



Enriching lives  
Unleashing possibilities  
Building futures



# Assistant Head of School Dawlish Primary School

## Permanent position, from 1<sup>st</sup> January 2024

## Ethos and Values

*Enriching Lives  
Unleashing Possibilities  
Building Futures*

The Opossum ethos is based on our core belief that all pupils deserve high quality education, which engages, inspires and challenges, to ensure that everyone meets their full potential. We strive to create safe and happy learning environments, which promote independence and high expectations of all. We are committed to providing opportunities, which promote open mindedness, empathy and celebration of the rich and diverse communities which we serve, aiming to ensure that everyone is able to contribute positively to society. We are dedicated to promoting healthy lifestyle choices so that our pupils develop physically, emotionally and morally. We are determined that our pupils will be successful and will leave us as confident, highly educated members of the community.

### We do this by:

- Raising achievement through quality first teaching, which enthuses and motivates; encouraging aspiration to fulfil their potential.
- Ensuring pupil voice is at the heart of all we do to enable children to become confident, resilient and reflective independent learners.
- Offering a broad and varied curriculum, which ensures all children can read, write and are numerate.
- Having an open and welcoming environment where everyone feels welcome and included.

## Our Federation

Opossum is a family of schools located in east London, in the borough of Waltham Forest. The federation is comprised of Dawlish and Newport schools, in Leyton, Oakhill Primary School in Woodford Green and Thorpe Hall Primary School in Walthamstow.

The Opossum Federation is committed to transforming and enriching the lives of the communities it serves.

We offer a bespoke package of training to our ECTs, which includes a detailed two-year Induction programme, facilitated by UCL and working with NELTSH.

## Applications

To download an application pack, please visit any of the Opossum Federation school websites. Please submit all completed applications to Chloe Foulger at [chloe.foulger@opossumed.org](mailto:chloe.foulger@opossumed.org)

Only applications submitted on the school's application form will be considered.

**Closing date for applications is 9th October 2023 at 9am.**

# Safeguarding Statement

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

*All appointments are subject to pre-employment checks, including an enhanced DBS clearance and Satisfactory References. Candidates are required to submit a self – disclosure form with their application.*

## JOB DESCRIPTION

**Job Title: ASSISTANT HEAD of SCHOOL – class based  
Outer London Leadership Scale L7 – L11 (£54,990 - £60,308)**

### GENERAL

The duties and responsibilities of teachers, whether on main the professional grade, or during any period of induction, are spelled out in the Schoolteachers' Pay and Conditions Document 2021 (and as amended). The following is a list of specific activities and responsibilities that the Leader will be required to carry out in addition to the general responsibilities of a class teacher.

This job description is not necessarily a comprehensive definition. It will be reviewed at least once each year and it may be subject to modification or amendment at any time in consultation.

### KEY PURPOSE OF THE JOB

To provide strategic professional leadership and management of children, staff and resources to ensure continuous improvement, raising standards and equality of opportunity for all children's learning development across the school.

### MAIN ACTIVITIES:

To assist the Head of School in the leadership and management of the school and in all aspects of school improvement.

To take full responsibility for leading and managing significant aspects of the school, under the overall direction of the Head of School.

To carry out teaching duties, as required, in accordance with teachers' standards as well as the school's policies and procedures.

To act as Designated or Deputy Designated Safeguarding Lead, as agreed

To play a role in setting aims and objectives for the school and in formulating the School Development Plan in conjunction with governors and other leaders.

To be an excellent role model for all members of staff and for pupils in all aspects of school life.

To take a role in improving the involvement of parents, carers and the community in the life of the school.

To provide effective leadership and management to team/teams of staff, as agreed with the Head of School.

To actively promote equality of opportunity by ensuring the school's curriculum provides the best possible education for all its pupils.

To take a significant role in the implementation of the school's performance management policy, to secure school improvement and individual professional development.

Inducting and supporting Early Career Teachers and less experienced staff and/or supply teachers.

To prepare and present reports, as required to, e.g. governors, LA, parents, outside agencies.

## **KEY ORGANISATIONAL OBJECTIVES**

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils as appropriate
- Contributing to the maintenance of a caring and stimulating environment for pupils

## **CONDITIONS OF SERVICE**

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors.

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# PERSON SPECIFICATION

*N.B. All criteria are essential unless marked D (desirable)*

## **Qualifications**

Qualified Teacher Status

To have evidence of continuing and recent professional development relevant to the post.

## **Experience**

To have at least 4 years of successful appraisal as a qualified teacher – Primary and/or Early Years

A proven track record of raising pupil attainment across a cohort.

Successful experience of leading aspects of the curriculum at whole school level, e.g. as a subject or phase leader.

Experience of positively contributing to school improvement.

Experience of supporting/mentoring colleagues

Experience of developing and leading staff professional development

Experience of initiating and implementing strategies to improve parental engagement

## **Commitments**

Commitment to creating a learning environment which provides equal opportunities for all through enacting Opossum values.

## **Skills**

Good understanding of effective strategies for gaining and maintaining high standards of behaviour at whole school level, in accordance with the school's policy.

Sound understanding of current child protection issues and procedures.

Sound understanding of statutory requirements upon primary schools.

Evidence of the ability to communicate clearly, both orally and in written form

Evidence of an ability and willingness to work effectively with colleagues, outside agencies and parents

Ability to provide a model of best practice, through teaching in own or others' classrooms.

Ability to demonstrate leadership qualities, including energy, resilience and the ability to enthuse and motivate others.

To have a good personal presence and interpersonal skills

To be able to work effectively under pressure, to prioritise appropriately and to meet deadlines.

To have good analytical skills, being able to synthesise complex information, summarise, draw appropriate conclusions and make decisions.

To be able to use relevant IT programmes and platforms e.g. Google Classroom/CPOMS/Target Tracker etc.