



Herne Junior School

# Job Application Pack

## Assistant Headteacher

## Welcome from Sue Sayers, Headteacher



Dear Applicant

Thank you for your interest in the role of becoming Herne Junior School's new Assistant Headteacher. I am very pleased to be able to share with you some information about the children, staff and leaders in our happy and inclusive school.

Herne is a thriving and popular junior school. We strive to ensure that there is a culture of inclusivity so that every pupil, family member and member of staff feels that they belong.

We are looking to recruit an aspirational and effective Assistant Headteacher to support the leadership of our school and contribute to our school improvement journey. As leaders is our role to support staff to embed these improvements and continue to evaluate their effectiveness in raising outcomes for all our pupils.

The successful applicant will play a key part in supporting the Headteacher and the wider Senior Leadership Team with strategic planning and ensuring the highest quality teaching and learning outcomes throughout the school. The role will involve some teaching responsibilities. Our school ethos is based on our core "Harmony" values; therefore, it is important that you are someone who is able to drive standards whilst maintaining that sense of unconditional positive regard for all.

As in every school, our pupils are at the heart of everything that we do. They articulate that they feel safe and happy at school and the behaviour of our children is a strength. In 2023, Ofsted graded the school as a GOOD school and they recognised the excellent work we have achieved. We have a strong and dedicated Safeguarding and Inclusion team where we value a collaborative approach. This role will include being part of this team as one of our Deputy Designated Safeguarding Leads in addition to leading on Curriculum and Assessment.

Our pupils are motivated and love to learn so we have worked hard to ensure that our curriculum is engaging and interesting.

Our staff are committed and dedicated to giving our children the very best.

The right candidate for us will be:

- ✓ An outstanding teacher with a proven track record of making a real impact on children's learning.
- ✓ Have an ability to model exceptional practice and positivity both in and out of the classroom
- ✓ A skilled communicator with the ability to inspire, motivate, and support colleagues.
- ✓ Be super friendly and personable - a great support to the whole staff team - with a great sense of humour!
- ✓ A team player who brings energy, enthusiasm, and fresh ideas
- ✓ Have incredibly high expectations of children's achievement, behaviour and attitudes to learning
- ✓ Passionate about inclusivity, well-being, and ensuring every child succeeds.
- ✓ Be highly organised and creative with their time
- ✓ Ready to embrace new challenges and help take our school to the next level.
- ✓ Be confident in stepping into overseeing the school in the absence of the Headteacher

You'll play a vital role in shaping the future of our school, working closely with the Headteacher and leadership team to:

- ✓ Provide strategic leadership and management across the school.
- ✓ Lead with passion and purpose, inspiring staff and pupils alike.
- ✓ Champion high-quality teaching and learning across the school.
- ✓ Support and develop our talented team, creating a culture of continuous improvement.
- ✓ Use data and innovation to drive school improvement and raise standards.
- ✓ Nurture a positive, inclusive, and caring school ethos where every child feels safe and valued.
- ✓ Work in close partnership with parents, carers, and other stakeholders to enhance learning and opportunities for all.

**We can offer you:**

- ✓ A warm and welcoming school where everyone belongs.
- ✓ A supportive leadership team that values your ideas and ambitions.
- ✓ Opportunities for professional growth and career progression.
- ✓ Happy, engaged, and enthusiastic pupils who love learning.
- ✓ The chance to make a genuine impact on the future of our school.

If this something you would like to be an integral part of and you have the enthusiasm and skills required, we very much look forward to hearing from you. We welcome informal discussions and visits to our schools. Please contact us via [admin@hernejunior.com](mailto:admin@hernejunior.com) or call 01730 263746 to arrange a visit in advance and/or an informal discussion.

Yours sincerely,



Sue Sayers  
Headteacher

*"Pupils are truly known as individuals at this school. They feel safe and nurtured. Relationships between adults and pupils are positive and respectful. Pupils are enthusiastic learners and confident communicators." Ofsted inspection February 2023*

*"Leaders are highly ambitious for pupils to be effective global citizens and to achieve well. The school's 'Harmony Values' of motivation, honesty, independence, enjoyment, respect and collaboration are securely at the centre of the school's work. Staff and pupils have a clear, shared understanding of what these values look like in practice and why they are important." Ofsted inspection February 2023*

**Start date:** September 2025  
**Salary Range:** L3-L7. Depending on your skills and experience and to be agreed on appointment  
**Applications:** Deadline is Monday 14<sup>th</sup> March 2025 (17:00)  
**Contract:** Full time, permanent position  
**Interviews:** 24<sup>th</sup> March 2025 with a teaching observation in your current setting, date to be confirmed

### **Statutory Requirements**

The appointment is subject to the current conditions of employment for Teachers contained in The School Teachers' Pay and Conditions Document, the Schools Standards and Framework Act 1998, the required standards for Qualified Teacher Status and other current education and employment legislation.

Application forms are available through the school office, please email [admin@hernejunior.com](mailto:admin@hernejunior.com) to request a copy.

Completed application forms should be emailed to our Business Manager, Rebecca Loader, via [r.loader@hernejunior.com](mailto:r.loader@hernejunior.com). CVs or similar will not be considered.

### **Safeguarding Children & Young People**

The Governing Body is fully committed to safeguarding and to promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with past employers. Candidates will be subject to an enhanced DBS certificate and as the role is engaged in regulated activity this will therefore also require a children's barred list check. Shortlisted Applicants will be required to complete a self-disclosure.

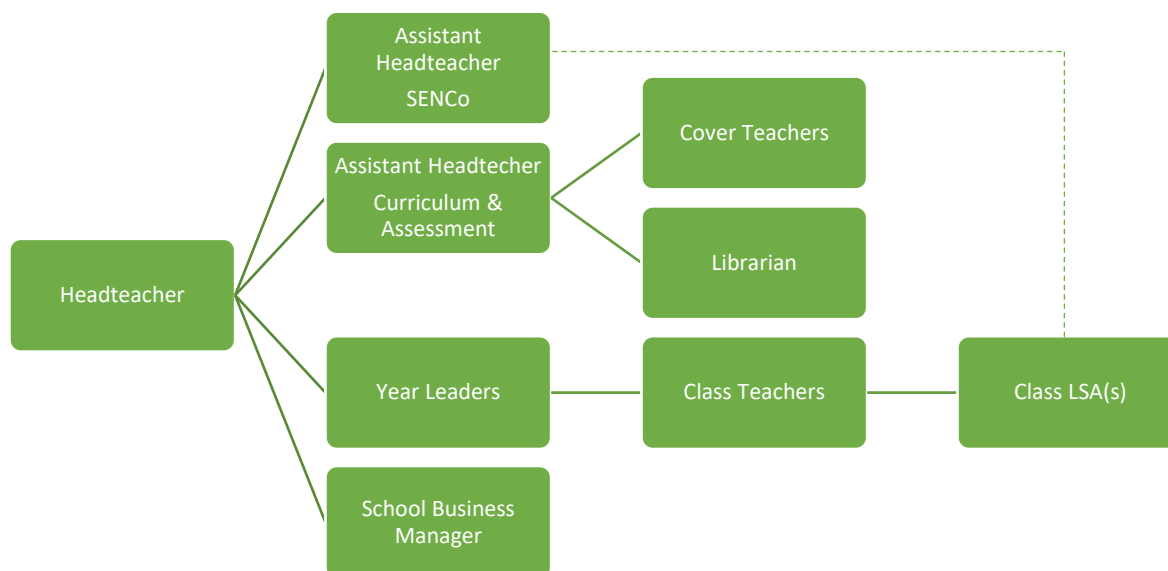
Please read the following policies, which are available on the 'Policies' tab on the school website:

- Safeguarding Policy
- Child Protection Policy
- Safe Recruitment Policy.



## JOB DESCRIPTION: ASSISTANT HEADTEACHER

### Responsible to:



### Main purpose of the job

This post is an opportunity to play a crucial role in ensuring that the partnership school in which you are employed drives forward in its mission to be the best it can be. The Assistant Headteacher will work alongside the Headteacher and SLT in defining, articulating and implementing the shared vision and values of the school and the partnership through effective communication and engagement with all stakeholders. It is expected that the Assistant Headteacher will demonstrate leadership skills working with the Senior Leaders on the implementation of the strategic direction of the school and working with individuals and groups to ensure the implementation of school policies, systems and procedures. The Assistant Headteacher will have experience and secure knowledge of KS2.

### Purpose of post

To assist the Headteacher and other Assistant Headteacher in leading and managing the school by:

- Contributing to the vision and strategic direction of the school to ensure school improvement
- Contributing to formulating and reviewing the School Development Plan and the aims and objectives of the school
- Supporting the Head in implementing policies
- The school has two Assistant Headteachers rather than a Deputy Headteacher and therefore this post is of a similar status to this position
- Lead on Curriculum and Assessment

Carry out those responsibilities defined by statute with specific reference to conditions of Employment of Assistant Headteachers in the DfE (DCSF) publication 'School Teachers

Pay and Conditions,' including the educational standards, internal organisation, management and control of the school.

The specific requirements of the post are subject to discussion in order to balance

**Specific Roles:**

- Lead curriculum and assessment across the school
- Be a trained Deputy DSL

**Duties and responsibilities**

**Shaping the future**

- Support the Headteacher and governors in establishing an ambitious vision and ethos for the future of the school
- Play a major role in the school improvement and school self-evaluation planning process, through agreed priorities.
- Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate
- Lead by example to motivate and work with others
- In partnership with the Headteacher, lead by example when implementing and managing change initiatives

**Leading Teaching and learning**

- Work with the Headteacher and Head of Schools to raise standards through staff performance management
- Assist with the organisation and delivery of training and support for staff
- Lead the development and review of agreed aspects of the curriculum and pastoral including planning, recording, reporting, assessment for learning and the development of a creative and appropriate curriculum/care for all pupils including maintaining website content
- Assist the senior leadership team in managing the school through strategic planning and the formulation of policy and delivery of the strategy, ensuring management decisions are implemented
- Support the senior leadership team with the processes involved in monitoring and evaluating the policies and practices
- Ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards

**Developing self and others**

- Support the induction of staff new to the school and those being trained within the school as appropriate
- Participate in the selection and appointment of teaching and support staff as appropriate
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting where required
- Work with the senior leadership team in ensuring an appropriate programme of professional development for staff, in line with the school development plan and performance management including coaching and mentoring as appropriate
- Work with support staff, including the inclusion team in relation to safeguarding
- Liaise with agencies
- Undertake specific duties as requested by the senior leaders of the school to ensure the smooth running of both schools
- Undertake training as requested

- Deputise in the absence of the Executive head and Head of Schools (and deputy) deputise on a short term basis

### **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 communication
- As appropriate and under the leadership of the Headteacher, undertake activities related to professional, personnel/HR issues
- Manage HR and other leadership processes as appropriate e.g. sickness absence
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the senior leadership team
- Contribute to the day-to-day effective organisation and running of the school
- To undertake any professional duties, reasonably delegated by the Headteacher or Head of Schools

### **Securing accountability**

- Support the staff and governing body in fulfilling their responsibilities with regard to the school's performance
- Contribute to the reporting of the school's performance to the school's community and partners
- Promote and protect the health and safety welfare of pupils and staff
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

### **Strengthening community**

- Assist the senior leadership team in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Develop and maintain contact with all specialist support services as appropriate
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Attend meetings with parents and carers as appropriate to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools and external agencies

Ensure that the health and safety of all students and staff is promoted and maintained to a high standard at all times in accordance with the school's relevant policies and procedures.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

### **Safeguarding Children**

In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled "Safeguarding Children and Safer Recruitment in Education" (January 2007) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting

and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school.

You are also required to know and comply with the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People (January 2009). You are required to have enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

### **Confidentiality**

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of both schools or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

### **Data Protection**

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984 and are properly applied to student, staff and school business/information.

### **Freedom of Information**

The post holder must be aware that any information held by the school in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the school's policies and procedures.

#### *Note*

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#### **Other Duties**

*The Assistant Headteacher should also carry out duties in accordance with and subject to the provisions of Education Acts 1944 to 2005 and any Orders and Regulations having effect thereunder and duties requested that are reasonable for the pay and experience of the individual*





## PERSON SPECIFICATION: ASSISTANT HEADTEACHER

### Qualifications/Personal Development

Essential	Desirable
<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Evidence of continuing professional development relating to school leadership and management, and curriculum/teaching and learning</li> <li>• Ability to identify own learning needs and to support others in identifying their learning needs</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with other schools/organisations/agencies</li> <li>• Experience of leading/coordinating professional development opportunities</li> </ul>

### Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>• Experience of teaching in Key Stage 2.</li> <li>• Successful experience of leading one or more subject areas</li> <li>• Proven successful teaching experience.</li> <li>• Successful experience in a middle leadership and management role</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching in Year 6 and SATs.</li> <li>• Curriculum leadership in maths.</li> <li>• Experience of teaching in more than one school</li> </ul>

### Strategic Leadership

Essential	Desirable
<ul style="list-style-type: none"> <li>• Ability to articulate and share a vision of primary education within the context of the school's mission statement</li> <li>• Ability to inspire and motivate staff, pupils, parents and governors to achieve the aims of the school</li> <li>• Evidence of successful strategies for planning, implementing, monitoring and evaluation</li> <li>• Understanding of and commitment to promoting and safeguarding the welfare of pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the role of the Governing Body</li> <li>• Evidence of having successfully translated vision into reality at whole school level</li> <li>• Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these</li> </ul>

### Teaching and Learning

Essential	Desirable
<ul style="list-style-type: none"> <li>• A secure understanding of the National Curriculum and current curriculum development research</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of successful teaching and learning across the entire curriculum across all key stages</li> </ul>

<ul style="list-style-type: none"> <li>• Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils</li> <li>• A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning</li> <li>• Experience of effective monitoring and evaluation of teaching and learning</li> <li>• Secure knowledge of statutory requirements relating to the curriculum and assessment</li> <li>• Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management</li> </ul>	<ul style="list-style-type: none"> <li>• Successful experience in creating an effective learning environment and in developing and implementing policy and practice relating to behaviour management</li> <li>• Whole school curriculum leadership</li> <li>• Promoting SMSC of pupils across the curriculum</li> </ul>
<b>Leading and Managing Staff</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Experience of working and leading staff teams</li> <li>• Ability to delegate work and support colleagues in undertaking responsibilities</li> <li>• Experience of performance management and supporting the professional development of colleagues</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership of middle management / phase leaders•</li> <li>• Experience of working with governors to enable them to fulfil whole school responsibilities</li> </ul>
<b>Accountability</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, pupils, parents, governors</li> <li>• Ability to develop and update website content</li> <li>• Experience of effective whole school self-evaluation and improvement strategies</li> <li>• Ability to provide clear information and advice to staff and governors</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of presenting reports to governors</li> <li>• Leading sessions to inform parents•</li> <li>• Experience of offering challenge and support to improve performance</li> </ul>
<b>Skills, Qualities &amp; Abilities</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• High quality teaching skills</li> <li>• High expectations of pupils' learning and attainment</li> </ul>	<ul style="list-style-type: none"> <li>• Proven track record of improving standards and outcomes in a key area across the school</li> </ul>

<ul style="list-style-type: none"> <li>• Strong commitment to school improvement and raising achievement for all</li> <li>• Ability to build and maintain good relationships</li> <li>• Ability to remain positive and enthusiastic when working under pressure</li> <li>• Ability to organise work, prioritise tasks, make decisions and manage time effectively</li> <li>• Empathy with children</li> <li>• Excellent communication skills</li> <li>• Excellent interpersonal skills</li> <li>• Stamina and resilience</li> <li>• Effective ICT skills</li> </ul>	
<b>References</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Positive recommendations in professional references</li> <li>• Satisfactory health and attendance record</li> </ul>	<ul style="list-style-type: none"> <li>• Professional reference without reservations</li> <li>• Strong positive examples of leadership impact</li> </ul>