



# Recruitment Information

## Assistant Head Teacher

March 2024





# Excellence in the heart of Leeds...

*'You have not lost sight of the absolute necessity to put pupils at the heart of all you do'*

*'Middle leaders are ambitious, well trained and effective'*

*'Staff morale is high'*

*'You have put in place a stimulating and interesting curriculum'*

*'The strong relationships you and your staff have with parents are a real strength of the school'*

*'Pupils enjoy coming to school and they are rarely absent'*

*'Pupils get on well together. The atmosphere in lessons and around the school is marked by politeness, kindness and mutual understanding.'*

**Mark Evans, HMI Ofsted**

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*'An overriding strength of this school is the drive to ensure that all pupils are given the best possible opportunities academically, socially and emotionally. The school is led by an inspiring Head Teacher and Senior Leadership Team. Together they have developed a strong staff team who show passion, dedication and a genuine care and respect for their pupils. The new building is outstanding. It is spacious and welcoming, there are numerous areas for interventions and support, classrooms are bright and designed so that learning and behaviour are visible at all times. The learning environment is engaging and promotes health and wellbeing. This has helped the pupils to develop a sense of pride in their school'.*

**Sheryll Carter – Healthy Schools Assessor**

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*'I am writing to personally congratulate you and the whole school community on the outcome of your recent Ofsted inspection. To retain your 'Good' judgement despite the incredibly busy and challenging year is a really fantastic achievement. The needs of the children are clearly at the very heart of everything that happens at Shakespeare Primary and I have no doubt that the next stop for you is 'Outstanding'*

**Director of Children's Services, Leeds City Council**



## Required for September 2024, Leadership L6-10, permanent contract

The Head Teacher and Governors are seeking to appoint an experienced and talented leader to the role of **Assistant Head Teacher with responsibility for SEND** in our vibrant and successful school.

As Assistant Head Teacher, you will play a critical role in building on the school's current strengths and taking the school forward on its journey of excellence.

Shakespeare Primary School and Nursery is a larger than average school with over 700 children situated in the heart of Leeds. We serve a culturally rich and diverse community that reflects the dynamic nature of modern Leeds. We pride ourselves on delivering high standards of learning whilst supporting and growing the aspirations of our whole community. As a large school we are able to maximise the benefits of collaboration and professional learning between colleagues.

### We can offer the successful candidate:

- A team of dedicated and talented colleagues who are determined to deliver excellence in all aspects of their work
- A school that places on-going professional development at the heart of personal and school improvement
- A stunning new building on a new site with fantastic learning facilities both inside and outside of the school building
- A school full of delightful and talented children
- A school that works with a wide range of professional partners to enhance the curriculum and provide the best learning opportunities.

### The successful candidate will be a highly motivated, positive person who will:

- Be experienced in supporting and developing the teaching of colleagues
- Have a track record of excellent classroom practice and a deep understanding of teaching and learning
- Be both resilient and innovative in meeting the diverse learning needs of children with SEND
- Be an excellent communicator who has the energy, the enthusiasm and interpersonal skills to lead, inspire and motivate others to be the best they can be
- Have a passion for supporting and making a difference to the provision of children with SEND.

Visits to school are welcomed on the following dates;

**Thursday 14th March at 9am-10am**

**Tuesday 19th March at 4pm-5pm**

Please contact our office team on **0113 535 1000** or email us at [recruitment@shakespeareleeds.org.uk](mailto:recruitment@shakespeareleeds.org.uk) to arrange a visit.

If you are unable to visit, but are interested in finding out more please contact our office team on 0113 535 1000 to arrange an informal conversation with our Head Teacher.

**The closing date for applications is Friday 22nd March 2024 at 12pm.**

**The selection process will be on Wednesday 17th April 2024.**

*Details on how to apply are enclosed later in this document.*







## Dear Applicant,

Thank you for the interest you have shown in the post of Assistant Head Teacher with responsibility for SEND at Shakespeare Primary School and Nursery. We are a vibrant and diverse school that is determined to ensure all our children experience the very best learning, preparing them to make a positive contribution to their future world. The new Assistant Head Teacher will play a key role, working with the Head Teacher and colleagues, to deliver this aim.

## Our School

We are a recently expanded three form entry school with a large nursery based in the heart of Leeds. As a thriving and successful school, we are dedicated to delivering high standards of teaching and learning across the curriculum and in all aspects of school life. Our '**Curriculum of Excellence from the Heart of Leeds**' is a knowledge-based curriculum designed to provide our children with the knowledge, skills and cultural capital that will equip them for the next stage of their learning journey.

We have recently moved to an amazing new school building on a new site with facilities which further enhance our curriculum – dance studio, cookery room, floodlit multi-sports pitch, wildlife areas, multiple playgrounds and break-out learning spaces. It truly is an exciting time to be joining the Shakespeare team.

## The Role

The post is an ideal opportunity for an aspiring Senior leader who is looking to further develop their career on their journey to headship. The role requires someone who understands that it is high quality teaching and learning that makes the biggest difference to children with SEND. The successful candidate will be supported by the Deputy Head Teacher with responsibility for Inclusion. They will have the support of a SaLT and they will lead a team of teachers and colleagues who are responsible for our in-school SEND provision. As an Assistant Head Teacher, the ideal candidate will also have an enthusiasm for all aspects of school life, with unlimited aspirations and a belief that anything is possible.

We are proud to be a strategic partner within the Noctua School Alliance working alongside other leading-edge schools in delivering school to school support. All Senior leaders at Shakespeare are engaged in this work.

Shakespeare is a thriving school that needs people with energy, vision, commitment and good humour to ensure it continues to be so. If you are an ambitious leader who has these qualities, Shakespeare could be just the place for you.

Thank you.

Yours sincerely

**Julian Gorton**  
Head Teacher



## Job description for

# Assistant Head Teacher

**Job Title:** Assistant Head Teacher with responsibility for SEND

**Location:** Shakespeare Primary School

**Pay Range:** L6-10

This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment.

## Purpose of the Job

To assist the Head Teacher with the management and organisation of the school in seeking to achieve the highest standards of pupil achievement and school efficiency.

To play a major role in assisting the Head Teacher to:

- Formulate the aims and the objectives of the school
- Establish the policies through which they are to be achieved
- Managing staff and resources towards their achievement
- Monitoring progress towards their achievement

To have specific responsibility for Inclusion (see separate job description)

- Responsible for day to day operation of provision made by the school for pupils with SEND. Provides professional guidance in the area of SEND in order to secure high quality teaching and the effective use of resources to bring about improved standards for all vulnerable groups.

## The Statutory Requirements

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

## Shaping the future

- Work with the Head Teacher and Leadership team to build on the school's vision ensuring it is fully embraced, clearly articulated and acted upon effectively by all
- Embody the vision and values of the school



- Motivate and work with others to create a shared culture and positive climate
- Support the Head Teacher and other members of the Leadership team to ensure that strategic planning takes account and responds to the diversity, values, wider local and national agendas and experience of the school community at large.

### **Leading learning and teaching**

- Provide leadership in effective learning and teaching to enable pupils to become effective, enthusiastic, independent learners
- Contribute to a culture and ethos of challenge and support where all children can achieve success and engage in their own personalised learning
- Ensure learning experiences for pupils celebrate the cultural diversity of the broader community
- Have a working knowledge of the code of practice and identification, assessment and support of pupils with Special Educational Needs
- In partnership with the Head Teacher and other members of the Leadership team, monitor the quality of teaching and children's achievements across the whole school including the analysis of performance data
- Act as role model for others through the setting of high personal standards of classroom practice in order to develop a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement and behaviour
- With the Senior team, lead on determining, organising and implementing the curriculum
- Review teaching and learning through school self-evaluation procedures, including performance management to develop positive working relationships between staff, parents and pupils and provide/sustain motivation

### **Developing self and working with others**


- Develop positive working relationships between staff, parents and pupils and provide/sustain motivation within
- Ensure staff are well informed of all aspects of school life in order to promote good communication and high morale. Encourage the practice of working as a team
- Acknowledge achievement of others in a culture of high expectations
- Participate where appropriate in the appointment of teaching and support staff
- As member of the Leadership Team share whole school responsibility for the pastoral care of pupils and staff
- As a member of the Leadership Team be involved in Appraisal of colleagues and integrate this into their professional development
- Demonstrate good practice and address unsatisfactory practice through school procedures
- Assist in developing and maintaining effective strategies and procedures for staff induction, professional development and performance review
- Promote multi-agency working
- As a member of the Leadership Team help to maintain a secure, orderly and constructive lunchtimes
- Assist the Head Teacher in maintaining and developing a positive and constructive partnership with parents and the local community



## Managing the organisation

- Demonstrate the vision, ethos and policies of the school and promote high levels of achievement throughout the school
- Through Leadership and SEND or management team meetings contribute to the strategic direction of the school
- Actively support the Head Teacher, Governors and staff in the promotion and achievement of the aims and objectives of the school
- As a member of the school leadership team be involved in the planning, monitoring, evaluation and development of the school curriculum through the School Development Plan
- In association with other key post holders with Teaching and Learning Responsibilities, ensure that the whole school meets national and school priorities
- Inspire all staff in achieving the priorities, targets the school sets, and monitor the progress towards meeting them
- Ensure that the school and the people and resources within it are organised and managed to provide an efficient and safe environment, ensuring value for money
- Take a leading role in securing the reputation of the school within the community
- Model the principles of equity and entitlement within school and in engaging with the external school community
- Work with the Head Teacher in seeking and managing strategic partnerships with other institutions to bring positive benefits to the school and share its expertise more widely
- Support the Head Teacher in external monitoring exercises with the LA and DfE

## Strengthening the community involvement

- Help the Head Teacher and leadership team to build a culture and curriculum which takes account of the richness and diversity of the school's community
  - Create and promote positive strategies for developing good race relations and dealing with racial harassment
  - Ensure learning experiences for pupils are linked into and integrated with the wider community which celebrates cultural diversity
  - Further develop community based learning experiences
  - Create and maintain an effective partnership with parents to support and improve pupils' achievement and personal development
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## Job description for

# SEND

### Purpose of the Job

To work with the Head Teacher, the Deputy Head Teacher (responsible for Inclusion) and colleagues in the strategic development of the school's Special Educational Needs (SEND) policy, and oversee the day-to-day operation of that policy with the aim of raising achievement for all vulnerable groups (SEND, EAL, EM, CLA, FSM).

Ensure that the school fulfils its statutory responsibilities with regard to children with SEND.

### Areas of Responsibility and Key Tasks

#### a) Strategic Direction and Development of SEND provision in the school (with the support of, and under the direction of the Head Teacher and Leadership team).

- Exercise a lead role in assisting the Head Teacher and Governors with the strategic development of SEND policy/provision
- Support all staff in understanding the needs of pupil's with SEND.
- Ensure the objectives of the SEND policy are reflected in the school development plan, that effective systems are in place to identify and meet needs and that they are co-ordinated, monitored, evaluated and reviewed annually
- Monitor progress of objectives and targets for pupils with SEND from Teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements
- Analyse and interpret relevant school, local and national data and advise the Head Teacher on the level of resources required to maximise achievement
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision
- Lead and develop effective liaisons between schools, professional agencies and partners to communicate information effectively with regard to SEND pupils
- Inform and liaise with the Governing Body and SEND Governor

#### b) Teaching & Learning

- To provide support in class as and when necessary, by team teaching and preparation.
- To regularly deliver high quality lessons to pupils when needed.
- Support the identification of and disseminate the most effective teaching approaches for pupils with SEND
- To monitor programmes of intervention regularly to ensure their relevance and appropriateness





- Work with the Head Teacher and staff to develop effective ways of bridging barriers to learning through: assessment of needs, monitoring of teaching quality and pupil achievement and Target setting, including IEP's
- Developing a recording system for progress
- Collect and interpret specialist assessment data to inform practice
- Undertake day-to-day co-ordination of SEND pupils' provisions through close liaison with staff, parents and external agencies including personalised programmes
- Consider the range of teaching strategies/equipment that could be utilised for pupils at School Action Plus
- Oversee and monitor the quality of IEPs and PSPs through regular review meetings with teaching staff
- Monitor the effectiveness of appropriate teaching and learning activities and target setting to meet the needs of pupils with SEND

### **c) Leading and Managing**

- Be responsible for the efficient management and maintenance of all records relating to SEND children including the SEND register
- Provide professional guidance to staff to secure good teaching for SEND pupils, through both written guidance and meetings
- Contribute to the performance management process of Support Assistants
- Provide regular information to the Head Teacher and Governing Body on the evaluation of SEND provision to inform decision making and policy review.
- Provide regular information to the Head Teacher, Governing Body on the evaluation of the effectiveness of provision for pupils with SEND, to inform decision making and policy review
- Advise, contribute to and, where appropriate lead the professional development of staff to increase their effectiveness in responding to pupils with SEND and provide support and training to trainee and newly qualified teachers in relation to pupils with SEND, understanding their needs and importance of raising their achievement
- Support staff by ensuring that all those involved have the information necessary to secure improvement in teaching and learning, disseminating good practice in SEND across the school in relation to standards for the award of Qualified Teacher Status, Career Entry Profile and standards for induction

### **d) Effective Deployment of Staff and Resources**

- Organise and co-ordinate the deployment of learning resources, including information technology, and monitor their effectiveness
- Maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range of resources inside and outside the school
- Advise the Head Teacher on the deployment of staff involved in working with pupils from vulnerable groups to ensure the most efficient use of teaching and other expertise

### **e) Other Professional Requirements**

- Co-ordinate all Annual Reviews and attend/chair when necessary
- Attend Year 6 Annual Reviews for primary pupils with statements to help facilitate continuity and progression through the development of appropriate transition programmes
- Have knowledge of relevant research, national inspection evidence and legislation, including the SEND Code of Practice and equal opportunities legislation and how these apply to pupils with statements as well as those without
- Liaise with relevant school staff to assist in the transfer of pupils with SEND

## Person Specification

Knowledge, Experience and Skills		
	Essential/ Desirable	How identified
<b>Leadership and management</b>		
Ability to build effective relationships with staff, parents, governors and other agencies	E	App/SP
Ability to line manage staff	E	
Ability to use HR policies and procedures	E	
Ability to make and implement difficult decisions	E	App/SP
Create and foster commitment and confidence among staff to meeting the needs of pupils with SEND	E	App/Ref/ SP
Set standards and provide examples of best practice for other teachers in identifying, assessing and meeting pupils' SEND	E	App/Ref/ SP
Command credibility through the discharge of their duties and use their SEND expertise to influence others	E	App/Ref
Provide professional direction to the work of others	E	App/Ref
Make informed use of specialist resources	E	App/Ref/ SP
Disseminate and encourage the effective application of good practice in other areas of work in the school to the provision for pupils with SEND	E	App/Ref/ SP
Develop record systems which support the work of school staff	E	App/Ref
Make appropriate judgements over issues of confidentiality	E	SP/Ref
Make decisions based upon analysis, understanding and interpretation of relevant data and information	E	SP
Contribute to SEND or management team decision-making in respect of issues involving pupils with SEND	E	App/SP
Judge when to make decisions, and when to consult with others, including external agencies	E	SP
<b>Shaping the future</b>		
Implements an improvement plan across a key stage area or class room, identifying the priorities and evaluating the impact	E	App/SP
Works with and motivates teams and individuals to implement changes across the school	E	App/SP
<b>Leading Teaching and learning</b>		
Being an Excellent teacher – by national standards	E	App/SP
Knowledge of how to use data to monitor pupil progress	E	App/SP
Knowledge of assessment tools to monitor teaching and learning	E	App/SP
Ability to identify effective interventions to ensure pupils maintain good progress	E	App/SP
Ability to identify excellent classroom practice to enable teachers to improve, through effective feedback	E	App/SP



Knowledge, Experience and Skills		
	Essential/ Desirable	How identified
<b>Developing self and working with others</b>		
Regularly reviews own practice and continually participates in quality CPD	E	App/SP
Uses CPD to motivate, enthuse and develop staff	E	App/SP
Ability to allocate work effectively	E	App/SP
Ability to coach and mentor staff	E	App/SP
Communicate effectively orally and in writing to a range of audiences	E	App/SP
Negotiate and consult effectively	E	App/Ref/ SP
Explain to pupils the objectives of any interventions	E	App/SP
Chair reviews, case conferences and meetings effectively	E	App
Assist in the development of the use of ICT as a means of gathering and disseminating information about pupils with SEND	E	App/SP
Prioritise and manage their own time effectively	E	SP
Take responsibility for their own professional development	E	SP
<b>Managing the organisation</b>	<b>E</b>	<b>SP</b>
Implements changes to staffing structures	D	App/SP
Recruits, retains and manages a range of school staff	E	App/SP
Manages the school's environment in line with health and safety regulations	D	App/SP
<b>Securing accountability</b>		
Holds people to account for what they have agreed to deliver	E	App/SP
Works effectively with the governing body to fulfil statutory duties	D	App/SP
Provides performance data to parents, governors and school improvement officers	D	App/SP
<b>Strengthening the community</b>		
Builds relationships with community groups, outside agencies and other schools which create innovative learning experiences for pupils	E	App/SP
Promotes the school	D	App/SP
Works with parents and carers to improve pupil achievement	E	App/SP
<b>Child protection</b>		
Is aware and able to manage effective CP policies and procedures	E	App/SP
Ability to deal with Sensitive issues in a supportive and effective manner	E	App/SP



Knowledge, Experience and Skills		
	Essential/ Desirable	How identified
<b>Qualifications and training</b>		
Qualified Teacher Status or other educational qualification	E	App/SP
A degree	E	App/SP
NPQ – recent participation	D	App/SP
National Award for Special Educational Needs Coordination (NPQSEND) – completed or committed to completion	E	App/SP
<b>Personal qualities and attributes</b>		
Moral purpose (Equality, children and adults treated with respect)		SP
Excellent communicator (Listening, putting a message across)		SP
Child centred		SP
Resilient		SP
Integrity		SP
Self motivated and able to motivate others		SP
Enjoys challenge		SP
Works to deadlines		SP
Enthusiastic and optimistic		SP
Excellent problem solving/analytical skills		SP
Self awareness, knowledge of strengths and limitations		SP

**Key:**

**App** – Application Form

**Ref** – Reference

**SP** – Selection process. This could include a range of exercises, including an interview.





# The Application Process

Please visit the vacancy section on our website, <https://www.shakespeareleeds.org.uk/about-our-school/vacancies/> where information and an application form can be downloaded.

## Application form

Please ensure that each section of the application form is completed in full giving details of your educational achievements including grades and your employment history including reasons why you left previous roles. The presentation of the information should be clear, concise and in chronological order.

Please provide details of any gaps in your employment history. If you have undertaken any voluntary or unpaid work, please provide details.

In terms of your continued professional development, please list any recent and relevant training you have attended and completed.

Please use the enclosed job description and person specification to complete The Key Areas of Senior School Leadership. Provide a maximum of two examples for each section. Your examples should demonstrate how you meet the essential requirements of the post. Ensure that you provide a full description of all skills, knowledge and experience that you feel are relevant to the post.

Should you have further information relevant to the role that you have not had the opportunity to highlight in previous sections of the application form, please use the additional information section.

The bottom of the application form should be signed, via an electronic signature if possible and dated.

## References

Please provide details of your current or last employer. If you are currently working or have worked in a school, this should be the Head Teacher. Please provide the names, professional email addresses and daytime telephone numbers of your referees.

We are unable to accept references from family or friends.

Our safer recruitment processes state that we must follow up at least one reference in advance of an interview.



## Submission of an application

Please submit your typed application form and covering letter in advance of the **closing date on Friday 22nd March 2024 at 12pm** to [recruitment@shakespeareleeds.org.uk](mailto:recruitment@shakespeareleeds.org.uk). We will confirm receipt of your application.

We regret that we are unable to accept CVs in their entirety or to support information enclosed in the application form.

If you have not been contacted within one month of the closing date, please assume that you have not been shortlisted for interview. Thank you for the interest you have shown in this role at Shakespeare Primary School and Nursery.

## Safeguarding, Child Protection and equal opportunities

Shakespeare Primary School and Nursery is committed to equality of opportunity. We positively welcome applications from all sections of the community.

We are also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment will be made subject to a Disclosure and Barring Service check (formerly known as a criminal record check) and receipt of two satisfactory references, one being from the successful candidate's current or previous employer.

## Policy statement on the recruitment of ex-offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the School complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. The School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

The School can only ask an individual to provide details of convictions and cautions that the School are legally entitled to know about and convictions and cautions that are not protected. Applicants must therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, the School ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

For further information on the recruitment of ex-offenders please contact us on **0113 535 1000** or via [office@shakespeareleeds.org.uk](mailto:office@shakespeareleeds.org.uk).





**Shakespeare Primary School and Nursery**

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[www.shakespeareleeds.org.uk](http://www.shakespeareleeds.org.uk)