



**SAINT-JÉRÔME**  
CHURCH OF ENGLAND BILINGUAL SCHOOL

## **Appointment of Assistant Headteacher**



**April or September 2022**

### **Our School**

St Jérôme C E Bilingual school opened its doors to welcome the children of Harrow in September 2016. By September 2022, we will have 420 pupils from Reception to Year 6. We believe that we offer a unique educational experience to our children. We are a Christian School that welcomes all people and seeks to share the love of God with our community in words and

actions. We believe that teaching is a vocation and a ministry as we reach out to serve the children and families of central Harrow. We are also a bilingual school that is passionate about languages and we teach children in both English and French. We believe that this gives our children, the majority of whom already speak another language at home, a significant linguistic and cultural advantage. The ability to speak another language and to communicate with others opens doors and possibilities. Our dream for our children is that they will love both the English and French languages and that they will maintain other languages that they may speak at home and go on to learn many other ones. The progress that our children have already made is excellent and we are looking forward to seeing what is possible as they continue to grow and develop. We were delighted to be awarded the prestigious LabelFrancEducation status in 2019 which is a mark of excellence from the French Ministry of Education for our learning and teaching in French.

Opening the school took a significant amount of dedication from local parents, the London Diocesan Board for Schools, our founding staff team and our many partners. Our partnerships continue to thrive and provide excellent opportunities for our children and staff. Our partnership with Harrow School has supported the governance of the school and we have plans to enable St Jérôme pupils to benefit from the resources and facilities at Harrow. We have been in touch with experts in the field of Christian Education and children's spirituality and as a result have been able to open an innovative 'Godly Play' classroom. We have also benefited from our partnership with Cambridge University with whom we are engaged in a longitudinal study on the impact of bilingualism on our pupils. Our research and partnerships have extended globally as we have sought to find the best practice internationally and enable our children to interact with English and French speakers around the world.

We have very quickly become a popular and oversubscribed school and we were significantly oversubscribed on opening. Our parents are exceptionally supportive of our school and we have an active PTFA who have already raised substantial funds to support the future development of the school. We have a close relationship with the Parish of St John's Greenhill and The Revd. Barry Hingston. Prior to the Covid-19 pandemic our children visited the church regularly and Barry and other members of the St John's team are regular visitors to the school.

Our founding staff members and those who have joined our team as we have continued to grow have been able to benefit from the opportunity of helping to shape the school and bring our vision to reality. To be able to design classroom spaces and choose resources and educational approaches has been really exciting and our school learning environment is state of the art. We have chosen to use Apple technology which supports our innovative and creative bilingual curriculum. We have an extremely passionate and committed staff team who are looking forward to welcoming new members to our team. There is still much to do and to contribute to continue to grow our school. As a team, we strive to support and care for one another and we take very seriously the professional development of all our staff, knowing that a passionate and engaged staff team who love what they do will have a greater impact on our children. Our staff team is diverse and reflects the English/ French bilingual nature of the school. Staff communicate predominately in their mother tongue but we all have the opportunity to develop our language skills.

### **An exciting opportunity**

We are seeking to appoint a talented, experienced and passionate teacher who is able to inspire and lead others to ensure our school vision to enable every member of our school community to grow and flourish, to gain in knowledge, wisdom and skills and to translate the love of God for all people into words and actions. You will join our senior leadership team which

comprises the Headteacher, Deputy Headteacher, Director of Bilingual Education and School Business Manager.

As Assistant Headteacher you will lead and manage our committed staff team in EYFS and Key Stage 1 to ensure that our children receive the highest quality education and pastoral care. You will be passionate about effective practice in the Early Years and most particularly the development of children's oracy skills, language development and the teaching of phonics and early reading in English and be a strong advocate for the school's bilingual approach to language learning. Together with the staff team and our families you will ensure that we lay firm foundations for children's learning and for their spiritual, moral, social and cultural development. You will ensure the learning environments, including additional teaching and learning spaces and the school libraries are highly effective and inviting places for learning and teaching and that as a team we effectively promote a love of reading and learning.

It is envisaged that the post holder will not have a full-time class responsibility and will provide inspirational additional teaching support to children across EYFS and Key Stage 1.

As a member of the school's senior leadership team, you will take particular responsibility for developing literacy and language development in English and lead the continued development of effective partnerships with parents and ensuring that arrangements for pupil recruitment, induction and transition are highly effective. As part of the school's safeguarding team, you will ensure that our most vulnerable pupils are supported and will receive the training to become a Deputy Designated Safeguarding Lead. There is the opportunity to work closely with our Deputy Headteacher who is the SENDCO and a wide range of professionals to ensure that children with any additional needs are effectively identified and supported.





# SAINT-JÉRÔME

CHURCH OF ENGLAND BILINGUAL SCHOOL

## Job Description Assistant Headteacher

**Salary:** L3-7 Outer London (currently £47,676 to £52,371)

**Hours:** Full time

**Contract type:** Permanent

**Reporting to:** Headteacher

An aspirational, multilingual, multicultural education community that empowers everyone: to grow and flourish, to gain in knowledge, wisdom and skills and to translate the love of God for all people into words and actions.

### The Role

- To assist the Headteacher in leading and managing the school to deliver its vision as a member of the Senior Leadership Team. To specifically lead the aspects of the school vision which concern Learning and Teaching in EYFS and KS1 and the development of early oracy, phonics, reading and writing in English.
- To be an effective ambassador and public face of the school, supporting marketing, staff and pupil recruitment and developing engagement of the school community and links with the wider community.
- To further develop systems for pupil induction and transition to ensure that children make a strong start to their education and there are close links with pre-school settings
- To deliver excellent teaching and learning, in order that pupils make excellent progress and to help our children and staff achieve their greatest potential.

- To be a passionate advocate and model for Early Years Education and the teaching of English oracy, phonics, reading and writing.
- To lead the development of teaching and learning and the curriculum in EYFS and KS1 and to lead English across the school.
- Ensure that the school has the appropriate resources to support its curriculum and oversee the development of the school libraries.
- To contribute to the process of school improvement planning and monitoring and preparation for inspection.

### **Main Purpose of the Role**

- To assist the Headteacher as a member of the Senior Leadership Team; to include contributing to the strategic direction and vision and values of the school.
- To contribute to the school's self-evaluation procedures and school development and improvement plan.
- To offer children an effective education in a stimulating environment, which provides equality of opportunity for all.
- To be responsible for promoting and safeguarding the welfare of children within the school and to be part of the school safeguarding team as a Deputy DSL.
- To ensure children make good progress irrespective of their starting points and backgrounds.
- To deliver an inspiring, broad and balanced bilingual curriculum that complies with national expectations and in line with the school's vision and ethos.
- To work in collaboration and partnership with children, parents/carers, governors, other staff and external agencies and wider community.

All teachers will be expected to carry out the duties and responsibilities set out in the current School Teachers Pay and Conditions Document under the direction of the Headteacher. At this school, the following areas have been highlighted as of particular importance.

### **Leadership and Management**

- As a senior leader, support, promote and model the values and vision of the school.
- Contribute to the school's self-evaluation procedures and school development and improvement plan.
- Track and monitor children's outcomes and progress to ensure all children make good or better progress.
- Plan and monitor programmes of support for members of staff as necessary; including coaching models which include planning, team-teaching, modelling etc.
- Be responsible for leading English and lead on whole school learning and teaching initiatives as appropriate.
- Take professional decisions in any temporary absences of the Headteacher or Deputy Headteacher.

### **Learning and Teaching**

- Carry out the professional duties and standards of a teacher, acting as a model of excellent practice across the school and to create a positive learning climate.
- Act at all times as an ambassador for the school in a manner which upholds its Christian values and ethos and to model behaviour consistent with the school's policies, standards and aspirations.
- Set high expectations for pupil behaviour, establishing and maintaining a good standard of behaviour through well focused teaching and through positive relationships.
- Plan, prepare and teach a creative and innovative bilingual curriculum that includes challenging, effective and well organised lessons according to the pupils' educational needs, with reference to prior attainment, SEND and English as an additional language, as required, in line with school policy.
- Assess, record, analyse and report on the development, progress and attainment of pupils in line with school policies.
- Mark pupils' work providing constructive oral and written feedback to move learning on.
- Use resources effectively to secure high-quality teaching, learning and assessment; have high expectations of what all children can achieve.
- Ensure knowledge of current school policies and guidance is up to date and planning and teaching is compliant with these at all times.

- Work collaboratively on the preparation and development of teaching materials, teaching programmes, teaching methods, assessment and pastoral arrangements as appropriate.
- Work with parents/carers as partners ensuring that they are provided with opportunities and support to help in the progress of their child.
- Actively seek out opportunities to develop and maintain good relationships with outside agencies and the local community and be an enthusiastic ambassador for the school and support marketing and recruitment.

### **Other responsibilities of teachers**

- Carry out playground, lunch and other duties as directed and within the remit of the School Teachers' Pay and Conditions document.
- Take a full and active part in the wider life of the school (e.g. clubs & social events); have an agreed flexible working pattern to ensure that all relevant functions and activities are fulfilled.
- Recognise that duties of a post may vary from time to time without changing the general character of the post.

### **Professional Learning Community**

- Work as a team member, leading and collaborating effectively.
- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being; participate fully with arrangements made for appraisal/performance management.
- Participate in/ lead any relevant meetings/professional development opportunities at the school, which relate to the children, curriculum or organisation of the school, including pastoral arrangements and worship.
- Be responsible for your own continuous professional development and participate fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal.

### **Health and Well Being**

- Be responsible for promoting and safeguarding the welfare of children and young people within the school.
- Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for behaviour, in line with the school's policies.
- Raise all concerns regarding the behaviour, progress or welfare/child protection of any child with the Child Protection Team.
- Ensure that the Safeguarding and Child Protection and Safeguarding Policy and Health and Safety Policy are followed by you and your colleagues.

### **Administration**

- Participate in and carry out any administrative and organisational tasks within the remit of the School Teachers' Pay and Conditions document.
- Register the attendance of and supervise children, before, during or after school sessions as appropriate.

Perform any other reasonable duties as requested by the Headteacher.

Please note - This job description is not intended to be exhaustive. The successful candidate may, from time to time, be required to undertake additional responsibilities appropriate to the role of a Class Teacher and Senior Leader.

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Professional development in preparation for a leadership role eg. NPQSL</li> <li>• Evidence of professional development and training relevant to the role</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful teaching experience in EYFS and KS1</li> <li>• Successful leadership of a curriculum area which demonstrates impact (experience leading English, Phonics or EYFS would be an advantage)</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Line management experience and experience of supporting others to grow and flourish (e.g. support staff, student teachers, team members)</li> <li>• Experience of leading staff development and providing inspirational CPD</li> <li>• Experience of teaching RE and leading Collective Worship with children in EYFS and KS1. Experience of Godly Play would be a distinct advantage.</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of high-quality learning and teaching, and the ability to model this for others and support others to improve</li> <li>• Knowledge of the EYFS framework and English National Curriculum and a range of curriculum models and approaches</li> <li>• Knowledge of effective approaches and relevant research in teaching oracy, phonics, early reading and literacy</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate effectively in English, verbally and in writing to a range of audiences</li> <li>• Ability to communicate a vision and inspire and empower others</li> <li>• Ability to build effective working relationships and to lead a team</li> <li>• High level of competence in the use of technology to enhance learning and teaching and delivering learning and teaching online</li> <li>• Ability to communicate in French or willingness to learn to support the bilingual vision and nature of the school</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos, values and vision of the school</li> <li>• A warm, caring and reflective approach to others that inspires confidence and trust</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• A creative individual with a positive 'can do' approach who is willing to innovate and find creative solutions</li> </ul>

## The Application Process

Visits to the school prior to submitting an application form are strongly encouraged and can be arranged by contacting Karen Smith in the school office via email at [karen.smith@stjeromebilingual.org](mailto:karen.smith@stjeromebilingual.org)

A completed application form with a letter of application of no more than 3 sides of A4 should be submitted to [karen.smith@stjeromebilingual.org](mailto:karen.smith@stjeromebilingual.org) by **Tuesday 8<sup>th</sup> February at 5pm.**

Interviews will take place at the school in the week commencing 21<sup>st</sup> February.

Please do not hesitate to be in contact if you have any questions and we look forward to receiving your application.