



NOREMARSH
JUNIOR SCHOOL

Recruitment Pack



ASCEND
LEARNING TRUST

Welcome, from the Head

Dear Candidate

Thank you for taking the time to view this application pack. This is a unique opportunity for the right candidate to join our warm and welcoming community, which is part of the successful Ascend Learning Trust.

Our new school values of Ambition, Belonging and Compassion, are lived out throughout our school, through our curriculum, in the interactions taking place in our classrooms and beyond.

Our Vision for the school is to create a community where everyone belongs, where our children feel safe to be confident and ambitious, and where we work together with kindness and respect.

We want to hear from candidates who share our vision and values and who have the commitment and enthusiasm to work tirelessly alongside our incredibly supportive team to achieve success for all our community.

We look forward to reading your application.

With Warmth

Hilary MacMeekin

Headteacher

Job Information

Assistant Headteacher

Noremarsch Junior School

Salary: Band L1 – L5

Type of role: Permanent, Full Time

Closing Date: Midnight, Thursday 9th May 2024

Interview Date: W/c Monday 20th May 2024

Anticipated Start Date: Monday 1st September 2024

Job Description

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge, and abilities required to do the job.

The criteria listed within the job description detail the areas which will be assessed at both application and interview. It is important that you identify the competencies, experience, qualifications, knowledge, and abilities that will be assessed by application form, as you will need to provide evidence that you meet the criteria.

Assistant Head Teacher Reporting to: Head Teacher

Summary

To work with the Headteacher and senior leaders in all aspects of leadership and management and to take responsibility for managing and developing teaching and learning, curriculum, assessment, and enrichment throughout the school.

General Responsibilities

The Assistant Headteacher is to take a central role in assisting the Leadership Team and Governing Body to develop our school in accordance with its shared values and our school development plans. He/ she will work in close partnership with the Ascend Learning Trust schools.

The Assistant Headteacher is to be a primary teacher with experience across the primary age range; an experienced curriculum and team leader, with a particular focus on inclusion, a leader in assessment for learning and assessing pupils' progress and a key person in the senior management team. The functions and specific responsibilities below are to be undertaken in conjunction with the duties of an Assistant Headteacher

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the Trust brand style.
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, whistleblowing, confidentiality, and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.

- Participate in the Trust Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Promote the area of responsibility within the Trust and beyond.
- Represent the Trust at events as appropriate and as directed by the Chief Executive Officer.
- Support and promote the Trust ethos, vision, and values.

Specific Responsibilities

The Assistant Headteacher will teach classes to model good practice, develop relationships, support training and development and ensure 'quality first teaching' is embedded across the phases they lead.

The Assistant Headteacher will take lead responsibility for ensuring the best possible curriculum offer, provision, well-being, progress, and achievement for all children through careful monitoring and holding staff to account for the progress their pupils make.

The Assistant Headteacher will be a model professional, setting an excellent example to all staff. He/she will work in close partnership with the Leadership Team in actively promoting enrichment, entitlement, and achievement through building effective working relationships with stakeholders. He/she will work with the Leadership Team to ensure that the school offers a high quality, engaging and well -matched curriculum for all children.

Leadership and Management:

- Support senior leaders in the effective day-to-day management of the school and school community including recruiting and inducting staff, leading assemblies and staff meetings and responding to the views, needs and requests of children, staff, parents, governors, and visitors.
- Work with the Leadership Team, staff and governors in the development, implementation, and review of school improvement plans, including regular monitoring and evaluation of standards and quality of provision.
- Work with the staff to develop a strong learning environment that has at its centre high expectations of learning, work, performance, academic achievement, and behaviour.
- Work with the Senior Leaders in the school's achievement reviews and target setting processes by taking a major role in assessment and actively supporting and securing the school's success in national tests including those at the end of the key stages they lead.
- Take a leading role in the leadership team by having special responsibility for ensuring that the school assesses and monitors the progress and achievement of all children. This includes leading in AfL and all forms of national and local assessment and reporting requirements.
- Support the induction and deployment of new staff, voluntary help, work experience students, trainee teachers/ students and parents/ carers working in classrooms and throughout the school. They will be required to ensure all safeguarding requirements are met and that their work in school supports the learning and well-being of all children.

- Work as part of the leadership team in setting, nurturing, promoting, and maintaining a very high standard of behaviour and mutual respect throughout the school, ensuring that all staff play an active role in the pursuit of these standards.

Teaching and learning

- Determine, organise, and implement a diverse, flexible curriculum and implement an effective assessment framework.
- Ensure that learning is at the centre of strategic planning and resource management and lead and support the teaching and learning of all children within their phases. Provide and promote models of excellent classroom practice through whole class and group teaching, coaching, mentoring and supported self-evaluation for teaching and learning staff.
- Establish creative, responsive and effective approaches to teaching and learning and ensure a culture and ethos of challenge and support where all pupils can have a voice, achieve success and become highly engaged in their own learning.
- Design, develop and implement systems for the collection of useful, timely, and accurate assessment data to track the progress of individual and groups of children in order to inform planning, evaluate performance, track progress and secure raised achievement across the key stages they lead. This will include agreeing and articulating high expectations and setting aspirational targets.
- Monitor the effectiveness of teaching and learning including teachers' planning, monitoring, book looks and triangulations. This is clearly communicated with staff.

Strengthening Community

- Promote and model good relationships with parents and carers, which are based on mutual respect to support and improve pupils' learning and achievement.
- Contribute to the development of the school as a hub of the community, strengthening partnerships with families, neighbours, our local and wider community, other schools, services, and the local authority.
- Contribute to policies and practices which promote equality of opportunity. Support staff well-being and work-life balance and help to ensure access to opportunities for growth, achievement, and success for all.
- Other duties and responsibilities

Any other duties that senior leaders may from time to time ask the post-holder to perform.

Person Specification

- Satisfactory enhanced DBS check and references.

Experience

- Significant experience of working as a key curriculum leader in a primary school.
- Evidence of being an excellent classroom practitioner in a primary school.
- Experience of working with parents and carers, outside agencies, to secure achievement, enrichment opportunities and resources for children
- Experience of leading appraisal cycles
- Experience of delivering training for others
- Experience observing and feeding back to teaching and support staff.

Qualifications or Training

- Qualified teacher status
- Recent, relevant in-service training - particularly in relation to teaching and learning and assessment and in relation to leadership and management Skills:
- Able to effectively manage children's behaviour in a positive way and to promote good relationships and good behaviour.
- Highly developed interpersonal skills - able to talk effectively to children, parents, governors, external professionals, and colleagues.
- Able to liaise effectively with agencies, build good working relationships and rapport with colleagues.
- Excellent written and verbal communication and able to help the school raise standards of achievement.
- Able to read and use data and to use a range of sources of evidence to make judgements and identify next steps.
- Confident in use of ICT as a teaching, learning, communication, and administrative tool.
- Able to multi-task and to effectively delegate tasks to others.

How to Apply

Applications should be submitted directly via MyNewTerm, you can access our careers page using the following link: <https://www.mynewterm.com/school/Noremarsch-Junior-School/146421>

Please note CVs will not be accepted. You must complete the application in full giving details of all employment, training and gaps in employment since leaving school.

Please ensure the closing date for applications is met, we cannot be held responsible for lost or late applications. Due to the large number of applications it is not always possible to respond to each application but we aim to respond within two weeks of the vacancy closing date.

About our School

We are a two form entry junior school in the heart of Royal Wootton Bassett.

We have strong links to both Royal Wootton Bassett Academy, which the majority of our children transfer to at the end of year 6 and Wootton Bassett Infants where the majority of our children typically start their educational journey.

We pride ourselves on creating a happy and warm community that enables children to reach their full potential on this step of their education.

At Noremarsh we believe that every child in our community has the right to be inspired by an engaging and purposeful curriculum.

Our school is located in the heart of a rich historical and geographical region and we are developing our curriculum to reflect that. It is a really exciting time for us as a team as we are shaping a curriculum that is ambitious and engaging for all.

We are very proud of the caring and nurturing environment at Noremarsh where kindness runs like a golden thread through all we do.

This can be seen across our school from the warm welcome our office team provide to the interactions between all our year groups on the playground.

We have developed our year six responsibilities and appoint Ambassadors, Sports Leaders and Librarians who have whole school responsibilities, are responsible for mentoring younger children and act as role models across our school community.

We look forward to welcoming you to Noremarsh!

About the Ascend Learning Trust

The Ascend Learning Trust formed in 2017 and is a successful Trust with seven schools geographically spread across Wiltshire and Swindon.

The values of Compassion, Respect and Ambition are those which are essential in the Ascend Learning Trust and we are dedicated to ensuring every pupil achieves above and beyond their potential with secure and enduring relationships with and within each Academy in the Trust.

We offer Compassion – to understand and recognise the needs of the many members and stakeholders of each Academy whose lives will be enhanced and enlightened through their experiences in and out of the classroom.

We seek and offer Respect for the traditions, knowledge and experiences gained over many years in our Academies through developing and supporting both staff as they progress their careers in school and pupils on leaving school.

We seek and hold Ambition for our Ascend Learning community for the future, its economic development, its safety, its ability to thrive, to be a great place to learn and to work and to have a vibrant educational community with amenities for all age groups.

As a member of our staff you will share our values of **Compassion, Respect and Ambition** working to achieve our shared mission of offering **Excellence for All**.

Each Academy and its staff seek to strengthen each other, sharing good practice and building capacity whilst maintaining its own identity and working with its own community.

We encourage applications from strong individuals who are passionate about providing opportunities for young people in our community, if you have the vision, energy and determination we welcome an application to join our Trust.

Work for Us

As well as our commitment to staff development opportunities we also offer a wide range of services which support your employment journey with us, these include:

Professional Development

The aim is for our offer and indeed entitlement for staff to receive the very best possible opportunity. Investing in our staff is investing in our future. The structures on offer will focus on professional learning and look at highly effective strategies that work in the classroom.

In addition, there will be a thematic approach to your development so that you can choose the most appropriate areas for your development. These themes will focus on Teaching and Learning, Leadership, and Coaching and Communication, and can either be taken in isolation or combined to increase your overall level of practice.

Benefits

We also offer an excellent staff benefit package which include discounts on high street stores, restaurants, cinemas and gyms as well as having a wellbeing hub and a cycle to work scheme. Examples of great discounts currently on offer include:

- 10% off Eyewear
- 20% off Gym Membership
- 25% off monthly subscription to online gym memberships
- Hundreds of offers and discounts and cashback on local and national stores
- On site flu vaccinations
- Teachers and Wiltshire Pension scheme
- Generous annual leave for support staff up to 31 days + 8 bank holidays per year (with 5 years' service)

Wellbeing

We are committed to ensuring all staff have a safe environment to work in and we promote good health and wellbeing. As a signatory of Mindful Employer we are committed to reducing the stigma attached to mental health and work with schools to develop a strategy for wellbeing for each school.

This includes:

- Developing a wellbeing statement which focuses on the commitment to support staff health and wellbeing,
- Providing opportunities to ensure there is a trained mental health first aider in each school,
- Supporting staff through a dedicated EAP which offers counselling, CBT courses and advice and guidance to all staff,
- Offering OH support to ensure staff are supported when required.

References

We will require two satisfactory references before a job offer is confirmed; one of which must be your line manager / headteacher in your present or most recent employment.

If you are at school/college or are leaving university, please give details of the name and address of your Headteacher or tutor.

Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

All staff are required to undertake employment checks which include:

- References (for all staff and volunteers)
- Right to work in the UK (ID check)
- Qualification checks
- Barred List check
- DBS check (for all staff and volunteers)
- Childcare Disqualification check (primary only)
- Online Search checks
- Health checks

Ascend Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation, or religion.

Please note any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed as spent and a DBS check will be carried out before any employment commences.

References will be obtained before interview at shortlisting stage and may be used in the interview process. If previous employment has included working with children, then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section.