

CANDIDATE INFORMATION PACK 2020-2021



ASSISTANT
HEADTEACHER

PAXTON
ACADEMY
SPORTS AND SCIENCE

Dear Applicant

I am delighted that you are interested in an Assistant Headteacher position at Paxton Academy Sports and Science. Paxton joined our Trust in July 2019.

Paxton Academy is a thriving primary school in Thornton Heath. In October 2020 we moved into our brand-new school building. Located in London Road (CR7 6AW) our new building features fantastic indoor and outdoor PE and games spaces, as well as studios for dance, music and drama and specialist science classrooms.

As part of the Wandle Learning Trust – led by Outstanding Chesterton Primary School and Chestnut Grove Academy – we now have access to a range of expert colleagues across Maths, English and Early Years, as well as the Trust's teaching school. This will allow all staff to continually update their subject knowledge and teaching techniques for the benefit of all children.

Pupils leave us equipped with a firm grasp of key basic skills, a broad knowledge base and personal interests, shared moral values, excellent communication skills and the tools to be successful in secondary school and beyond.

Ensuring success across a range of abilities and backgrounds will take an understanding of resources and the classroom environment. Alongside your classroom teaching, you will also be expected to make a contribution to our integrated after school clubs.

Both breakfast and after school care clubs are offered as part of Extended School Provision.

Please take a look at the Wandle Learning Trust website (www.wandlelearningtrust.org.uk) for more information.

We strive to be innovative and aim to create a learning environment that is both fun and invigorating. We look forward to receiving your application to play a part in this.

Yours sincerely
Theresa Moses
Headteacher





About the school

About our curriculum

At Paxton we follow the National Curriculum with high-quality teaching of English, Maths, science and sport, within a balanced timetable.

We aim to provide pupils with memorable learning experiences and a wealth of cultural enrichment through trips and visits involving high-quality, first-hand experiences in the local community and further afield. Our over-riding objective is for pupils to see learning as a fun, active process within which they can make connections and see the bigger picture.

Pupils are given the chance to pursue their own questions within a topic/theme and develop key cross-curricular life skills such as problem-solving, communication, creativity, leadership skills, thinking and working as part of a team.

In all subjects the learning objectives are closely focused on developing the children's skills which will equip them for lifelong learning.

At Paxton pupils know that no matter your age or where you live we can all make a positive impact - whether that's volunteering, fundraising or raising awareness for causes that matter.



As part of the Wandle Learning Trust (WLT) Paxton Primary Academy enjoys the support of the Wandle Teaching School Alliance, set up WLT founding schools Chesterton Primary School and Chestnut Grove Academy. Since establishing the Alliance Chesterton has been awarded Maths Hub, English Hub and Early Years Hub status – all of which bring specific benefits to Wandle Learning Trust schools.

The Alliance consists of a wide range of schools from different phases, specialisms and organisations who work together in a variety of ways to identify and tackle key issues within schools.

Whatever stage of your career you are in the Teaching School and its partners offer a comprehensive package to support both career and professional development right through to Headship and Masters qualifications.



London South West Maths Hub is also part of the Wandle Learning Trust, working in partnership with Wandsworth Local Authority. The Hub – run out of Chesterton Primary School – is one of 34 Maths Hubs awarded across the country by the Department for Education. This means that Paxton Primary Academy staff and pupils benefit from the support of consistently outstanding maths provision.



The London South West Maths Hub aims to support schools in seven boroughs (Wandsworth, Merton, Sutton, Kingston, Richmond, Hillingdon, Hammersmith and Fulham) through a range of national and local projects each year.

The core purpose of the Hub is to engineer a school-based support network to develop Mastery style teaching at all levels of education.

EnglishHubs

Wandle at Chesterton Primary

Paxton Primary Academy staff and pupils also have the support of Wandle English Hub – a status awarded to Chesterton Primary School on account of outstanding English teaching and learning. The Hub works with 16 boroughs across London supporting schools to achieve excellence in early literacy teaching.



The Wandle Early Years Hub is one of just three such Hubs across London, awarded to school alliances with excellent Early Years provision.

The Hub works with Early Years providers and local families to improve the take up of free quality childcare and early education provision for eligible two year olds.

The aims of the Early Years Hub are to improve provision for the most disadvantaged children, promote Early Years as a career and improve early intervention

Job description

Position: Assistant Headteacher

Grade: Teachers Pay Scale

Responsible to: Headteacher

Main activities and responsibilities

- The current School Teachers' Pay and Conditions document describes the duties which are required to be undertaken by the Assistant Headteacher in the course of their employment.
 - This job description sets out the duties to be undertaken and performed to the satisfaction of the Headteacher, Local Academy Committee by the post holder in the role of Assistant Head with specific responsibility for Literacy, the curriculum and a Phase.
- The post is class based with a guaranteed built in non-contact allowance for leadership and management duties.

Management Responsibilities

- To take the strategic lead of a phase within the school; developing teaching and learning to continue to raise achievement to further raise the pupils' attainment.
- To take the strategic lead for curriculum development across the school.
- To induct new staff and co-ordinate any work experience/ volunteer placements.
- To take overall line management responsibility for core staff and any additional members of staff directly linked to the work of this post holder in agreement with the Headteacher.
- To participate in and take responsibility for specific

aspects of the day to day running of the school including arranging of assemblies, duties, rotas, timetables and cover for absent colleagues.

- To meet regularly with the Headteacher to plan and review developments in school during term time and occasionally during holiday periods.
- To assist in the regular reviews of the School Improvement Plan to construct a programme of INSET to support staff development.
- To keep up to date on relevant educational issues and legislation and discuss regularly at Strategic Leadership and Management Meetings.
- To attend staff, phase, multi disciplinary and strategic leadership and management meetings in accordance with the role and responsibilities, ensuring they are effectively and efficiently run.

Curriculum and Teaching Responsibilities

The Assistant Headteacher will lead whole school teaching and learning alongside curriculum development of a core subject in partnership with phase and curriculum coordinators.

The Post Holder must:

- Be an exemplar of outstanding classroom practice to colleagues in terms of planning, delivery, differentiation, assessment, display, record keeping and classroom management. Deploy outstanding strategies to drive forward teaching and learning.
- Conduct assemblies and acts of collective worship with such pupils as designated by the Headteacher
- Ensure that an appropriate curriculum is offered to all pupils having regard for individual needs, experience



Specific Co-ordination Responsibility

The Assistant Headteacher will have specific areas of responsibility to coordinate as detailed below:

Take a lead on developing teaching and learning of a core subject across the whole school, this includes:

- Writing a whole school policy and leading its successful implementation.
- Putting in place effective systems for monitoring the quality of teaching and pupil learning and achievement.
- Developing the quality of teaching through modeling and leading on outstanding practice.
- Developing pupils learning styles across the school.
- To plan and deliver CPD on matters of learning and teaching as required.
- To jointly lead the whole staff team in developing further a strong learning culture that has high expectations of work and behaviour at its centre.

Take a strategic lead role in ensuring that the curriculum offer for a core subject meets the following key criteria:

- It is broad, balanced and relevant.
- It addresses the whole of the National Curriculum as well as the social, cultural and religious needs of the school community.
- It is creative and stimulating.
- It is linked up maximizing the learning opportunities.
- It develops the pupils thinking skills.
- It develops the pupils as independent learners.
- It uses ICT to enhance the learning, teaching and engagement potential of subjects.
- It celebrates the process of learning as well as outcomes.

Taking steps to develop the curriculum offer which include

- Developing and evaluating a curriculum in consultation with staff.

- Keeping the curriculum map under review.



- Developing banks or resources to support the effective delivery of the curriculum map.
- Looking for opportunities to take the learning experience out of school: educational visits, trips, school journey.

Ensure that the planning and evaluation of the learning and teaching are of a very high standard across the school and provide staff with support who are finding this difficult.

Accountability

To work closely with the Headteacher in supporting the work of the school's Local Academy Committee, advising and reporting to Governors' meetings as required.

To work in accordance with national and agreed LA policies and to liaise with LA officers, inspectors and other outside agencies particularly educational officers with regard to behaviour, inclusion, attendance and punctuality.

Working Relationships

To develop effective working relationships with all members of the school community with sensitive regard for issues connected with race, gender, disability, ethnic, cultural origin or social circumstances.

To undertake other duties commensurate with the level of the post as deemed appropriate by the Headteacher/LAC.

Because this post allows substantial access to children, you are required to undergo an enhanced DBS (Disclosure and Barring Service) check.

Equal Opportunities and Safeguarding

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

To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to your role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to your role.

To ensure that your line manager is made aware and kept fully informed of any concerns, which you may have in relation to safeguarding and/or child protection.



Person Specification

Qualifications

Educated to degree level

Qualified teacher status either in the UK or if not in own country combined with a desire to achieve English QTS

Hold Lead Teacher/Specialist Leader in Education Status or similar experience in this field

Must have experience of teaching across the Primary Phase

Must be able to demonstrate experience of effecting change in teaching, learning or curriculum either at class, phase or whole school level

Must have a sound understanding of the skills and attributes involved in effective leadership

Must understand the expectations in the new Ofsted Framework

A sound knowledge of the Foundation Stage and National Curriculum

An excellent understanding of curriculum and pedagogical issues relating to learning and teaching, including the latest inspection and research findings in the effective teaching from Foundation Stage through to Key Stage 2

Have knowledge and experience of policy writing

Knowledge of effective strategies to include, and meet the needs of, all pupils within English teaching, in particular underachieving groups of pupils, pupils with EAL and SEN. Must understand the contribution of EMAG work in a primary school and what constitutes good practice and support for bilingual learners

To have a good understanding of the needs of pupils who have recently arrived in the country and/or pupils who are vulnerable to high levels of mobility and be able to use this knowledge to inform policy and practice

Have a good understanding of positive effective strategies for whole school behaviour management

To understand the principle of Racial Equality and Equality of Opportunity and how these may inform whole school policy

To have a good working knowledge and understanding of school statutory responsibilities regarding the needs and care of pupils with SEN including those with statements and EHCPs

To understand what is involved in the role of Child Protection Officer including having a good understanding of up to date policy and practice



Professional skills and abilities

Must be able to plan lessons effectively for all the pupils in a class, setting clear learning intentions

Must be able to analyse data effectively to assess whole school performance and progress

Must be able to present data in such a way as to support the effective tracking of individual pupil progress

Must understand the purpose and application of Provision Maps to meet the needs of pupils with Special Educational Needs (SEN)

Have the ability to manage and report the use of a budget allocation

Understand how to design, deliver and evaluate effective CPD programmes, including the development of teachers into good CPD facilitators

Be able to work effectively across a number of schools on specific school improvement priorities using facilitation skills to bring about sustainable improvements

Personal skills

To relish challenge and perform efficiently in significant and key leadership role

Must be willing and enjoy engaging parents in order to encourage their close involvement in the education of their children

A teacher with a flexible approach to work who enjoys being a good team member

Must be able to effect whole school change through effective leadership and management

Must have good communication skills both orally and in writing

Must be able to manage own work load effectively and respond swiftly to tight deadlines

Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships

Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit

Willingness and ability to run effective CPD within school and across a number of WTSA CPD programmes

Openness and willingness to address and discuss relevant issues, allied with an ability to inspire and challenge others and deal with challenging questions

To practise equal opportunities in all aspects of the role and around the workplace in line with policy

To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post



Assistant Headteacher

Outer London L1-L7 (£45,542 - £52,371 per annum)

Start Date – September 2021

Do you have the enthusiasm and experience to become our new Assistant Headteacher, working alongside our innovative leadership team and growing staff capacity?

If you are committed to being part of a hard-working, creative environment where you will benefit from:

- Excellent professional development and career progression opportunities
- Highly rewarding children
- A well resourced learning environment
- A caring and supportive whole school community which is culturally diverse and inclusive

Then we look forward to receiving your application!

You will take the strategic lead for the Early Years/ KS1 phase and curriculum across the school. You'll need to have a passion for Literacy and share our vision for high aspiration and achievement for all - a vision to make us one of the most improved schools in London.

We encourage potential candidates to look around the school. Please contact the school office to arrange a visit.

Please download the application form from www.wandlelearningtrust.org.uk

Please return your completed application form to recruitment@wandlelearningtrust.org.uk

Closing date: **0800hrs Friday, 16th April 2021**

Interviews: **22nd and 23rd April 2021**

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

This post is subject to an enhanced DBS check

PAXTON
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Contact us

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Email: recruitment@wandlelearningtrust.org.uk

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