



Assistant Head Application Pack

LOWBROOK ACADEMY

CONTENTS

- 03 Welcome to our school
- 04 How to apply
- 05 About us
- 06 Person specification
- 07 Job description



Lowbrook Academy

The Fairway, Cox Green, Maidenhead, Berkshire, SL6 3AR.

T: 01628 671355

E: lowbrook@lowbrookacademy.co.uk

www.lowbrookacademy.co.uk



Lowbrook Academy 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 TO OUR SCHOOL

Dear Applicant,

Thank you for your interest in the role of Assistant Head at Lowbrook Academy.

Located in leafy Berkshire, Lowbrook Academy is currently ranked as the highest performing primary school in the Royal Borough of Windsor & Maidenhead and the fifth highest performing school in the country in The Sunday Times' Top 250 schools (December 2017).

This young at heart Academy continues to grow and, with its forward-thinking mindset, encourages the most dynamic and enthusiastic individuals to join our team. We use the most up-to-date technology for pupils to learn and develop, and we regularly challenge our agile methodologies to deliver real value and teach in an energetic and creative way.

We are looking to appoint a dedicated and enthusiastic Assistant Head to supplement our Senior Leadership Team and who will share our vision of 'Happy, Healthy, High Achievers' in leading the Academy into the future. Under the direction of the Head of School and Senior Leadership Team, you will play a key role in the strategic leadership and day to day management of the school and leading the school towards achieving the highest level of attainment for our pupils.

In exchange, you will be a key part of a talented and successful team of educational professionals with unrivalled opportunities to learn and build your career. Personal growth at Lowbrook Academy is key, and is supported with an excellent programme of CPD.

We welcome and strongly encourage school visits. Please contact the Academy on 01628 671355 to arrange a suitable date and time.

Yours faithfully,

Dave Rooney
Executive Principal





HOW TO APPLY

Salary:
Leadership Point L1 - L5
(based on experience)

Application closing date:
Thursday 22nd March 2018

Starting date:
September 2018

**External candidates are preferred
for this position.**

1. Please read this application pack carefully. On page 7, you will find the job description, which lists the key competencies that we are looking for.
2. Complete the enclosed application form; CVs will not be accepted.
3. Please make sure you address the criteria outlined in the person specification (page 6) when writing your personal supporting statement.
4. We highly recommend that you visit the school before applying for the position. To arrange a visit, please call the school office on **01628 671355**.
5. Should you have any queries on the application process, please contact Mrs. Pauline Reid, Business Manager, on **01628 671355**.
6. Completed applications should be sent by email to lowbrook@lowbrookacademy.co.uk or by post to Mrs. Pauline Reid, Lowbrook Academy, The Fairway, Cox Green, Maidenhead, Berkshire, SL6 3AR.

References will be sought for shortlisted candidates prior to the interview date. The successful candidate will be required to complete an enhanced DBS check.



ABOUT US

Happy, Healthy, High Achievers

Lowbrook is an Academy where a fusion of originality, innovation, technology and research produce the highest quality of education unlike any other.

“We are all better than we know” – Kurt Hahn, Founder of Outward Bound.

At Lowbrook, our goal is to inspire all to be the best we can. This is underpinned by our Vision:

LAETI, SANI, MULTA, PERFICIENTES

Translated as Happy, Healthy, High Achievers, it is this emphasis on well-being and developing the whole child that drives the outstanding results and progress our children achieve.

Over time we have created a learning environment that is outstanding complementing the highest quality teaching and learning experience for our children.

The curriculum at the Academy embraces a common set of aims that drive the curriculum, teaching and assessment. They are derived from the research outlined within the Cambridge Primary Review and unashamedly reflect the values and moral purpose, for what school is about. More details about this can be found in our Curriculum Policy available on our school website.

We are committed to safeguarding and promote the welfare of children. We expect all our staff to share this commitment.

Children’s ages: **4 – 11**
 Current school roll: **331**

OUR VISION & VALUES

LAETI, SANI, MULTA PERFICIENTES

Happy, Healthy, High Achievers

The vision is underpinned by the following goals and principles

- Enjoyment, Commitment and Achievement
(Engagement, Exploring, Knowing, Understanding and Making Sense, Fostering Skills, Exciting Imagination and Enacting Dialogue)
- Equality of Opportunity
- Fairness and Justice
- Respect, Reciprocity, Responsibility and Honesty
- Innovation and Creativity
- High Aspirations
- Autonomy, Independence and Resilience
- Wellbeing and Healthy Living
- Local, National and Global Citizenship
- Sustainability and Interdependence

ASSISTANT HEAD'S PERSON SPECIFICATION

We are seeking a dedicated and enthusiastic practitioner who will share our vision of education and lead the Academy into the future. For this crucial role, we will be looking for the following:

QUALIFICATIONS & PROFESSIONAL DEVELOPMENT

- Educated to degree level.
- Qualified Teacher Status in the UK.
- Evidence of regular, recent and appropriate professional development for the role of school senior leader.

SCHOOL LEADERSHIP & MANAGEMENT

- Ability to motivate and lead a team.
- Have held a post of responsibility for curriculum and/or management with proven evidence of successful leadership in this role.
- Have evidence of leading professional development within the context of school improvement.
- Have proven experience of high standards of primary classroom practice.
- To be flexible and committed to attend after school/evening meetings as required.

EXPERIENCE & KNOWLEDGE OF TEACHING

- Be an outstanding classroom practitioner with substantial experience, preferably across the primary age range.
- To be able to effectively use data, assessment and target setting to raise standards/address areas for development.
- A commitment to raising pupil achievement through improving the quality of teaching and learning.
- An ability to sensitively relate to parents, the local community and outside agencies.
- Have a sound knowledge of the National Curriculum and The Cambridge Primary Review.
- Have an excellent understanding of curriculum and pedagogical issues relating to teaching and learning, including knowledge of the latest inspection and research findings.
- Have an understanding of the expectations in the Ofsted Framework regarding effective learning and teaching and statutory safeguarding requirements.
- Knowledge of effective strategies to include, and meet the needs of, all pupils including those who are disadvantaged and with EAL and SEND.
- An understanding of equal opportunities issues in schools and a clear appreciation of the needs of pupils from a variety of social, cultural and religious backgrounds.

- Good ICT knowledge and skills and able to demonstrate the effective use of ICT to enhance the teaching & learning.
- Have an understanding of and commitment to the Academy's policies, in particular:
 - Participation and implementation of the Academy's Behaviour Policy;
 - An awareness of Health and Safety implementation in the work place;
 - An awareness of Safeguarding procedures;
 - Implementation of the Academy's Single Equality and Disability Scheme Policy (inclusive of Accessibility Plan).

SKILLS AND ABILITIES

- Ability to analyse, prioritise and meet deadlines.
- Ability to use ICT to support provision mapping, the curriculum and the work organisation.
- Ability to work as part of, and contribute to, the whole school team.
- Excellent written and verbal communication skills.
- To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice.
- Ability to use assessment data to report on pupils' performance to the Executive Principal, Head of School and Governors.

PERSONAL QUALITIES

- A sporting interest will be useful in this role, with a view to leading our Physical and Emotional Health Domain.
- Be a positive role model at all times, a highly effective and respected representative of the school.
- Demonstrate personal enthusiasm and commitment to leadership.
- Inspire trust and confidence.
- Manage and resolve conflict.
- Prioritise, plan and organise themselves and others.
- Must be willing to engage parents to encourage close involvement in the education of their children.
- Must have good oral and written communication skills.
- Excellent time keeping and management skills.
- Must be able to manage own workload effectively and respond swiftly to tight deadlines.
- Good interpersonal skills, with the ability to enthuse and motivate others and develop partnerships.

ASSISTANT HEAD'S JOB DESCRIPTION

The Post Holder will be accountable for and will provide professional leadership and management to staff and children to ensure the highest possible standards of achievement and wellbeing for pupils. The Post holder will take responsibility for a class of children determined on an annual basis by the Executive Principal and in accordance with the duties listed below:

JOB PURPOSE

- This job description sets out the duties to be undertaken and performed to the satisfaction of the Executive Principal and Governing Body by the post holder in the role of 'Assistant Head'.
- This job description may be amended at any time following discussion between the Executive Principal and Post Holder, and will be reviewed annually.
- To be a member of the School Leadership Team, playing a full role in the strategic leadership and day to day management of the school.
- Together with the Head of School, to assume the professional responsibilities of the Executive Principal in his absence.
- You are required to perform any such tasks or duties that may be reasonably assigned to you by the Executive Principal and Head of School to ensure the smooth running of the Academy.

LEADERSHIP & MANAGEMENT

- Support and assist the Executive Principal and Head of School in leading the school towards its mission statement, its aims and objectives.
- To deputise for the Executive Principal and Head of School at meetings in and out of school when required.
- To lead curriculum development ensuring it delivers the requirements of the chosen curriculum, reflects our learners and encompasses creativity, innovation, ICT and sound pedagogy.
- Assist in the formulation of a long-term strategic plan (CIP- Continuous Improvement Plan) for the school and in the formulation of the School Improvement Plan.
- Develop timetables for those members of staff within your team (including TAs).
- Lead INSET sessions as appropriate.
- Assist in the identification and organisation of INSET for other staff.

- Take a leading role in the setting of high standards of discipline within the school and contribute positively to the general ethos of the school.
- Prepare reports and presentations to the Executive Principal, Senior Leadership, Governors and other bodies as necessary.
- Be responsive to change and facilitate change when faced with new initiatives and statutes.
- Assist in the preparation and implementation of school policy.
- Set a positive example to less senior members of staff.
- Lead team members in the development of strategies that will enhance the success of curriculum and recommendations outlined within the Cambridge Review and/or other relevant research.
- Performance Management members of staff; teaching and non teaching.
- Administration of SATs and associated paperwork for statutory exams.
- Leading by example and running at least one extra-curricular club.
- Report weekly and at other times necessary to the Executive Principal and Head of School regarding all areas of responsibility and monitoring.
- Be available both during and outside the school day to undertake duties necessary for the effective running of the Academy, deemed reasonable by the Executive Principal.

HUMAN RESOURCES

- Assist in the induction of any other new staff.
- Assist in the identification of staff training needs.
- Support staff in carrying out their professional duties.
- Act as a channel for communication between senior management team and the rest of the staff, whilst bearing in mind the need for confidentiality.
- Set an exemplary example to other members of staff in terms of punctuality, organisation, classroom practice, dress code, use of mobile phones, etc.
- Run and attend Key Stage meetings and other meetings as appropriate, ensuring agendas and minutes are taken and appropriately distributed.

ASSISTANT HEAD'S JOB DESCRIPTION

CURRICULUM

- Be a curriculum innovator and oversee the Development of the named Domains.
- Personally keep up to date with all new curriculum initiatives and developments and adopt a positive approach to change.
- Take responsibility for the Leadership of particular Domains and lead on the development of whole school curriculum.
- Regularly monitor and ensure that personal curriculum planning and that of team members is of a high standard and consistent with the expectations of the Executive Principal and Academy policies.
- Teach classes and groups as required and set a standard of excellence within your own classroom.
- Assist with the curriculum planning throughout the school.
- Liaise with all subject leaders and support them in relation to own key stage needs.
- Assist in the monitoring of standards of teaching and learning.
- Monitor and assess the standard and appropriateness of homework and communications with parents in the Reading and homework logs.

MONITORING STANDARDS & OUTCOMES

- Oversee that effective assessment and reporting procedures are being carried out in all classrooms.
- Annually review the rota of assessment to incorporate curriculum and/or pedagogical change.
- Review whole school performance at least termly, feeding back to SLT.
- Ensure that appropriate progress is made by all pupils at Lowbrook Academy reporting termly on this to SLT.
- Contribute to the provision mapping process termly based on outcomes of test analysis.
- Maintain and review all children with case studies in conjunction with the SEND and Vulnerable children coordinator. Challenge underperformance and develop interventions where appropriate.
- Observe teachers with a view of moving them all to the OfSTED category of Outstanding. Identify and tackle underperformance quickly.
- Plan and oversee CPD for teaching and non-teaching staff.
- Review effectiveness of CPD.

EXTERNAL RELATIONSHIPS

- Support the Executive Principal and Head of School in matters of public relations including the media.
- Liaise with external support agencies when necessary.
- Build relationships with parents through the PTA, working groups and clubs.
- Act as Parent Liaison Co-ordinator.
- Liaise with staff from local schools as appropriate.

SAFEGUARDING

- To undertake accredited training for Safeguarding of Children and act as a deputy DSL.

SPECIAL CONDITIONS OF SERVICE

The post holder may be required to work outside of normal school hours on occasion (e.g. to attend Full Governing Body Meetings, etc.), with due notice.

Because of the nature of this post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

As this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to ascertain details from the Police regarding any convictions against them and, as appropriate, the nature of such convictions.

EQUAL OPPORTUNITIES

The post holder will be expected to carry out all duties in the context of and in compliance with the Academy's Equal Opportunities policy.



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