



## Drayton Green Primary School Assistant Head teacher secondment

**Role Profile:** Assistant Head Teacher (Secondment) Leadership scale 9-13

Leading on: Teaching, Learning and the Curriculum.

**School:** Drayton Green Primary School

**Duration:** September 2024 – December 2024 (with an option to extend)

Working Days: 0.5 FTE (days to be decided)

Reporting To: Interim Part-time Executive Headteacher

### **Purpose of the Role:**

To support and enhance the quality of teaching and learning across KS1 and KS2 at Drayton Green Primary School. The role will involve working with the interim leadership team to secure standards by providing leadership and guidance to staff to secure high standards of teaching that will have an impact on pupil outcomes. The successful candidate will need to provide regular feedback on progress to all stakeholders.

The school is currently graded as Requires Improvement, with an interim Part-time Executive Headteacher in post. The successful candidate will be instrumental in driving the school's programme of continuous improvement to ensure that every pupil can succeed. This is a short-term secondment with an option to extend.

### **Key Responsibilities:**

#### 1. Leadership in Teaching and Learning:

- Close collaboration with the Interim Part-time Executive Headteacher and Interim Head of School to implement the school's vision and strategy for teaching and learning.
- Lead the development and implementation of effective teaching pedagogy across the school.
- Embed high quality teaching and learning through planning, delivering, and assessment.

#### 2. Staff Development:

- Identify professional development needs and organize relevant training sessions, demo lessons, team teaching support.
- Mentor and coach teachers to enhance their instructional skills and pedagogical knowledge.
- Conduct regular observations and provide constructive feedback to teachers, in collaboration with the Interim Head of School.
- Lead on the development of subject leaders.

#### 3. Curriculum Development:

- Review and develop the school's curriculum to ensure it is aspirational and meets the needs of all pupils in collaboration with the interim leadership team.
- Champion inclusive approaches to teaching and learning that address diverse learning needs.
- Ensure the curriculum is aligned with national standards and best practices.





#### 4. Pupil Progress and Achievement:

- Monitor and analyse pupil performance data, with the interim leadership team, to identify areas for improvement, leading to programmes of support.
- Implement strategies within quality first teaching to support pupils who are underperforming.
- Communicate effectively with all stakeholders to ensure a consistent approach to teaching and learning.

#### 5. Additional Duties

- Assisting with the organisation and management of school resources if required.
- Actively contribute to meetings, including governance, and be ready to demonstrate progress against SDP.
- Contribute to the development and implementation of school policies, structures and procedures.

#### Required Qualifications and Experience:

- Qualified Teacher Status (QTS).
- Substantial experience in a leadership role within a primary school setting at Assistant Head level.
- Proven track record of improving teaching standards and pupil outcomes.
- Excellent knowledge of the primary curriculum and assessment.
- Excellent communication, organisational, and interpersonal skills.
- Excellent IT skills, preferably including the use of Artificial Intelligence

#### Personal Attributes:

- Inspirational and motivational leader who can demonstrate exceptional inclusive practice and support others to recognise and do the same.
- Excellent collaborator who is able to work effectively as part of a team.
- Committed to securing an aspirational culture of continuous professional development.
- Resilient, flexible and adaptable, able to manage change effectively.

#### Safeguarding statement:

Drayton Green Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

#### Application Process:

This role would suit an existing AHT who is looking for further challenge and has the capacity and capability to offer support in order to bring about progress in a short period of time.

Interested candidates should submit a cover letter, endorsed by their headteacher and Chair of Governors, with a personal statement of no more than 500 words outlining their suitability for the role. with due regard to the key responsibilities, qualifications, experience and attributes listed above. Shortlisted candidates will be invited for an interview that will also involve an observation.

Expressions of interest to be sent to Louise Singleton, Interim Part-time Executive Headteacher  
[lsingleton@draytongreen.ealing.sch.uk](mailto:lsingleton@draytongreen.ealing.sch.uk) by mid-day Thursday 19<sup>th</sup> September

Shortlisting will take place on the afternoon of Thursday 19<sup>th</sup> September  
Interviews will take place on Wednesday 25<sup>th</sup> September

Visits to the school are welcome, contact [admin@draytongreen.ealing.sch.uk](mailto:admin@draytongreen.ealing.sch.uk)

