

new wave federation

Assistant Headteacher  
Application Pack



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# Welcome Letter

Dear Applicant,

Thank you for responding to our advertisement for the Assistant Headteacher post within New Wave Federation. We are a unique family of three Hackney schools; Grazebrook Primary School, Shacklewell Primary School and Woodberry Down Community Primary School.

For over a decade we have built highly successful teams of professionals, driven by their commitment to the communities we serve. Our ethos of 'Excellence for All' underpins everything about our daily practice. Staff are passionate, dedicated and committed to allowing each child to achieve their greatest potential. The role of Assistant Headteacher carries with it formal professional responsibilities but also requires a colleague who will embrace innovation, working within our knowledgeable and committed team. A career at the New Wave Federation is both challenging and highly rewarding - an experience suited to people who are flexible, motivated and creative.

We can offer you schools which are well resourced, have an established culture of excellence and are committed to personalised professional development. We believe strongly in collaboration, both within our group of schools and beyond. Our schools are vibrant, diverse and inclusive. If you are an effective communicator, have vision, energy and believe every child can and will succeed, we would like to hear from you.

This pack has been put together to help you with the application process. If you would like to visit the schools for a tour to learn more, we are happy for you to contact us. Please contact **Ms Alia Choudhry, Federation Business Manager** on **0207 254 1415**.

Kind regards,

Ms Nicole Reid  
Executive Headteacher



# Our Schools

## Grazebrook Primary School

Grazebrook is an oversubscribed, two form entry primary school set in vibrant Stoke Newington, Hackney. Due to its excellence in the teaching of phonics and early reading, it was accredited as an English Hub in 2018 and subsequently supports schools across East London and the South East of England. The proportions of pupils from minority ethnic backgrounds and those for whom English is an additional language are above the national average. The proportion of pupils who have special educational needs is in line with the national average. The number of pupils known to be eligible for free school meals is above average. The school is proud of its diverse community.

## Shacklewell Primary School

Shacklewell, set in the heart of the fashionable Dalston, Hackney, is larger than the average-sized school. The early years boasts a superb two year old provision and Nursery. The proportion of pupils with SEND is above average. The proportion of disadvantaged pupils is above average. The school's values of resilience, creativity and hard work are deeply embedded across the school. Pupils thrive as a result. Leaders have been strikingly successful in securing the consistent high quality of teaching and an effective curriculum that underpins learning across the school.

Due to its commitment to technology, Shacklewell Primary School is a National Ed Tech Demonstrator School, supporting schools in this field.

## Woodberry Down Primary School

Proudly serving the Woodberry Down estate in North Hackney, Woodberry Down is a larger than average sized primary school where most of the pupils are from ethnic minority backgrounds. The majority of pupils are learning English as an additional language. With a higher than average proportion of pupils with special educational needs, the school prides itself in its inclusivity. The proportion of pupils known to be eligible for free school meals is well above average. This is an outstanding school where the life chances of all pupils are maximized. The school boasts the Apple Regional Training Centre which was awarded to the New Wave Federation alongside the Apple Distinguished School status.



# Job Description

Post Title	Federation Assistant Headteacher
Responsibility	Teaching and Learning Leadership of Core Curriculum Subjects Member of the Senior Leadership Team Key Stage Leader
Direct Reports	Ancillary staff when based in their classroom
Salary	L9 - L13 (£59,380.00 - £64,700.00)
Reports To	Executive Headteacher/Headteacher
Teaching Commitment	Up to 40%



## Job Summary

The Federation Assistant Headteacher is responsible for managing the operation of key areas in the school.

The Federation Assistant Headteacher provides support for the Headteacher in the day to day running of the school.



# Main Duties

- The current School Teachers' Pay and Conditions document describes duties which are required to be undertaken by teachers in the course of their employment. In addition certain particular duties are reasonably required to be exercised, and completed in a satisfactory manner. It is the contractual duty of the post holder to ensure that his/her professional duties are discharged effectively.
- This job description sets out the duties to be undertaken and performed to the satisfaction of the Executive Headteacher/Headteacher and governing body by the post holder. The duties set out below are in addition to the overall class teaching requirement.

## **Key Tasks and Activities:**

- Undertake full responsibility for all matters relating to the school in the absence of the Executive Headteacher or Headteacher.
- Work flexibly in the presence of the Executive Headteacher/Headteacher to assist the smooth day to day management of the school working closely with staff of all designations.
- Teach in classes across the school, demonstrating excellence in professional classroom practice.
- Assist the Executive Headteacher/Headteacher in monitoring and reviewing the quality of teaching and learning including assessment, recording, and reporting pupils' attainment to all statutory bodies.
- Assist the Executive Headteacher/Headteacher in the whole school self evaluation processes.
- Effectively lead the areas of responsibility developing policy and practice and ensuring effective self evaluation.



# Main Duties

- Undertake responsibility for the selection of resources for the areas of responsibility, accounting to the Executive Headteacher/Headteacher for the expenditure of the delegated budget allocation for the subject.
- Undertake professional training for all aspects of school leadership and management and keep up to date with new initiatives across the curriculum.
- Assist the Executive Headteacher in the performance management of staff of all designations.
- Maintain good communications between staff of all designations.
- Maintain a positive school ethos, by being proactive in the pastoral care of pupils and ensure the school's policy for behaviour and discipline is applied consistently and fairly by staff of all designations.

# Other Responsibilities

The duties and responsibilities of the subject element of the post may vary from time to time according to the changing needs of the school.

The subject leader section of the job description may be reviewed at the discretion of the Executive Headteacher/Headteacher in the light of those changing requirements and in consultation with the post holder and governing board. .



# Person Specification

<b>Essential</b>	Degree level qualification
	Qualified Teacher Status e.g. Postgraduate Certificate in Education
<b>Other Skills Required for Role</b>	Ability to adapt to constantly changing priorities and demands
	Ability to apply analytical thinking to solve problems and/or resolve conflict
	Ability to provide a model of excellent teaching
	Extensive and up to date knowledge of National Strategies relevant to the areas of responsibility
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	A thorough understanding of issues related to attainment and achievement of different groups of pupils within the schools
	Experience of leading and managing significant school development and self evaluation
	Excellent ICT skills
<b>Communication</b>	Strong interpersonal and communication skills to effectively manage areas of responsibility and liaise with all key contacts e.g. staff, pupils, parents
	Ability to use a wide range of communication channels to effectively manage the operations of the areas of responsibility applying tact and diplomacy in their communication with others. Understand the need to adapt communication style to suit the audience
	Can demonstrate excellent presentation skills
	Ability to maintain a professional and confident manner
	Capacity to maintain the respect and discipline of staff and pupils

# Person Specification

<b>Accountability/ Freedom to Act</b>	Implement policies within their area of responsibility with some for flexibility in the way these policies are implemented. The Executive Headteacher is ultimately accountable for the decisions taken
	Whilst constrained by overall national and school frameworks, there is a degree of interpretation in the way in that their responsibilities are carried out, usually agreed with the Executive Headteacher
	Responsibility for budget areas
<b>Leadership/ Management Skills</b>	A good understanding of school leadership & management
	Ability to support the strategic leadership of the school, contributing to strategic decisions taken by the Executive Headteacher
	Ability to effectively delegate responsibilities to others in the school team, to ensure the successful operations of the areas of responsibility
	Able to lead by example, be highly driven, motivated and motivate other staff



# Application Process

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all the criteria identified in the selection criteria.

Candidates are advised that when completing the references section on the application form to please ensure that:

- Your first referee is your current, or most recent, employer;
- You provide a referee who can attest for your ability to work with children; and, if you do not have an employment referee, please provide details of a tutor, lecturer or someone who can provide an appropriate character reference. Please explain any gaps in your employment/education history and reasons for these gaps, continuing onto an additional page if necessary.

Candidates must ensure that, if they are successful at interview, that they are able to provide evidence of their Right to Work and Remain in the UK. We are fully committed to following all safeguarding procedures. The school is not able to employ any person who cannot validate their Right to Work and Remain in the UK in line with the Asylum, Immigration and Nationality Act 2000.

Completed application forms must be received by 12pm **Tuesday 18th January 2022** with interviews taking place during the week commencing **Monday 24th January 2022**.

If you have any queries or require any further information, please contact Ms Alia Choudhry, Federation School Business Manager on 020 7254 1415 or email [achoudhry@newwavefederation.co.uk](mailto:achoudhry@newwavefederation.co.uk)

If you would like to have an informal discussion about the post then please contact Ms Reid via email at [nreid@newwavefederation.co.uk](mailto:nreid@newwavefederation.co.uk)

We look forward to receiving your application.

# Contact Details

Grazebrook Primary School  
Lordship Road  
London N16 0QP  
Tel: 020 8802 4051  
Fax: 020 8442 5202  
E-mail: [GBOffice@newwavefederation.co.uk](mailto:GBOffice@newwavefederation.co.uk)  
Web: [www.grazebrook.hackney.sch.uk](http://www.grazebrook.hackney.sch.uk)



Shacklewell Primary School  
Shacklewell Row  
London E8 2EA  
Tel: 020 7254 1415  
Fax: 020 7254 1151  
E-mail: [SWOoffice@newwavefederation.co.uk](mailto:SWOoffice@newwavefederation.co.uk)  
Web: [www.shacklewell.hackney.sch.uk](http://www.shacklewell.hackney.sch.uk)



Woodberry Down Primary School  
Woodberry Grove  
London N4 1SY  
Tel: 020 8800 5758  
Fax: 020 8211 0029  
E-mail: [WDOoffice@newwavefederation.co.uk](mailto:WDOoffice@newwavefederation.co.uk)  
Web: [www.woodberrydown.hackney.sch.uk](http://www.woodberrydown.hackney.sch.uk)

