



St Paul's Way

Education • Foundation • Trust



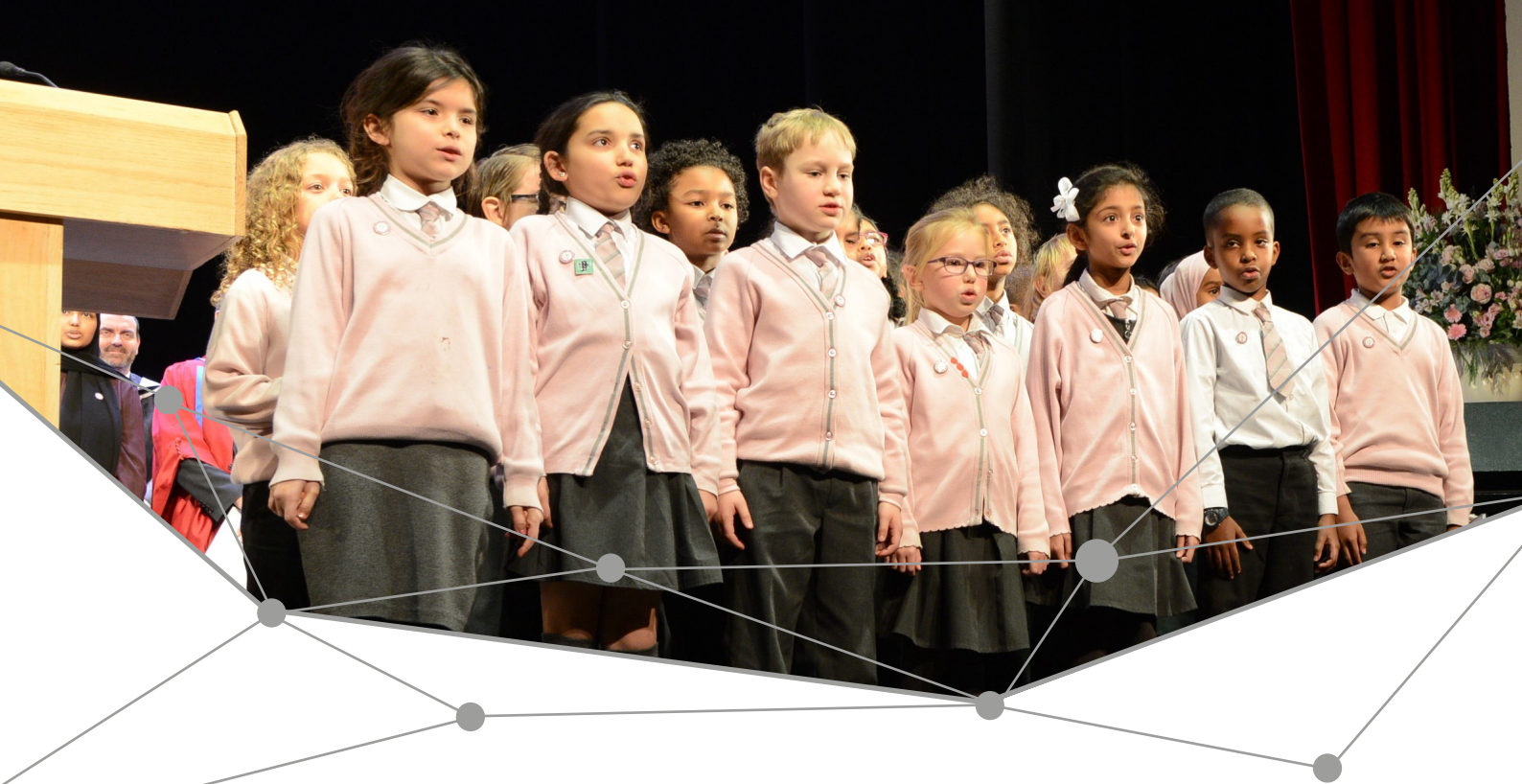
Candidate Information Pack

Assistant Headteacher - Primary Phase

*the best place to learn in, the best place to work in
and the best place to partner with*

UST

University Schools Trust



“ Providing transformational educational opportunities for all children...”



St Paul's Way Trust School

University Schools Trust

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Welcome



At St Paul's Way Trust we expect each of our graduates to be fully prepared for the opportunities and the demands of the adult world. During each child's school career we place strong emphasis on six key areas: Communication, Investigation, Networking, Participation, Scholarship and Vision. It is because students learn to excel in these areas that they gain the confidence to become successful global citizens.

Our undergraduate curriculum, which promotes both academic excellence and the development of well-rounded citizens, is the result of very close work with two of our Trustees: Queen Mary University of London and King's College, London. It is precisely because of our unique relationship with these Higher Education institutions, alongside our other University Trust Partners, including Warwick University, University College London, The University of Greenwich and the University of East London, that we are able to provide this exciting, relevant and robust learning experience.

Philip Akerman

Executive Headteacher

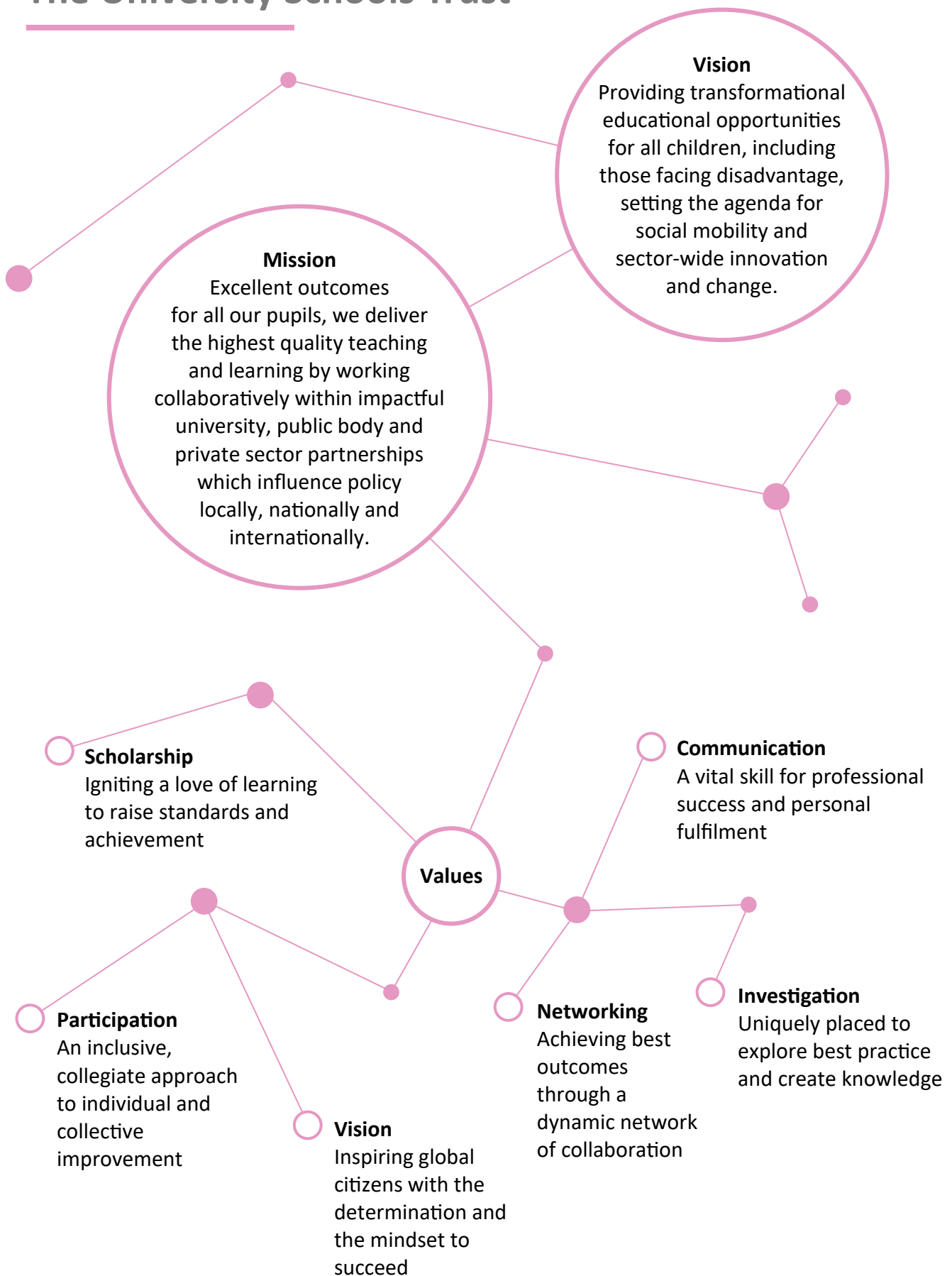
The superb outcomes and the impressive university/career destinations achieved by our students, are testament to the success of our model and our belief that every child can fulfil their potential. Our accomplishments, however, have always been underpinned by the strong partnership forged with our families and the local community.

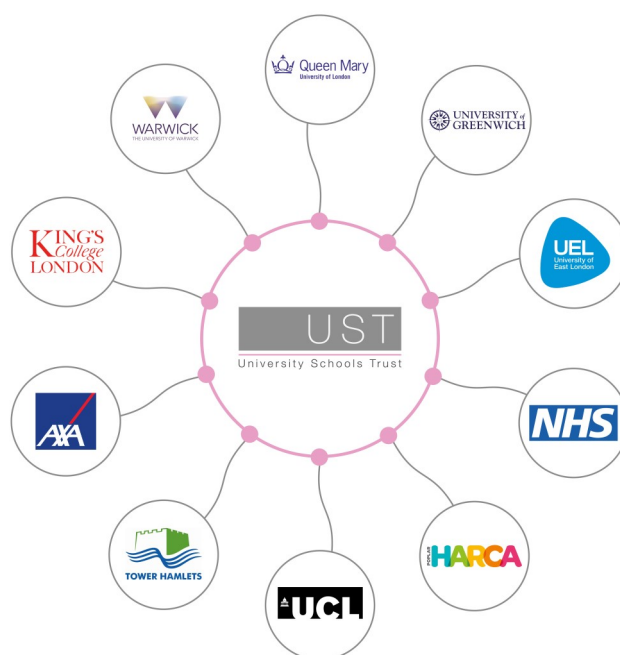
Our website will give you a broader picture of our school including key information and a sense of what our community stands for:

www.spwt.net

If you are interested in applying for the post and would like to arrange an informal discussion or a visit to our school, please contact our Foundation School on 020 7987 1883 or email foundationadmin@spwt.net

The University Schools Trust





The University Schools Trust (UST) and our schools provide excellent education, derived from exceptional teaching and learning, for thousands of pupils each year.

UST is a unique partnership of six world-leading universities and five sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are academically challenged and we use our resources efficiently. The inspirational staff at UST are our greatest resource, and they are encouraged to innovate, share and continually raise our standards.

The UST School of Education, our innovative centre of excellence for school improvement, supports all our teaching and learning.

Our university links enable us to co-commission and participate in research to stretch our knowledge of what works and why, and our culture of open collaborative partnership encourages staff to share and learn with other education professionals.

By developing a culture of growth and excellence, the School of Education adds value to our greatest resource – our staff.

For more information about our School of Education please see:

www.ust.london/444/school-of-education

Our School

St Paul's Way Trust School is the secondary phase of an all-through school with St Paul's Way Foundation School. The school consists of 1,189 students on roll.

The school plays a pivotal role within the local community. The school received 540 1st choice applications for the 2019 intake in year 7, making it the most popular school in the borough for the fifth consecutive year. We have created a culture that is committed to ensuring that students and staff excel. Leaders are relentless in ensuring that students receive the highest quality of provision in terms of curriculum and extracurricular opportunity.

Through the school's extensive network of partnerships through the University Schools Trust and beyond, there is a culture of high expectation of outcome beyond just the classroom and students are offered an extensive range of opportunities to excel. Leaders are ambitious in their vision for the school. They continually set and achieve ambitious targets in terms of student outcomes, attendance, and destinations.

In 2017-2018, 98% of students from SPWT Sixth Form went to university. 66% of students went onto study at Russell Group Universities. Ambitious targets have been set for this year's GCSE and A Level outcomes, in keeping with the trend of high performance at both Key Stage 4 and 5 that exceed both local and national averages.

St Paul's Way Trust School provides an inspirational physical learning environment for children and young people, and warmly welcomes the community. Secure access between public and private areas enables pupils and members of the local community to easily access the school's extensive dual use community facilities, which include a theatre and a large public sports provision.

The school benefits from a Science Research Centre; a project managed by Queen Mary University of London (QMUL) and an additional set of outdoor tennis courts that were completed in Autumn 2018, funded by extended grants from London Marathon Trust and the Tennis Foundation.

Our Offer to you

Exceptional outcomes

- Exceptional A-Level results
- 96% of SPWT graduates going on to study at university.
- Most oversubscribed school in the borough
- Top attendance in the borough.

Attractive pay/conditions

- Inner London pay spine.
- Access to car parking facilities.
- Finance guidance and support.

Great location

- Located on Hackney/ Tower Hamlets border.
- Walking distance from Victoria Park/Mile End Park.
- Easy access to the Central line and Devons Road DLR.
- Short commute from Canary Wharf.
- Short commute to Westfield Stratford.

Workload and well-being

- 'Purposeful practice' workload tool.
- On-site gym access.
- Local incentives/discounts.
- Access to Cycle/Tech scheme.

Bespoke career pathways

- Teacher Development Trust 'Bronze' award for professional learning
- IOE accredited leadership courses (NPQML/ NPQSL/NPQH)
- Lead Practitioner development programme
- Bespoke career pathways for teaching and non teaching support staff.
- Faculty-led CPD budgets.

Partnerships

- University partners including those from Russell Groups.
- UST lead school.
- Opportunities to positively affect student life chances in schools across London.
- Annual Science Summer School hosted by Professor Brian Cox, the school's patron.

Unique curriculum

- Music scholars programme.
- Faraday school.
- Academic sixth form.
- Lead members of the Tower Hamlets Art Network (THAT).
- Inclusive provision including Deaf Support Base.
- Greenhouse tennis provision for students.

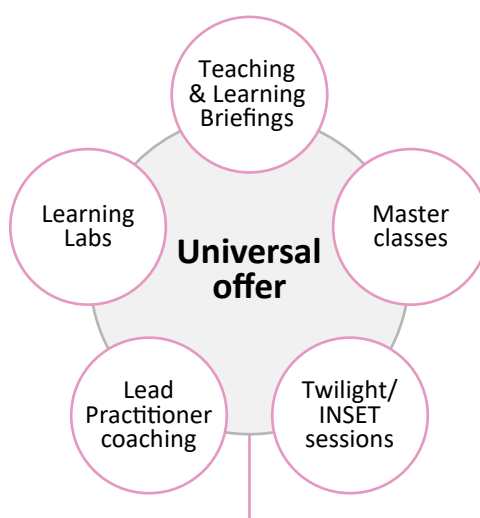
Policies driven by professionals

- Faculty lead feedback policies.
- Teacher led curriculum design.
- 'Purposeful practice' staff consultation to reduce teacher workload.

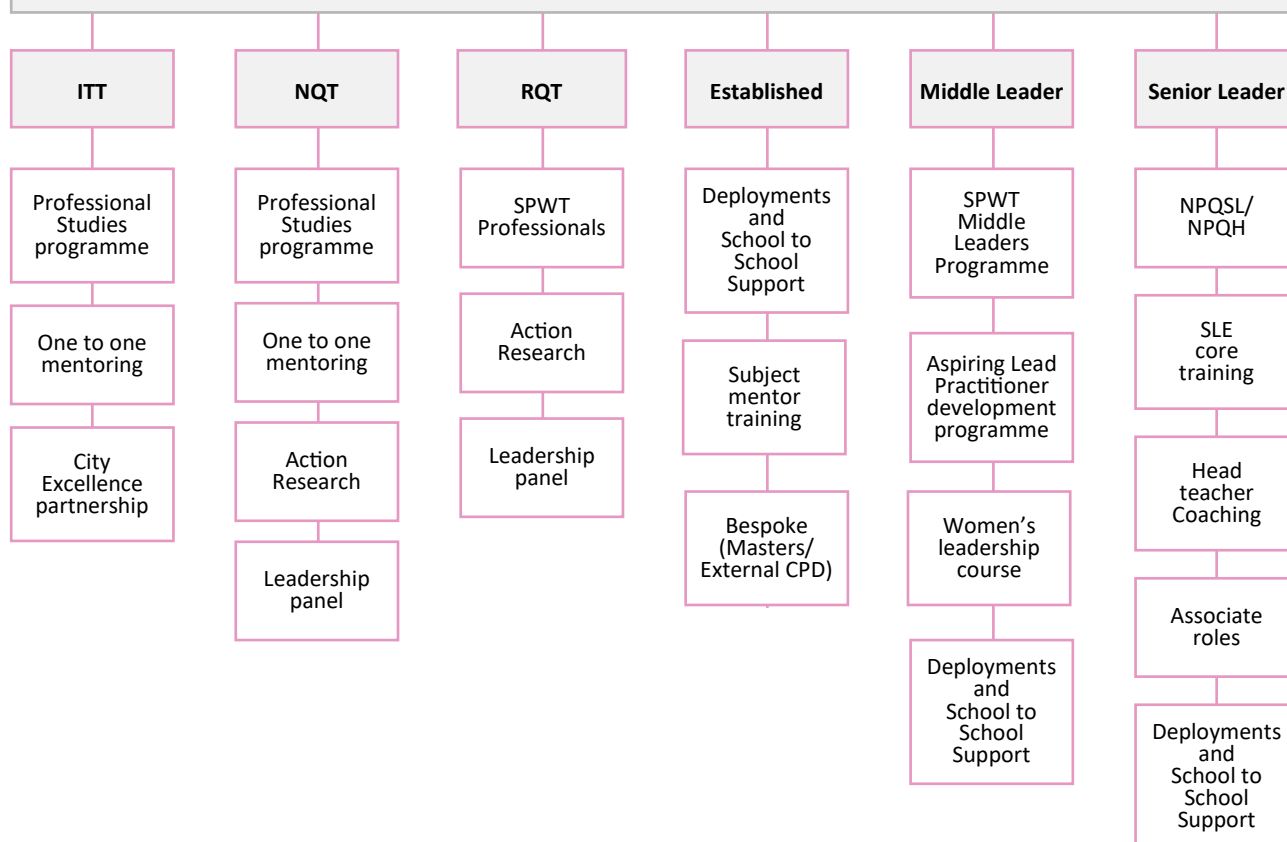
Development and Networking Opportunities

SPWT offers all staff teaching and non-teaching opportunities to train and develop as professionals at all stages of their careers.

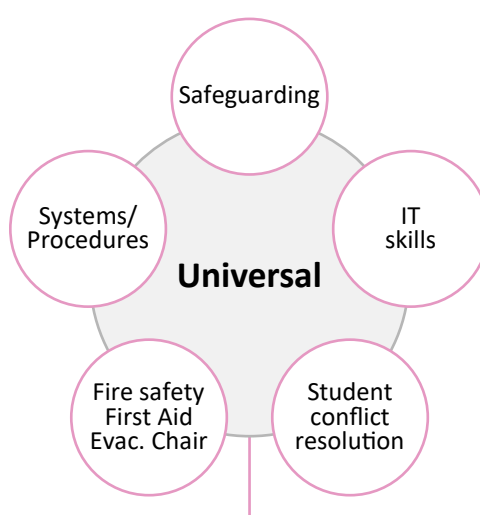
Our CPD Offer:



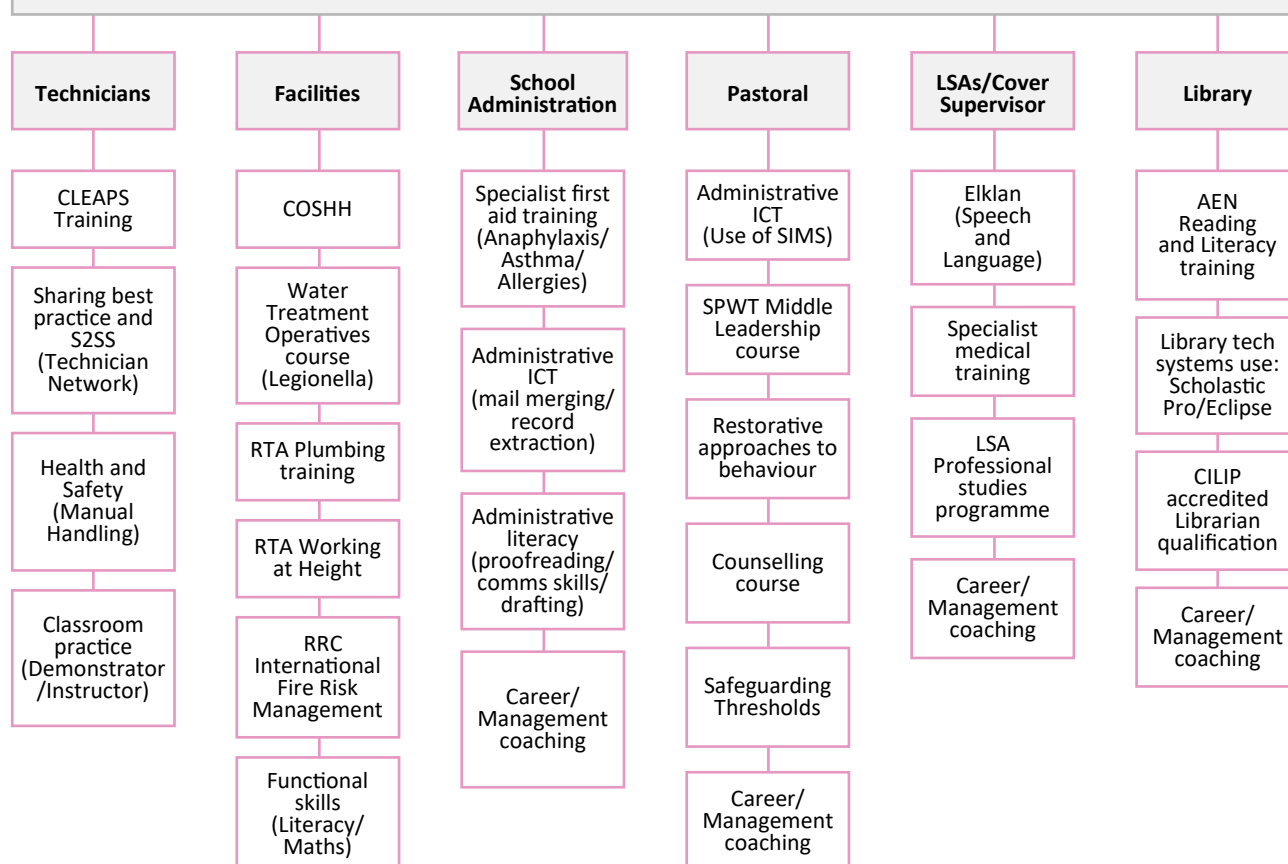
Bespoke career stage courses in addition to your universal offer



Our CPD Offer: The School Community



Bespoke career stage/training courses in addition to your universal offer





Job Description

Job title:	Assistant Headteacher—Primary Phase	Department/Group:	Senior Leadership Team
Line Manager:	Headteacher Primary Phase	Salary range:	L5-L9 Inner London Pay Spine
Start date:	September 2021	Contract Type	Full-Time

Job description:

In addition to the duties covered by the School Teacher's Pay and Conditions Document, the post of Assistant Headteacher Primary Phase involves deputising for the Headteacher Primary Phase in his/her absence.

As a key member of the Senior Leadership Team, the Assistant Headteacher Primary Phase will have a key role in strategic leadership and development, formulating policy and monitoring our pastoral and academic provision in the Primary Phase and contribute to the wider all through school, as appropriate. The post-holder will contribute to the continued development of achievement and standards in the primary phase.

INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust, we are small enough to know and care about the professional development of every single employee. Through our influential trust partners, we have increased the scope of our work and the opportunities available to students and our staff.

OUR VISION

To provide transformational educational opportunities for children across London,
setting the agenda for social mobility and sector-wide change.

MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

ASSISTANT HEADTEACHER RESPONSIBILITIES:

Basic principles

- To contribute to and lead aspects of the Schools' Improvement and Development Plans as required.
- To embed the ethos and identity of the School to realise the potential of all SPWF pupils.
- To ensure the safety, welfare and pastoral care of all pupils throughout the school.
- To ensure that procedures for safeguarding children are in place and adhered to by all staff
- To contribute to the development of a distinctive and ambitious curriculum which prepares students to fulfil their potential.
- To transform the framework of expectations around pupil progress and achievement.
- To develop, monitor and implement schools' policies as required.
- To act as a behavioural role model to all staff and pupils.
- To maintain a high profile around the schools, leading by example.
- To actively work to engage parents and carers in all aspects of their child's learning.
- To ensure accountability through regular reviews of progress and monitoring.
- To ensure that St Paul's Way Foundation & Trust School policy and practice reflects a commitment to equal opportunities and inclusion.
- To provide support and challenge to all staff.

Achievements and Standards

- To act as a lead professional in the classroom promoting the highest standards of teaching and learning.
- To coach and mentor staff and pupils to become more effective learners, teachers and leaders.
- To promote the highest standards throughout the organisation and to robustly challenge underachievement and mediocrity in all its forms.
- To ensure that underachieving pupils are supported appropriately.
- To stretch and challenge all learners.
- To promote high expectations from and towards all members of the schools' community.
- To ensure pupils have challenging targets for achievement ensuring that these are reviewed systematically and regularly.
- To ensure standards are met across key stages by leading targeted interventions.
- To ensure monitoring, evaluation and review processes impact on pupil progress, providing clear information to stakeholders.
- To ensure that parents are empowered to support and guide their children.

Working with Others

- As a member of the Primary's Senior Leadership Team, to contribute to building and maintaining a culture of high expectations and achievement.
- To advise and liaise with members of the Governing Board and Trust Partners, as appropriate and ensure that they have an accurate understanding of the work of the schools.
- To organise governor visits to the schools.
- To work with feeder nurseries and partner primary schools as appropriate.
- To work on a range of initiatives alongside our University and Trust Partners.
- To work with our broader community to promote St Paul's Way Foundation & Trust School.

Effective use of staff and resources

- To manage a delegated budget and produce financial management plans as appropriate.
- To have a responsibility for aspects of the recruitment, retention and deployment of staff within the schools.

Data and Assessment

- Specific responsibilities to be agreed.

Additional Duties

- To play a full role within the life of the schools' community, support its ethos and encourage all staff and students to follow this example.
- Promote and support all schools' policies.
- Continue personal professional development.
- Undertake any other duty as specified by the STPCD not mentioned above.
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons

In addition to the above, specific responsibilities, the post holder will carry out any other reasonable duties relevant to the role as directed by the Head teacher.

This Job Description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

EQUAL OPPORTUNITIES STATEMENT

Adhere to the School’s Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

CHILD PROTECTION

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the schools and the local authority.

Signed _____ Date _____
Postholder

Signed _____ Date _____
Headteacher

JOB DESCRIPTION AGREEMENT

The post holder will be line managed and appraisal managed by: Headteacher Primary Phase

The above job description was agreed in March 2021. It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual appraisal process.

..... Signed by (Post holder)

..... Signed by (Headteacher)

Person Specification for the Post of ASSISTANT HEADTEACHER	
Education, Qualifications & Experience	<ol style="list-style-type: none"> 1. Graduate with qualified teacher status. 2. Minimum of five years teaching experience, including at least two years middle-leadership experience. Evidence of successful, outstanding teaching experience across the Primary age range. 3. Recent appropriate Continuous Professional Development. 4. Experience of successfully leading an aspect of school improvement. 5. Experience of closely monitoring and raising achievement. 6. Experience of leading staff members and / or curriculum areas.
Knowledge, Skills & Understanding	<ol style="list-style-type: none"> 1. Has the knowledge and understanding of current and national issues in relation to pupil development, pupil progress and raising attainment. 2. Understanding of the opportunities and challenges offered by a school led system of improvement and the greater flexibility and diversity of schools. 3. Good knowledge of curriculum design and implementation. 4. Knowledge of tracking and target setting to raise attainment at individual student, cohort and whole-school level. 5. Ability to analyse data, present findings and implement improvements. 6. Ability to communicate effectively, both orally and in writing with a range of audiences. 7. Ability to make sound and informed judgements on the quality of teaching & learning observed, giving quality feedback using a coaching model. 8. Proven administrative and organisational skills. 9. Proven ability to motivate and inspire students and colleagues. 10. Experience in helping young people to overcome their personal, motivational, and academic challenges.
Professional Expertise	<ol style="list-style-type: none"> 1. Outstanding classroom practitioner. 2. Experience of contributing to school development planning procedures.

Person Specification for the Post of ASSISTANT HEADTEACHER	
Monitoring, Evaluation & Review and Accountability	<ol style="list-style-type: none"> 1. Has the skills and aptitude to lead and manage teams and to be accountable for outcomes. 2. Ability to monitor performance (pupil, curricular, phase, pastoral). 3. Is able to evaluate and review progress and evaluate and implement change as necessary.
Other Professional Requirements	<ol style="list-style-type: none"> 1. A willingness to initiate and participate in both cross curricular and extra-curricular activities. 2. Has the ability to work with parents, external agencies and the wider community. 3. Determination to promote a culture that celebrates success. 4. Leads by example, setting high standards of punctuality, dress and conduct. 5. Clarity of thought and vision with proven ability to finish a task. 6. Sense of humour (particularly under pressure!). 7. Desire to develop professionally beyond this post.

Application and Selection Process

All applications will be acknowledged and there is a nominal closing date for this role. Candidates are encouraged to submit their applications as soon as possible as preliminary shortlisting may begin as soon as they are received.

To apply please:

- Visit [www.spwt.net/contact vacancies](http://www.spwt.net/contact-vacancies) and follow the link to complete your application form.

Deadline for applications to be received by **Friday 30th April 2021**.





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