectations of pupils in terms of learning, achievement and behaviour
- has high standards of personal integrity, loyalty, discretion and professionalism
- has the ability to work with outside agencies and stakeholders to inform future action.

The successful candidate will have a proven track record of making impactful change to develop teaching, learning and leadership.

Skills we are looking for:

- an excellent classroom practitioner
- experience of leading and developing an area of school life
- experience of leading initiatives
- the ability to work as part of a supportive and enthusiastic team
- the enthusiasm and the ability to inspire children and colleagues,
- a commitment to continued professional development,
- highly motivated, proactive and organised,
- having high expectations of self and others; the desire and ability to make a difference
- committed to promoting the vision and core values of the school.

North Worcester Primary Academy can offer:

- a thriving, growing school,
- vibrant and stimulating indoor and outdoor learning environments,
- happy and friendly children with excellent behaviour,
- supportive and committed parents,
- a dedicated and hardworking staff team and
- a well-structured and forward-thinking curriculum framework
- an opportunity to work within a successful school with an outward looking MAT
- a commitment to high quality CPD, with support to further develop your skills as a teacher

Visits for an informal tour of the school are essential if you would like to be considered for the role; please call 01905 953850 to book.

Applicants are invited to submit applications on the Rivers Teaching Application Form available on our website [North Worcester Primary Academy - Vacancies](#). Please state your experience and strengths on the application form, including subjects you have led or have expertise in.

Closing Date: Monday 6th May, 12 noon

Interviews: Wednesday 15th May 2024.

Interviews will consist of: a visit to your setting to observe you teaching a class, an interview at NWPA, a task and spending time with pupils and staff on the day of the interview.

(Please note that only applicants who have been short listed will be contacted by the school).

The school and Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced Disclosure via the Disclosure & Barring Service.

Assistant Headteacher Job Description



Salary Range: L1 – L5

Contract: Permanent, full time

Line of Responsibility: Responsible to the Headteacher

Our People Values:

- **Love, Learn, Live** - Our aim is that our staff will **love learning for life**. Our family of schools **love, learn and live** together.
- **Our STARS values** - Empowering staff to make a difference to children's outcomes: Sharing; Trust; Achievement; Respect and Safety
- We expect our staff to: deliver high quality performance for our children; have a positive and proactive approach; be passionate about learning and CPD; listen to and work collaboratively with others; and engage in school and Trust life.

Key Purpose:

The Assistant Head is a member of SLT, responsible for working with and supporting the Headteacher in the leadership and management of the school. The postholder will take a major role in the day-to-day running of the school, ensuring high-quality teaching and learning and pupils' achievement and contributes to the strategic view, formulating and reviewing the SDP.

Accountabilities:

The Headteacher will hold the post holder to account.

Key responsibilities and activities:

Strategic Direction and Development of the School

- To work alongside the Headteacher and SLT to provide professional and strategic leadership of the Academy to secure success and improvements for all pupils.
- Working with the Head to contribute to a strategic view for the school in its community and analyse and plan for its future needs and further development within the local and national context.
- Demonstrating high standards of personal integrity, loyalty, discretion and professionalism.
- Publicly supporting all decisions of the Headteacher and Advocates.
- Work with outside agencies and stakeholders to inform future action.

- To help ensure the high-quality education for all pupils and improve standards of learning and achievement.
- To have an active role in the provision of a quality learning and teaching environment through providing leadership and management of the curriculum.
- To take an active role in the Schools Leadership Team, contributing to the development of identified areas leading to high standards of teaching, effective use of resource and improved standards of learning and achievement for all children.
- Assist in the preparation, implementation and monitoring of the School Development Plan.

Teaching and Learning

- Providing an example of 'excellence' as a leading classroom practitioner and inspiring and motivating other staff.
- Working with the Senior Leadership Team and Headteacher to sustain high expectations and excellent practice in teaching and learning throughout the school.
- Monitor and evaluate the quality of teaching and standards of pupil's achievement and use benchmarks and set targets for improvement.
- Promote high expectations for attainment.
- Monitor the progress made in achieving plans and targets and evaluate the effect on teaching and learning.

Leading and Managing Staff

- Working with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement and professional development.
- To assist in Performance Management of all staff and all inductions of new staff, coaching and supporting staff as necessary.
- To lead Teaching Assistants in Performance Management and training development.
- Treat all staff fairly, equitably and with dignity to create and maintain a positive school culture.

Efficient and Effective Deployment of Staff and Resources

- In consultation with, and by the direction of the Headteacher, deploy people and resources efficiently and effectively to meet specific objectives in line with the school's plan and financial context.
- Oversee and evaluate the subject/area budget allocation to ensure the budget is spent in line with the learning priorities and best value principles.

Developing Self and Working with Others

- Help build a collaborative learning culture within the school and actively engage with other schools within the trust to build effective learning communities.
- Regularly review own practice, set personal targets and work closely with the Headteacher to ensure all performance management targets are achieved.
- To maintain a strong awareness of the school's performance regarding the quality of teaching in relation to national guidelines and mentor subject leaders/phase leaders to ensure high standards of teaching overall.
- Manage own workload and that of others to allow an appropriate work/life balance.

Accountability

- Supporting the Headteacher and Advocates in accounting for the efficiency and effectiveness of the school to all relevant stakeholders.

- In partnership with the Headteacher, provide professional leadership and management of Teaching and Learning throughout the school.
- Reflect on personal contribution to school achievements and take account of feedback from others.
- Engage all staff in the creation, consistent implementation and improvement in schemes of work and curriculum plans which encapsulate key school learning strategies.

Specific Duties

- Contribute to a positive ethos and stimulating environment for learning.
- Promote the values and achievements of the school to the community.
- Assist with the appointment and induction of new staff and provide monitoring and support for staff, ECT's and students as necessary.
- Undertake the Digital Apprenticeship Qualification to learn new skills to demonstrate the positive impact of digital technology in your schools, for themselves, pupils, and wider stakeholders.

Generic Responsibilities

- To undertake any further training as identified in the Trust review procedures.
- Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to cooperate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
- To understand, comply with and promote the Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
- The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
- To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
- Be aware of, promote and implement the Trust's Quality and Information Security Management Systems.
- To report to line manager, or other appropriate person, in the event of awareness of bad practice.

The Trust reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust's Equal Opportunities Policy and Code of Conduct.

This job description is intended to provide a broad outline of the accountabilities and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

Principal Contacts

Pupils, parents, carers, visitors, teachers, other school support staff, Executive team, Advocates, Trustees and wider community.

Assistant Headteacher - Personal Specification

Criteria	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"> • Honours degree • Qualified Teaching Status • Evidence of further professional development and willingness to undertake other training • Excellent organisational skills • Track record of successful middle leadership 	<ul style="list-style-type: none"> • Further relevant professional studies • Courses of further study relevant to post
Experience, knowledge and skills	<ul style="list-style-type: none"> • Have experience of teaching a range of year groups • Possess thorough understanding of the requirements and opportunities of the Primary curriculum • Be an excellent teacher with the ability to inspire pupils to become effective, independent learners • Ability to plan lessons effectively and have sound understanding of strategies to raise attainment • Using data, thorough monitoring and evaluating to inform the progress and attainment of pupils 	<ul style="list-style-type: none"> • Knowledge of and potential to build positive and effective programmes for staff development in particular developing coaching and mentoring
Personal Skills	<ul style="list-style-type: none"> • Develop self-awareness, self-management and self-confidence and use effectively • The potential for creative and innovative leadership • The ability to manage, organise and motivate all staff with diplomacy, sensitivity and good humour • Listen, reflect and communicate effectively • Ability to work well in a team • Ability to think creatively • Enthusiasm, energy and commitment • Demonstrate the highest level of professionalism 	
Leadership & Management	<ul style="list-style-type: none"> • A good understanding of whole school issues 	<ul style="list-style-type: none"> • The ability to set high and clear expectations, to hold

	<ul style="list-style-type: none">• Experience of planning for change, development and improvement• Experience of conducting staff induction, mentoring and performance management• Able to motivate, promote good relationships and effectively communicate with all stakeholders• Experience of leading changes across multiple settings	<p>others accountable for performance and the contributions they make to the school community</p> <ul style="list-style-type: none">• Knowledge of the role of Advocates• Senior Leadership and Management Experience• Previous experience strategically leading on pupil premium and vulnerable learners, how best to meet their needs and measuring impact of systems.• Previous experience leading on LAC or PLAC.
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About Our School



It is a pleasure to welcome you to North Worcester Primary Academy. We are an impressive free school run by the highly regarded Rivers C of E Academy Trust, a multi-academy trust, specialists in early years and primary provision.

Situated within walking and cycling distance of Perdiswell, Northwick, Claines and Fernhill Heath, we have no catchment area and intake children from as far as Droitwich and Warndon Villages.

We are currently in a 'growth phase' so we are able to offer places in our current pre-school, Reception, Year 1, Year 2 and Year 3 cohorts. We are a two-form entry school so have two classes per year.

Since opening in 2019, we have developed an excellent learning environment. Our enthusiastic staff work hard to create a safe and inclusive school where children feel happy and are excited to learn.

We offer a large, vibrant learning space; extensive grounds, including two forest school areas and an all-weather, artificial grass sports field; state-of-the-art IT facilities, including a green screen, robotics and full-class sets of iPads and specialist rooms for practical activities such as music, IT, dance and cookery.

We understand that our parents want more than just academic achievement. We offer an exciting and varied curriculum designed to challenge all abilities and give our pupils the right tools to prepare them for the next stage of their life.

North Worcester Primary Academy operates as a 'faith ethos' community school, welcoming families from all faiths and no faith, drawing from the distinct STARS values and vision of the Rivers C of E Academy Trust, 'Love – Learn – Live'.

We are proud to be part of the Rivers C of E Academy Trust, a family of 14 thriving schools and pre-schools within Worcestershire and Sandwell, which all benefit from a wealth of teaching and learning expertise associated with a well established multi-academy trust.

Our doors are always open and we are happy to show visitors around our beautiful new building and school grounds.

Virtual Tour

Please click on the link below to view our virtual tour.

[Welcome | North Worcester Primary Academy](#)

The Rivers Multi Academy Trust

When you join North Worcester Primary Academy you become part of The Rivers CofE Academy Trust family, a group of 15 schools and over 750 staff working in partnership to provide the best learning experience for over 4600 children.

As a member of the trust, you will have access to a wider network of friendly colleagues, working in similar positions, who are available to offer support, share ideas and provide guidance.

There are plenty of opportunities for you to thrive and grow your skills, through training and collaborative working.

Contact Details

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