



St Matthias CE Primary School



Application Pack for Assistant Headteacher



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Primary Advantage is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.



Welcome

Dear Applicant,

Thank you for your interest in applying for a post in one of our federated schools. I hope this pack supports you in finding out more about us. The pack includes some background information about St Matthias and the federation, information about the application process and the job description.

The closing date for this application is: Tuesday 23rd April 2019 @ 9.30am

The interview date for shortlisted candidates is: Thursday 2nd May 2019

Primary Advantage is a federation of eight schools in Hackney. Our schools are exciting places with high expectations which promote innovation and excellence. We offer:

- high quality professional development to support a teacher's continued growth;
- the unique opportunity to be part of a community of teachers who regularly share best practice and learn from each other;
- a wide range of leadership development opportunities across the Federation.

We are looking for an inspiring and energetic Assistant Headteacher to start in May 2019. There are a number of recruitment and retention initiatives available for high quality teachers.

If you have any questions or would like to arrange a visit, please contact Leanna Boyce on 0207 254 11148. Please send completed application forms to lboyce@st-matthias.hackney.sch.uk

If you are an energetic and ambitious leader committed to helping children make progress in every lesson, everyday, we would like to hear from you.

Kind regards,

Orlene Badu
Headteacher



Our Background

St Matthias is a one and half form entry school with a nursery and 250 children on roll.

We are a “Good” school (OFSTED March 2018), that now has its sights firmly set on becoming an Outstanding school with the desire and motivation to ensure all our children achieve the highest possible standards, due to excellent staff with the determination to ensure no child is left behind.

Our school is located in Stoke Newington, Hackney and is a short walk from Dalston Kingsland Station. The school serves a richly diverse community that is founded upon and promotes Christian teachings and values.

Our school enjoys an active partnership with the St Matthias local parish church and the LDBS



Our Vision

St Matthias provides a safe and happy environment for all of our children and staff to learn, develop and excel in their academic and social education. We believe that our children have to be supported to achieve and prepare for their lives ahead. We instil the values and care needed to ensure they become responsible, confident and capable members of society.

Our Christian ethos is underpinned by the principle of 'Love Thy Neighbour' and children are encouraged to love themselves and others to ensure respect for all and the right to knowledge.

We believe that it is imperative that all children have the necessary skills and attitudes to equip them for an unknown but prosperous future that allows them to make positive choices about their own lives. We offer a consistent approach to learning to ensure they have the skills necessary to apply to a variety of situations.

At St Matthias we are all here to learn.

PRIMARY ADVANTAGE FEDERATION

St Matthias CE Primary School is a part of the Primary Advantage Federation.

We are a group of schools working together because we believe our schools can gain many benefits from working collaboratively and can achieve more by working together. We have made a commitment to a shared responsibility to the wider education community, the provision of good quality education and the improvement of life chances for pupils in the community beyond that of our own schools.

Teachers, support staff, school leaders and Governors have added expertise in working alongside colleagues to improve provision and outcomes for pupils.

WHAT IS OUR APPROACH?

- We work in partnership, pooling our expertise and resources in order to achieve collectively what we may not be able to achieve individually
- We believe passionately in improving the life chances for our pupils
- We do not tolerate low expectations
- We match tried and tested strategies that we know work to the needs of the schools and use our experience of supporting schools in successfully implementing them
- We promote a **collaborative approach** whilst developing the capacity of each school **to serve its own community and retain its distinct identity**
- We recognise the importance of individuality, spontaneity and creativity in developing innovation

WHAT OUTCOMES DO WE WANT?

- Every teacher is a good teacher; every school is a good school
- Teachers who use the most effective teaching methods to motivate learners and raise aspirations. As a result all pupils will make good or better progress
- Quality learning environments where pupils feel safe and secure, known, valued and motivated to learn. Robust teaching and application of ICT skills ensure our pupils are properly equipped for the next stage of learning
- Curriculum provision which inspires and motivates pupils and broadens their horizons. Our curriculum supports community cohesion through an international curriculum strand
- We work with precision and move incrementally towards achieving outstanding grades in the majority of aspects of each school's work
- Through pupil partnership work we continue to break down locally perceived boundaries and help pupils to work harmoniously with pupils from other areas of Hackney
- We seek to maximise the efficiency and effectiveness of each school by capitalising on centralised services and sharing systems

To find out more about Primary Advantage Federation please visit:

www.primaryadvantage.co.uk

PRIMARY
ADVANTAGE

SCHOOLS ACHIEVING
MORE TOGETHER

Job Description - Assistant Headteacher

Job Title: Assistant Headteacher

Key Contacts: Internal: Executive Principal & Headteacher

External: Church, Local Community, Parents & Agencies relevant to duties

Salary: L4 - L10 (£50,592 -£57,494)

Role Summary:

1.1 The Assistant Heads provide support for the Headteacher in the day to day running of the school and can deputise in his/her absence. They provide professional leadership for the school, which secures its success and improvement, ensuring high quality education for all its pupils and improved standards of learning and achievement.

1.2 This job description sets out the duties to be undertaken and performed to the satisfaction of the Executive Principal/Headteacher and governing body.

Key Tasks and Activities:

- Within the class: to ensure the full implementation of the National Curriculum Orders for all subjects, or the Foundation Stage content as defined in current DCSF documentation (as applicable to the year group) and in accordance with school policies.
- Work flexibly in the presence of the Headteacher to assist the smooth day to day management of the school and work closely with staff of all designations.
- Plan and implement a curriculum to meet the needs of all pupils in the class and develop personal and social aspects of learning.
- Develop effective ways of overcoming barriers to learning and sustain effective teaching through the assessment of learning.
- Keep under review the methods of planning and delivery of the curriculum, recording pupils' progress and make any required assessments.
- Monitor and assess own performance and take a proactive approach to professional development
- Effectively manage pupil behaviour, encouraging a high standard of behaviour and mutual respect between pupils and all members of the school community.
- Promote and facilitate parental involvement in teaching and learning through a shared school/home approach.
- Effectively lead areas of responsibility developing policies , practice and ensuring effective self evaluation.
- Assist the Headteacher and Executive Principle in monitoring and reviewing the quality of teaching and learning including assessments, recording and reporting pupil's attainment to all statutory bodies.
- Encourage interaction and teamwork within the school, share ideas and new initiatives and identify new ways of teaching the curriculum. When required, take a leading role in an area of school development.
- Advise other staff on teaching practice, and to assist with inset for staff and governors when required to do so.
- Work proactively with outside agencies, community organisations, the churches of the federated schools and other schools and promote the sharing of good practice

Other Responsibilities

In addition to undertake such duties of a similar nature as may be reasonably directed by the Executive Principal/Headteacher from time to time.

Note: The duties and responsibilities of this post may vary from time to time according to the changing needs of the school. This job description may be reviewed at the discretion of the Executive Principal/Headteacher in the light of those changing requirements and in consultation with the class teacher and governing body.

Person Specification

The Classroom Teacher within a primary school teaches classes of approximately 30 children aged 5 - 11 years. To be successful in this role they must readily adapt to constantly changing curriculum, modifying lesson preparation and delivery accordingly.

Qualifications

- Degree level qualification.
- Professional Teaching Qualification e.g. QTS or PGCE
- Willingness to continue professional development.

Communication skills

- Applies effective verbal communication skills.
- Presents information and ideas clearly, by using language appropriate to the audience.
- Positively influences the opinions of others through factual discussion.
- Adapts personal style to suit individual situation and needs.
- Creates an environment of trust by delivering on promises.
- Utilises report-writing skills to accurately reflect a situation through positive language.
- Confident in leading staff meetings as appropriate.

Other Skills Required for Role

- Demonstrates excellent classroom practice.
- Exercises flexibility in order to accommodate changes in work priorities.
- Balances tasks and resources in the organisation of a wide range of activities.
- Provides contingencies to deal with the unexpected.
- Thinks clearly and logically in working through a problem making referrals as appropriate.
- Anticipates workload and plans ahead.
- Monitors progress against key performance indicators.
- Enthusiastic and positive attitude.
- Awareness of the needs of children who have a variety of needs.
- Understand the nature of a Church of England Primary School and be willing to teach R.E. and attend collective worship to meet the expectations of the Governing Body.

Accountability/Freedom to act

- Makes routine decisions based upon guidelines and procedures laid down in the established framework.
- Contributes towards the effective delivery of performance targets, objectives and standards.
- Leads by example in standards of behavior in the work environment.

Leadership/Management Skills

- Ability to lead school based projects or developments.



Application Process



Please note that **CVs will not be accepted without a fully completed application form** .

Applicants are asked to complete all the standard information required on the Primary Advantage application form. Please specify the role you are applying for i.e. Assistant Head Teacher. The reference number for this application is: **STM/AH19**.

Candidates are advised that when completing the references section on the application form to please ensure that:

- ◆ Your first referee must be your current, or most recent, employer
- ◆ You provide a referee who can confirm your suitability for the role

Shortlisting

Once we have received your application you will be notified via email. Successful candidates who have been shortlisted for interview will be contacted shortly after the closing date.

Shortlisted candidates will be asked to teach an activity or lesson and will be advised of the details of the lesson observation prior to interview.

Candidates must ensure that if they are successful at interview, that they are able to provide evidence of their Right to Work and Remain in the UK. The school is not able to employ any person who cannot validate their Right to Work and Remain in the UK in the line with the Asylum, Immigration and Nationality Act 2000.

Successful candidates

Successful candidates will be required to apply for an enhanced Criminal Record Check via the DBS. We are committed to safeguarding and promoting the welfare of our children and expect all members of staff to share this commitment.

All qualifications and references will be verified.

Completed application forms must be received by 9:30am on Tuesday 23rd April 2019

Interviews will take place on Thursday 2nd May 2019 .If you have any queries or would like to arrange to visit our school, please contact Leanna Boyce at lboyce@st-matthias.hackney.sch.uk.

We look forward to receiving your application.

St Matthias CE Primary School
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Stoke Newington
London
N16 8DD*
Tel: 020 7254 1148
www.st-matthias.hackney.sch.uk



Please click on the links below for more information about our schools.

[St John & St James CE Primary School](#)

[Holy Trinity CE Primary School](#)

[Springfield Community School](#)

[St Matthias CE Primary](#)

[St John Baptist CE Primary](#)

[Morningside Primary](#)

[Gainsborough Primary School](#)

[Debeauvoir Primary School](#)