

Assistant Headteacher

Candidate Information Pack



Hill View Junior Academy

part of Vision Learning Trust

Dear Applicant,

Thank you for your interest in becoming Assistant Headteacher of Hill View Junior Academy, a part of Vision Learning Trust.

The Trust, together with the Local Governing Body of Hill View Junior Academy, are seeking to appoint an Assistant Headteacher to further develop and grow the success that has been achieved by all members of the existing team. As Assistant Headteacher you will be a valuable part of the senior leadership team, working closely alongside the Headteacher and Deputy Headteacher in leading on the development of the school with the lead responsibility for whole school data. This will be with the full support of the Trust.

Directors and Governors are looking for a dynamic Key Stage 2 leader who can deliver excellence in a challenging and demanding educational environment. A leader who has vision and initiative to build on current successes and to continue to drive Hill View Junior Academy forward.

Our Assistant Headteacher will be highly visible, approachable and an excellent communicator who will be at the heart of our school community.

Vision Learning Trust is a multi-academy trust that strives to provide an outstanding educational experience for all of its pupils in the Hill View community. At present there are two strong schools in the Trust: Hill View Infant Academy and Hill View Junior Academy. Hill View Infant Academy is graded 'outstanding' and Hill View Junior Academy is graded 'Good' by Ofsted and has many outstanding aspects. The senior leaders of both schools work closely together, and you will have the invaluable opportunity to collaborate with the data lead at the Infant Academy in order to share good practice whilst continuing to raise standards.

I look forward to receiving your completed application and would encourage you to take the opportunity to visit the school, which prides itself on being an integral part of the community, providing excellent teaching and learning facilities in an enjoyable working environment.

Please contact Mrs Helen Howat on 0191 5947982 to arrange a visit.

Application packs should be returned to info@visionlearningtrust.co.uk

Thank you for your interest in our academy.

Yours faithfully,



Hayley Sutton
Headteacher

Job Title: Assistant Headteacher
Location: Hill View Junior Academy, Sunderland
Pay Range: L6—L10
Start Date: September 2022
Contract Type: Permanent



We are looking for an experienced, enthusiastic and highly committed Senior Leader to work in partnership with the CEO, Headteacher and Deputy Headteacher to provide reflective, dynamic and forward thinking leadership with a shared vision in our successful school.

We are looking for a leader who has:

- Excellent interpersonal skills with a team approach to school leadership
- Current management experience
- High expectations for all children, staff, families, Governors and Directors
- An absolute commitment to being involved in the wider school community
- The ability to inspire, implement change, and to challenge
- Thorough knowledge of the National Curriculums including National agendas
- A passion for and experience of Key Stage 2
- Thorough knowledge of safeguarding procedures
- A proven track record of data analysis, development of strategic plans and target setting
- Thorough knowledge of school assessment systems and National expectations
- The ability to be assertive and stay calm

We can offer you:

- A vibrant and attractive learning environment
- High standards of attainment and progress
- Pupils who are exceptionally well behaved and keen to learn
- Opportunities for further professional development as part of a unique multi academy trust

Hill View Junior Academy safeguards and protects its students and staff by being committed to respond in accordance with Sunderland Local Safeguarding Partnership Procedures. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a criminal record check from the Disclosure and Barring Service.

Vision Learning Trust is an Equal Opportunity Employer and welcomes applications irrespective of race, sex, marital status, disability, religion, age, sexual orientation or political belief.

Visits to the school are encouraged and warmly welcomed. To arrange a visit please contact the school office on 0191 5947982 or at office@hvj.org.uk.

Closing date: Monday 16th May 2022 at 12pm
Shortlisting: Monday 16th May 2022
Interviews: Friday 20th May 2022

JOB DESCRIPTION



Job Title:	Assistant Headteacher
Salary:	Leadership Scale 6 -10
Hours:	As set out in STPC
Job Location:	Hill View Junior Academy
Company:	Vision Learning Trust
Responsible to:	Headteacher/Board of Directors

General Responsibilities:

- To carry out the duties of a Class Teacher and an Assistant Headteacher as set out in the Teachers' Pay and Conditions and Teachers Standards documents
- To be an active member of the Senior Leadership Team, responsible for the strategic management and day-to-day running of the school
- To be strategic data lead for the academy
- To undertake the role of Deputy Designated Person for Safeguarding

Purpose of Job:

To assist and support the Head Teacher, Deputy Head Teacher, Governing Body and The Board of Directors in providing vision and leadership for the school, so that the school's aims are implemented in accordance with the policies of the Governing Body/ Directors to ensure high quality education for all pupils

Main Duties:

In addition to the above, the Assistant Headteacher is required to undertake the following responsibilities in consultation and co-operation with the Headteacher:

Leadership

- To work with the Headteacher on developing, implementing and monitoring of the School Development Plan and ensuring accountability of all stakeholders.
- To assist the Headteacher in securing and sustaining effective teaching and learning across the school by monitoring and evaluating the quality of teaching and standards of pupil achievement using appropriate benchmarks and target setting.
- To be part of the Senior Leadership Team and to lead teams to sustain success, standards, progress and attainment
- The Assistant Headteacher will work with the SLT for the Continued Professional Development of all staff to ensure that the Curriculum/Intervention provision is at least good across the school, including leading staff meetings and INSET days
- Ensure the ethos of the school, in terms of the high standards of physical and emotional wellbeing for all children, is maintained.
- To have high expectations and lead by example
- To continue initiatives and generate enthusiasm amongst staff in order to promote teamwork and sense of purpose

- Develop and maintain good relationships with parents, the local community, Governors, Directors, and other external agencies.
- To promote Vision Learning Trust's vision, policies and procedures and engage with trust personnel
- To perform day to day leadership duties as may be required
- To be a nominated Deputy for Safeguarding
- To contribute to management meetings and express own views and opinions and work with the team to provide decisions in leading the school forward
- To be dedicated and committed to being involved in the wider school community and events
- To lead and manage the key responsibilities as set out above

Teaching and Learning

- To lead by example to other teachers and support staff across the school by:
 - Identifying and sharing examples of best practice;
 - Ensuring consistency of approaches to teaching and learning;
 - Demonstrate outstanding practice in the classroom
- To monitor and evaluate standards of teaching and learning across the academy
- To work with the SLT and middle leaders to evaluate progress and attainment across KS2, setting appropriate targets and to monitor progress and attainment
- To work with SLT and middle leaders to support staff in the development of teaching and learning based on areas of development identified through monitoring
- To ensure a culture and ethos of challenge and support where all pupils can make good progress and achieve well
- To take a strategic role in the leading of data and assessment, for whole school, year groups and specific groups of learners
- To provide reports and present data to stakeholders as required, including Governors and Directors

Communication

- To support effective communication between all members of the academy team and stakeholders
- When appropriate, to liaise and engage effectively with external support agencies
- Provide effective transition between the infants and juniors and for Year 6 to Year 7
- To develop and strengthen links between schools within the trust

Staff Development

- To be involved in staff recruitment and to take an active role in supporting new staff
- To maintain an appropriate balance of support and challenge when working with colleagues
- To work with colleagues to identify key professional development needs and liaise with the SLT or the appropriate subject leader
- To contribute to and support the leadership team
- To support the operation of an effective appraisal system for all staff and to manage an identified team within school

Finance, Resources and Premises

- Planning for, managing and monitoring the use of finances and resources, including the premises, effectively to achieve the aims of the school

Personal Development

- To actively engage in own appraisal and continuing professional development to ensure professional skills are kept up to date and developed.

It is expected that the key tasks of the Assistant Head teacher may change from year to year depending upon the strengths, areas of development and aspirations of the post holder and the school priorities for improvement.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of records and information.

The post holder must comply with the Data Protection Act 2018 and the General Data Protection Regulations (GDPR) and the principles enshrined within them in respect of personal information held by the School.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Safeguarding Policy (in line with SSCP procedures) and all other Trust Policies.

The post holder must comply with the Trust's Health and Safety rules and regulations and with Health and Safety legislation.

The post holder is responsible for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with.

PERSON SPECIFICATION

Essential	Desirable	Evidence
Qualifications and Experience		
<ul style="list-style-type: none"> • Qualified teacher status • Experience as an effective middle manager • Substantial, outstanding teaching experience of at least 5 years 	<ul style="list-style-type: none"> • Degree 	AF C
Professional Development		
<ul style="list-style-type: none"> • Up to date training in data, assessment and National Curriculums 	<ul style="list-style-type: none"> • Evidence of recent continuing professional development relating to school leadership and management • Experience of managing data strategically 	AF I
Strategic Leadership and ‘Shaping the Future’		
<ul style="list-style-type: none"> • Ability to articulate and share a vision of effective curriculums • Evidence of having successfully translated vision into reality at whole-school level • Ability to inspire and motivate staff, pupils, parents and governors to achieve the aims of the academy and trust • Evidence of having used successful strategies for planning, implementing, monitoring and evaluating school improvement • Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these • Knowledge of what constitutes quality in educational provision, the characteristics of effective schools and strategies for raising standards and the achievement of all pupils • Understanding of, and commitment to promoting and safeguarding the welfare of pupils • A good working knowledge of the current requirements for child protection issues • An understanding of the role of the governing body and board of Directors 	<ul style="list-style-type: none"> • Experience of working closely with a governing Body/SLT 	AF T I R

Essential	Desirable	Evidence
Leading Learning and Teaching		
<ul style="list-style-type: none"> • A secure understanding of the requirements of Key Stage 1 and 2 • Knowledge and experience of a range of teaching and learning strategies to meet the needs of the pupils • A secure understanding of assessment strategies and the use of data to set targets and raise standards • Experience of effective monitoring and evaluation of teaching and learning • Secure knowledge of statutory requirements relating to the curriculum and assessment • An understanding of the characteristics of an effective learning environment and the key elements of successful management of a team 	<ul style="list-style-type: none"> • Successful experience in creating an effective learning environment and in developing and implementing policy and practice relating to the curriculum • Experience of wider data analysis, the development of strategic plans and target setting 	AF T I R
Leading and Managing Staff and 'Managing the Organisation'		
<ul style="list-style-type: none"> • Experience of working in and leading staff teams • Ability to delegate work and support colleagues in undertaking responsibilities • An understanding of the most important aspects of the operational management of a school • A willingness to undertake any training necessary for the role 	<ul style="list-style-type: none"> • Experience of working with governors to enable them to fulfil whole-school responsibilities • Successful involvement in staff recruitment, appointment/induction • Understanding of how financial and resource management enable a school to achieve its educational priorities • Experience of performance management and supporting the continuing professional development of colleagues 	AF T I R

Essential	Desirable	Evidence
Securing Accountability		
<ul style="list-style-type: none"> • Ability to communicate effectively, orally and in writing to a range of audiences – eg staff, pupils, parents, governors, directors • Experience of effective whole-school self-evaluation and improvement strategies • Ability to provide clear information and advice to staff and governors • An understanding of effective strategies for the performance management and professional development of staff 	<ul style="list-style-type: none"> • Experience of presenting reports to governors/directors • An understanding of the Ofsted criteria for the evaluation of a school • Experience of leading information sessions for parents • Experience of offering challenge and support to improve the performance of staff 	AF T I R
Skills, Qualities and Abilities		
<ul style="list-style-type: none"> • Outstanding teaching skills • High expectation of pupils' learning and attainment • Strong commitment to school improvement and raising achievement for all • Ability to build and maintain good relationships • Ability to remain positive and enthusiastic when working under pressure • Ability to organise work, prioritise tasks, make decisions and manage time effectively • Empathy with children and adults • Good communication skills • Good interpersonal skills • A commitment to being involved in the wider school community • To support the decision making processes of the SLT 		AF T I R

About Hill View Junior Academy

- Hill View Junior Academy is a larger than average sized four form entry junior school—catering for 480 pupils
- The leadership team consists of the Headteacher, Deputy Headteacher and Assistant Headteacher. There are TLR Year Leaders for each year group. TLR's also exist for Reading, Writing, Maths, PE and Science.
- In April 2017 Hill View Junior School converted to Academy status and joined Hill View Infant Academy in a multi-academy trust, named Vision Learning Trust.
- Hill View Junior Academy also has close links with Sunderland Junior schools, facilitating in the moderation of writing and sharing of good practice.
- The percentage of pupils with SEND is below average. Hill View Junior Academy prides itself on being fully inclusive.
- Pupil stability is very high.
- Attainment on entry to key stage 2 is above average.
- The percentage of pupils eligible for Free School Meals is 9.4% with 42% of our pupils coming from the 10% most deprived areas in England. 15.8% of pupils receive pupil premium funding. Our catchment is very mixed ranging from the 5% least deprived to the 10% most deprived areas in England
- 85% of children achieved expected standards in reading, writing and maths in 2019, with 22% achieving the higher standard. This was in the highest 20% nationally.
- Pupils behaviour is outstanding.
- A wide range of extra curricular activities enhance the school experience.
- Hill View Junior Academy currently holds Artsmark Gold, School Games Gold and Anti-bullying Award Platinum.
- There is an active school council providing clear pupil voice.
- Hill View Junior Academy operates a breakfast club, run and managed by academy staff.
- Sport features very strongly at Hill View Junior Academy—our football and netball teams regularly topping local and regional leagues. Other recent successes in sport have been in skipping, athletics, swimming, tennis and cricket.
- Hill View Junior Academy pupils, is the main feed to Southmoor Academy—with whom we have good links.
- Excellent links exist with our partner Infant Academy. A strong transition programme is in place, culminating with Year 6 pupils 'buddying' Year 3 pupils.



About Vision Learning Trust

We are a multi academy trust based in the centre of Sunderland consisting of two large 4 form entry schools. We formed in 2017; our original values and aims remain today, and our schools continue to thrive whilst maintaining individual autonomy. Our schools have worked closely within the MAT and with our shared families, to form the strong ethos of outstanding achievement, high standards and exceptional behaviour.

We aim to promote cooperative, yet autonomous schools that work together, who have collaborate working relationships between all staff, pupils, parents, directors and the wider community that results in a shared vision of excellence and high expectations of behaviour and academic standards.

We are able to offer:

- Delegated support from strong leadership and central teams
- High quality governance at Director and Local Governing Body level, focused clearly on maintaining educational success
- Successful investment in staff by offering high quality CPD and wider training to grow and retain own talent
- A collaborative approach to improvement
- A commitment to achieving high expectations of behaviour and academic standards
- Inspiring and innovative teaching that is delivered through broad, rich and challenging curriculums
- Economies of scale



Vision Learning Trust is a charitable company limited by guarantee in England and Wales (Registered No 10292875)





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