



INFORMATION FOR APPLICANTS:

Assistant Headteacher: Pastoral (Care and Opportunity) at Willen Primary School, Milton Keynes



WELCOME TO WILLEN PRIMARY SCHOOL FROM THE HEADTEACHER, CARRIE MATTHEWS



Welcome to WPS! Thank you for taking the time to read this document and for showing an interest in our school.

At Willen Primary we are united in working towards one common aim: to provide MK children with the best quality education we can and to be the 'School of Choice' for local families.

We believe that this journey starts with our talented staff. That is why we pride ourselves on creating a close, supportive team where every teacher is able to excel.

Boasting extensive grounds, local amenities, bespoke CPD packages, wonderful children and a close knit team, we believe that WPS is the place to be. Why not arrange a visit so you can see for yourself? Contact the school office (office@willenprimary.org) to book an appointment or for further information.



MILTON KEYNES

A GREAT place to live and work:

- 50 miles from London, 48 miles from Cambridge and with excellent network links
- Outstanding amenities including a theatre, world class shopping centre, water and winter sports facilities, Football Stadium and a thriving social scene
- More Parklands and green spaces than any other City in the UK
- Home to the MK Dons, Bletchley Park and the infamous concrete cows!

OUR SCHOOL

‘A place where EVERYONE flourishes’

Built in 1988, Willen Primary School was created to serve the growing community of Willen and surrounding areas. Now welcoming children from across the whole of Milton Keynes, Willen Primary is a popular and well respected Primary school. With a capacity for 420 pupils from Year R-6 we serve a diverse and exciting community.

We are an Ofsted ‘Good’ school (May 2023) with the potential and determination to be even better.

Our curriculum is bespoke to our children and our aim is for both teaching and learning to be exciting, relevant and enjoyable. With a healthy emphasis on the core curriculum and a commitment to learning through modern technologies, WPS children receive a broad and balanced education. A strong element of this is also our care for the children; highly trained staff ensure that our children are safe, happy and healthy throughout their time with us.

Our Head (September 2017), Carrie Mathews, has exciting plans for the school and the school’s team and is committed to staff wellbeing in equal measure to the children. Staff recognition, birthday celebrations and staff social events are all standard examples of the ‘Willen way’. This is such an exciting time for the school and there is no better time to join us!

THE POSTS

ASSISTANT HEAD TEACHER

Salary: Leadership Scale- 1-4 (commensurate with experience and qualifications)

Hours: Full time, permanent

Start Date: As soon as possible, but negotiable in light of notice periods

Responsible to: Headteacher

All responsibilities of an Assistant Headteacher are anticipated as part of these roles and in return, we will ensure that you are well supported. This includes providing any training that you feel that you would benefit from and also, an experienced and qualified mentor who will safeguard your wellbeing and success.

For the right person, I promise you it's going to be a fabulous job.

RECRUITMENT TIMETABLE

03/06/24	Advertisement appears : MK Website, school website
Monday 17 th June 2024	Closing date for applications (by 12 noon) <i>References will be requested at this stage</i>
Week commencing Monday 24 th June	Interviews

JOB DESCRIPTION

“Willen Primary School is committed to safeguarding & promoting the welfare of children & expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers & the Criminal Records Bureau.”

Job role:	Assistant Headteacher (including teaching responsibility as required)
Scope:	Leadership
Salary grade:	Leadership Scale 1-4
Accountable to:	Headteacher
Line management structure (current):	Head Teacher
Expectations:	As detailed in Willen Primary School’s Staff Handbook and school policies
Liaising with:	All internal and external stakeholders

1.0 Introduction

At Willen Primary School we expect the best. To support all staff to reach these high expectations we use a number of key documents to ensure that the job role is clear. Set out below are the key elements of the role. It is important to note that extracts of larger documents have been used to maintain manageability in job description length, the entire original document should be digested as part of this process.

This job description represents the usual duties and requirements of the position, however, the job holder may be required to carry out other duties in line with their ability, training and level of authority. The school reserves the right to change the job with prior notice. The job description does not form part of the Contract of Employment.

2.0 Key Documents

- [School teachers’ pay and conditions document](#).
- [Teachers’ Standards](#) document (updated June 2013). At Willen Primary School we have adapted the Teachers’ Standards document into a [Professional Development Planner](#) to make it explicitly clear what is expected of each teacher at each of the pay bands.
- Information on pay progression and salary bands can be found in the [LA Pay Policy for Teaching Staff](#) adopted in September 2015.
- [Willen Primary School Code of Conduct](#).
- All policies relating to [Safeguarding and Child Protection](#).

Most documents listed above are available on the internet.

If anything further is required please contact the school office on 01908 690098 for more information.

3.0 Safeguarding, Child Protection and General Responsibilities and Expectations

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality.

Willen Primary School is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the School's Code of Conduct, safeguarding policies/procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives. All school based posts are defined as Regulated Activity and therefore this post is subject to an **Enhanced with Barred List Disclosure & Barring Service check**.

Main purpose of the job

- To carry out the duties of this post in line with the remit outlined in the *School Teachers' Pay and Conditions Document* including the conditions of employment for assistant headteachers and the school's own policy
 - To assist the head teacher in the organisation, management and development of the school, carrying out specific duties including responsibility for the development and delivery of a first class curriculum offer to all children, regardless of starting points
 - To carry out teaching duties as required
 - To assume responsibilities of the head teacher in the absence of the headteacher/ deputy headteacher
 - To be responsible for promoting and safeguarding the welfare of children and young people within the school
-

Duties and responsibilities

Shaping the future

- Support the headteacher and governors in establishing a vision for the future of the school
- Play a leading role in the school improvement planning process, through agreed priorities
- Contribute to the school's self-evaluation process, including devising and monitoring action plans and other policy development
- Lead by example especially when implementing change and improvements in standards
- Promote a culture of inclusion within the school community where all views are valued and taken account of

Leading teaching and learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Work with the headteacher to raise standards through staff performance management, as outlined in the school's staffing structure
- Help with the provision of training and support for staff in all areas of school improvement
- Lead the development and review of all aspects of the curriculum including planning, recording and reporting, and assessment for learning
- Support the development of the curriculum by reviewing the learning outcomes for all children
- Assist the headteacher in managing the school through strategic planning and the formulation of policy and delivery of the primary strategy, ensuring management decisions are implemented
- Be responsible with the headteacher, for the process involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school, including lesson observations, statistical analysis and target setting
- Promote the active involvement of pupils in their learning

Developing self and working with others

- Promote and protect the health and safety welfare of pupils and staff
- Be responsible for promoting and safeguarding the welfare of children and young people within the school
- Contribute to the school's ethos and vision
- Support the development of collaborative approaches to learning within the school and beyond
- Organise and support the induction of staff and students new to the school and those being trained within
- Participate as required in the selection and appointment of teaching and associate staff
- Be a good role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Work closely with the head teacher in ensuring an appropriate programme of professional development for all staff, in line with the school development plan and performance management outcomes
- To work successfully and collaboratively with external agencies as required
- Lead the annual performance management process for all identified associate and teaching staff

Managing the organisation

- Contribute to regular reviews of the school's systems to ensure statutory requirements are being met
- Ensure the effective dissemination of information and the maintenance of agreed systems for internal and external communication
- Be an effective member of the senior leadership team
- Contribute to the day-to-day effective organisation and running of the school

Securing accountability

- Support the staff and governing body in fulfilling their responsibilities with regard to school life
- Contribute to the reporting of the school's performance to the school's community and partners

Strengthening community

- Assist the head teacher in developing policy and procedure
- To attend meetings with stakeholders as appropriate to ensure positive outcomes for all parties
- Strengthen partnership and community working

	<ul style="list-style-type: none"> • Knowledge of current educational issues • Willingness to work within an Academy Trust with a focus on school improvement • Demonstrable experience of using performance management and performance data to inform target setting, planning and policy • Able to analyse and apply data to support intervention strategies • Experience of school self-evaluation, and able to discuss effective processes for undertaking this • Evidence of leading significant change which has impacted on pupil progress • Significant involvement in school improvement planning • Commitment to research and innovation with relation to teaching, learning and assessment 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
Working with others	<ul style="list-style-type: none"> • Be an excellent role model, set high standards and model good professional relationships • Ability to lead, motivate and influence others effectively • Understands the importance of working in co-operation and partnership with colleagues • Effective communication and interpersonal skills • High expectations and standards of self and others • Experience of mentoring, giving effective feedback and supporting colleagues to improve performance • Experience of managing difficult situations and conflicts 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	
Management Ability	<ul style="list-style-type: none"> • High level of organisational skills and an ability to take on new initiatives • Ability to anticipate and solve problems • Ability to establish and sustain appropriate management structures • Instigate and monitor use of risk assessments • Experience of developing, implementing, monitoring and evaluating school policies • The ability to set targets and complete tasks to meet deadlines • Able to prioritise, plan and organise own workload and that of others • Organise and lead Continuing Professional Development • Managing resources and given budgets effectively 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	
Working Partnerships	<ul style="list-style-type: none"> • Commitment to parent and community partnerships • Employment of a range of strategies to encourage parents to support their children's learning and realise the school's vision • Able to listen to, reflect and act on feedback from stakeholders as appropriate • Experience of leading a school development priority to enhance the school's provision and reputation in its community • Commitment to the wider curriculum beyond school and the opportunities it provides for pupils and the school community 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	
Person Skills and Attributes	<ul style="list-style-type: none"> • Demonstrates enthusiasm, commitment, resilience and energy with the ability to motivate and inspire others • Able to communicate effectively and concisely • Possesses a genuine empathy with children • Inspires confidence and trust • An excellent record of punctuality and attendance 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	

	<ul style="list-style-type: none"> Trustworthy and loyal 	Y	
Accountability	<ul style="list-style-type: none"> Understands the role of the governing body and can describe how the Assistant Head Teacher will assist governors in carrying out their responsibilities effectively Understands the role of Ofsted and commitment to delivering success inspection outcomes Has a good understanding of the need to be accountable to parents for the education of their child and can demonstrate a knowledge of strategies that would enable parents to be involved in the life of the school Has previous experience of challenging and supporting others in order to achieve specific targets Has a comprehensive understanding of school data and how it can be used to benchmark a school's performance and for target setting Experience of reporting attainment and progress to a range of audiences 	Y Y Y Y Y Y	

HOW TO APPLY

Please read the information in this pack. If you decide to apply you should complete an application via [mynewterm](#). You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it.

Should you have any questions or queries or would like to visit the school, please do not hesitate to contact us on office@willenprimary.org or by phone on 01908 690098.

We look forward to meeting you!
