



**North East
Learning Trust**

**Assistant Headteacher
Diamond Hall Junior Academy**
Applicant information pack

Assistant Headteacher

Required September 2022

Permanent/Full time

Salary L5-L9

Diamond Hall Junior Academy is three form entry and part of the North East Learning Trust. We are seeking to appoint a highly motivated and inspirational Assistant Headteacher who can work collaboratively with our dedicated leadership team and governors.

The successful candidate will be an excellent, experienced teacher and leader who has a proven record of success with the drive and experience to secure outstanding results through creative and innovative approaches to learning.

Diamond Hall Junior Academy is a positive and happy school where the development of the children is paramount. As a team, we ensure children are given every opportunity to thrive in an environment of high aspirations, care and mutual respect. Their work is valued and celebrated and all children, regardless of their abilities, are of equal worth.

We aim to achieve the highest possible standards in all areas for every child. Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students.
- A positive and caring ethos.
- An excellent learning environment and resources.
- A team of hardworking, dedicated and friendly staff where everyone is valued.
- A supportive and effective Local Academy Council.
- A thriving successful school.
- A clear commitment to continuing professional development and an investment in future career development.

The successful candidate will:

- have a significant track record of school improvement and curriculum innovation
- have successful subject lead experience
- be an exemplary classroom practitioner and is able to model their outstanding practice through coaching
- have high expectations of pupil achievement and behaviour
- have excellent interpersonal, organisational and communication skills with the ability to lead, motivate, inspire and support colleagues
- be committed to working in partnership with our parents and the local community.

Deadline: 12 noon Wednesday 18 May 2022

Interviews will take place week commencing Monday 23 May 2022.

How to apply:

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to Michaela.Kelly@nelt.co.uk or by post to Michaela Kelly, Office Manager, Diamond Hall Junior Academy, Well Street, Sunderland, SR4 6JF. Please do not submit a CV unless it is to complement your application form.

Job Description

Post: Assistant Headteacher
Responsible to: Headteacher
Salary Band: L5 – L9

Job Purpose:

To provide outstanding leadership for the school which secures its success and improvement, ensuring high quality education and excellent standards of learning and achievement for all learners.

You will be required to carry out the duties of a schoolteacher as set out in the current School Teachers' Pay and Conditions Document.

This position will deputise for the Headteacher as and when required.

You will be a committed and enthusiastic member of staff, developing positive working relationships with students, teaching staff, other professionals and parents/carers.

Duties and responsibilities:

Strategic planning and development of the school

- Work with the Headteacher to provide vision, leadership and a clear direction for the school.
- Lead by example to inspire and motivate pupils, staff, parents and governors in the vision, purpose and leadership of the school.
- Promote the school's ethos to develop effective teaching and learning whilst sustaining improvement in pupils' spiritual, moral, cultural, emotional, and physical development.
- Assist in the development and implementation of a strategic improvement plan, underpinned by sound financial management and a range of data that identifies priorities and targets to support school improvement.
- Assist the Headteacher in implementing national expectations for performance management as an effective tool to monitor and evaluate the school's educational provision.
- Support the leadership team in the production, implementation, monitoring, and evaluation of the school improvement plan to ensure that pupils make excellent progress and achieve high standards and increase teachers' effectiveness.

Teaching and learning

- As class teacher, maintain personal expertise and share this with other teachers, acting as a role model of outstanding practice.
- Model effective teaching strategies and monitor pupil standards and achievements.
- Assist in the creation and maintenance of an environment and code of behaviour which promotes and secures good teaching, effective learning and high standards of achievement and behaviour.
- Plan, monitor and evaluate curriculum provision to promote breadth, balance and creativity, ensuring equality of access by all pupils, promoting a sense of fun and enjoyment in learning.
- As a member of the Leadership Team, monitor and evaluate the quality of teaching, learning and progress to set challenging targets for improvement.

Leading and managing staff

- Lead subjects well and guide less experienced staff to become excellent subject leads.
- Advise and support teaching staff in raising standards of teaching and learning throughout the school to sustain and improve pupil achievement.
- Manage, monitor and review curriculum provision in order to stay abreast of new initiatives to secure the improvement of pupil achievement.
- Support the Headteacher in monitoring the quality of teaching and learning across the school, monitoring planning, curriculum coverage and learning outcomes.
- Lead evaluation strategies that contribute to overall successful school self-evaluation.

Accountability

- Provide curricular information and objective advice to enable the academy council to meet its responsibilities.
- Support the Headteacher in creating an organisation in which all staff recognise that they too are accountable for the continued success of the school.
- Ensure that parents and pupils are well-informed and that channels of communication are used and reviewed regularly to ensure their continued effectiveness.
- Assist in the presentation of a coherent and accurate account of the school's performance in a format appropriate to range of audiences, including parents, governors, the local authority, the local community, OFSTED and others for them to play their part in the improvement agenda.

General

- Carry out any other duties commensurate with the role that the Headteacher may direct from time to time
- Participate in the Performance Management system for the appraisal of own performance
- Attend relevant meetings and contribute to curriculum development, school policies and procedures.
- Ensure good communication across school.
- Be committed to the school's aims and values.
- Keep up to date with own CPD.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person Specification

Assistant Headteacher

	Essential	Desirable
Education/Knowledge	<ul style="list-style-type: none"> • Qualified Teacher Status • First degree or equivalent in a relevant subject. • Excellent classroom practitioner 	<ul style="list-style-type: none"> • Further post-graduate qualification • NPQSL
Experience	<ul style="list-style-type: none"> • Substantial successful teaching experience at primary level. • Evidence of successful subject area leadership and management, (including leading curriculum development, developing school policy and monitoring and evaluating progress). • Experience of monitoring teaching and learning. • Significant experience of teaching and leadership in more than one key stage. • Experience of the DSL Designated Teacher role. • Experience of leading Read Write Inc across all key stages. • Experience of managing a team or phase. • Experience of mentoring student teachers under the new ECT framework. 	<ul style="list-style-type: none"> • Experience of developing and leading staff development programmes for teachers and other staff. • Evidence in successful implementation of whole school initiatives. • Prior experience of whole-school leadership.
Aptitude and skills	<ul style="list-style-type: none"> • The ability to create a motivating and safe learning environment for all students. • The ability to communicate positively with parents/carers and outside agencies • The ability to work as part of a team and to develop and maintain positive relationships with teaching and other support staff. • Good level of ICT skills. • Excellent time management skills and the ability to prioritise and meet deadlines under pressure. • Good communication skills when both writing and speaking. 	
Personal qualities	<ul style="list-style-type: none"> • Enthusiasm for and commitment to the achievement of the school's overall vision for success at all levels. • A positive role model for students. • Patience, sensitivity and understanding, with the ability to remain calm in stressful situations. • Open to change, flexible, adaptable, results orientated and able to prioritise, resilient under pressure. 	

References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.