



**Sept 2021**

## **Assistant Headteacher**

**Hampshire Leadership Spine: LDR 13 – 21**  
(Equivalent L7-11 – previous Hampshire 43 point scale)

Group 4 school  
Number on roll presently: 625

Gull Coppice  
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Headteacher: Mrs Lesley Pennington

Deputy Headteacher (Inclusion): Ms Kate Bolton

**Thank you for your interest in the position of Assistant Headteacher at our school. This is a new position, providing an exciting opportunity to work closely with the experienced Headteacher and recently appointed Deputy Headteacher in developing teaching and learning across the school. We are seeking to appoint an excellent primary teacher who is passionate about teaching and learning, but with the confidence, skills and motivation to have impact on staff and children across the school.**

Within this booklet you will find general information about our school along with details regarding the application process. You should also have received the following documents:

- Job description
- Person specification
- Summary of the school's 2-year School Improvement Plan
- School prospectus (by post only – also available on the school website).

We hope you find this information useful – further information about the school can be found in our prospectus or on the website [www.whiteleyprimary.co.uk](http://www.whiteleyprimary.co.uk).

### **Context of the school**

Whiteley Primary School initially opened in temporary accommodation in September 1997. We moved into the new school building in February 1999 and the accelerated growth in numbers of families to the area caused the school to be extended from a 2-form entry to a 3-form entry primary school. The school is well regarded by the community and now has 625 pupils on roll – it is oversubscribed in some year groups. The school has below average numbers of pupils in receipt of pupil premium and low numbers of pupils with SEN. We have a strong ethos of inclusion and were shortlisted for the NASEN primary provision award in 2020 in recognition of our support of pupils with significant SEND.

At our last inspection in April 2013, Whiteley Primary School was graded as 'Outstanding' in all areas of the inspection. We strive to maintain this status as we continue to develop the provision we offer to the children of Whiteley, and we are keen to employ staff who can fully support our vision – 'A Place to Smile':

S – Success (Believe you can succeed, and be the best you can be)

M – Mutual Respect (Respect yourself, respect others, respect your surroundings)

I – Inclusion (Value difference and overcome barriers)

L – Life-long learning (Inspired to learn – at home, at school, for life)

E – Enrichment (Explore, experience, challenge – within the curriculum and beyond).

The school works hard to provide a creative approach to the curriculum and children respond well to the range of activities on offer, both as part of the school day and after school. We are particularly proud of the Arts side of our curriculum and have previously been awarded the Artsmark Gold award. We also have the Music Mark, Activemark award, Sing Up Gold Award and Enhanced Healthy Schools. Music provision is a strength of the school, and our sports teams do well at local competitions. We encourage staff to use their interests and strengths to provide extra-curricular opportunities, and all teachers are expected to support our extra-curricular provision for at least half a term during the year, and many do more than the minimum using their own strengths and interests to inspire the children. We are working towards our Rights Respecting School Award

Our children are well motivated and have high expectations of the teachers who teach them! They enjoy coming to school and work hard. Standards are high. We are keen to ensure our pupils have a voice and also take on roles of responsibility within the school.

## **The Senior Leadership Team**

The senior leadership team is made up as follows:

- Headteacher
- Deputy Headteacher/Inclusion (non class-based)
- Assistant Headteacher (non class-based)
- 4 x phase leaders – class responsibility with dedicated leadership time (YR/1, Y2/3, Y4, Y5/6)

The Headteacher is an experienced school leader and has been in post for over 10 years at Whiteley. Kate Bolton (acting Deputy/Inclusion manager) joined the school on secondment in September 2020, working alongside the experienced Deputy Headteacher prior to her taking ill-health retirement in April 2021. Following a successful internal appointment process, Kate has now been confirmed as the permanent DHT from September 2021.

The HT, DHT and AHT will work closely together to help provide the day to day leadership for the school, as well as working on longer term strategic development. There are aspects of the DHT and AHT that overlap to allow a team approach to the development of high quality, inclusive teaching. The DHT has oversight for inclusion and SEND, whilst the AHT will be the key advocate for challenge, particularly for high attaining pupils.

As part of their role, the AHT will work closely with individual phase leaders to support them in their role. For example, they will carry out progress meetings with the phase leaders, join PPA for year groups where targeted support for planning is needed, and ensure that assessment and moderation practice is consistent across the school. The AHT will have an important role in ensuring consistency of teaching and learning across the school, identifying common themes for CPD and providing targeted support where needed.

## **The Staff Team**

We believe that there is a strong team spirit within the school. The staff have proven to be talented individuals with a strong sense of commitment to the school. We are keen to develop a team approach in all that we do and welcome new ideas and initiatives from all staff members. Staff work closely with their year group colleagues and PPA time is organised so that a year group can work together.

We encourage staff to make use of the expertise across the school to help develop their teaching skills through team planning, team teaching and peer observations. The teaching staff range from those who have been teaching 2 years, to many who are highly experienced. There is high stability amongst the staff which enables long-term developments, but there is also a need to ensure that practice continues to develop and the AHT role will be key in identifying ways in which staff at different stages in their career can be best supported through CPD.

All teaching staff share responsibility for managing a subject. The size of the school often allows a team approach to share the management of a subject and we try to have expertise from each of the key stages, using staff subject strengths wherever possible. The SLT includes members of both the English and maths teams to ensure that these key subjects are at the forefront of school improvement work.

The school hosts a SCITT trainee each year through the Fareham and Gosport SCITT, and also encourages staff to host student teachers and trainee support staff who require school based experience as part of their training. As part of their role, the AHT will oversee in-school experience and support teachers in their role as mentors for trainees.

## **The Assistant Headteacher Role**

This is an external vacancy and an exciting opportunity to gain leadership experience in a large school environment, playing a key role in the development of teaching and learning across the school. The successful candidate will be able to evidence impact of their leadership on teaching beyond their own classroom and must be confident to take the lead on developing pedagogy. They may already have experience working as a mentor to less experienced teachers and/or as a coach.

As part of their role, the AHT will support the development of subject leaders, and will also jointly lead a subject team. Ideally, the successful candidate will be able to offer strong subject knowledge and expertise within maths to complement our subject team structure.

The AHT is a non class-based role, with a teaching commitment of approximately 40% of the week which will be agreed with the successful applicant, drawing on their expertise and generally providing targeted interventions (e.g. high attaining pupils, booster/enrichment groups etc). There will also be significant time allocated to work alongside teachers in the classroom to develop and model good practice, support action research, assist in the development of planning and assessment and to encourage reflective practice. Although the AHT will not have their own class, they will have regular opportunities to interact and establish their role with the children – not only within their group teaching role but also through assemblies, by taking the lead with our house system and through extra-curricular provision.

The enclosed job description and person specification provide more detail about the post and the necessary requirements. However, as a new role it is likely that the job description and requirements will develop and adapt over time, dependent on the strengths and particular skill set of the successful candidate.

The salary for the Deputy Headteacher will be within the Hampshire leadership range **LDR 13-LDR21** (equivalent to L7 – 11 on the old 43 point Hampshire scale). The individual starting point will be negotiated with the successful candidate according to their experience and current salary level.

## **Application Process**

Discussions with the Headteacher/visits to the school are encouraged and we can facilitate this socially distanced/outdoors/virtually as per the guidance/individual requirements at the time. Please phone or e-mail to arrange a visit or if you require any further information.

The closing date for applications is **noon** on Wednesday 28<sup>th</sup> April. Short-listing will take place on Thursday 29<sup>th</sup> April. If you do not hear from us by the 4<sup>th</sup> May, please presume that you have been unsuccessful in this instance. Interviews are planned for the second week of May. Further details will be sent to those candidates called for interview. Please be aware that we are hoping to arrange for a pre-interview opportunity to observe shortlisted candidates teaching in their own school, prior to the formal interview process at Whiteley

To help us in the short- listing process, **your supporting statement should clearly include the following:**

- your philosophy for primary education;
- your teaching experience, including impact you have had on teaching and learning **outside your own classroom** and the pedagogy you use to secure progress for all pupils;
- your experience of leadership and management, including impact on outcomes for pupils;
- a summary of any recent training or development you have undergone, and the impact on your practice;
- your experience of working in partnership with parents, governors and/or organisations beyond the school for the benefit of pupils;

- any subject strengths and interests.

Applicants are advised to pay close attention to the Person Specification when writing their supporting statement.

Supporting statements must be **no longer than 2 sides of A4**. Please use font size 12. Additional information (e.g. CV) is not required and will not be used for short-listing purposes.

**Whiteley Primary School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks.**