

June 2020

Dear Prospective Candidate,

**Assistant Head of School, with special responsibility for Careers and Employability**

Thank you for your interest in the position of Assistant Head of School in the Ashington Learning Partnership. The partnership consists of two large primary schools (Bothal Primary School and Central Primary School), which collectively cater for around 1,500 pupils. The two schools are led by an Executive Principal and an experienced Senior Leadership Team. Each school operates a lower and upper site provision and all four sites are based within the semi-rural town of Ashington, Northumberland. Central and Bothal Primary Schools are two of the largest primary schools in Northumberland with approximately 810 pupils on roll at Central Primary School and 650 at Bothal Primary School.

We are very proud of our schools and work hard to ensure that they are vibrant and exciting places for young learners to be. We are fortunate to benefit from specialist facilities as well as well-maintained buildings and grounds which allow us to provide a safe and stimulating learning environment for our whole community.

Both schools are at the heart of a very close community and work in collaboration with local businesses, parent groups and external agencies to extend learning beyond the classroom and into the lives and homes of the community that we serve.

Our approach to curriculum design is one which aims to equip children with the knowledge, skills and values that they need to be successful contributors as they move into adulthood and the challenges of a global jobs market. **The position therefore has a key role within the development of all our pupils within the organisation.** Based at one of our four sites, you will provide leadership and direction with regard to skills and industry liaison, focussing on the implementation of careers and *Skills for Life* within the curriculum and ensuring effective use of our specialist provision. You will also have strong pastoral skills, dealing with the general day to day management of that site and being able to effectively communicate with all stakeholders. Our happy, motivated children are preparing for jobs that don't necessarily exist yet, so your role will support us to ensure that as part of secondary readiness they have the knowledge, skills and attributes they need to tackle whatever comes, confidently and capably.

**Starting salaries**

When we offer the successful applicant the job we will confirm the starting salary for the post, which will be within the pay range set in our policy. We will consider the following criteria when deciding starting salaries: the nature of the post; the level of qualifications, skills and experience required; your previous relevant roles and experience; and your current salary.

**Pay progression**

All pay progression is based on an individual teacher's performance. In almost all cases this will be based on the outcome of the appraisal process which will consider whether you have met or exceeded your objectives and/or the teachers' standards. We will award a higher level of pay progression to those teachers that exceed their objectives and the Teachers' Standards, which will be appropriate to their role and the context of the school. A lower level of pay progression will be awarded to those who meet their objectives and the Teachers'

Standards. We will ensure all teachers know what is expected of them during the appraisal period and provide regular feedback.

### **Application Process**

An Application Form is included in the pack along with completion guidance and this should be returned to us. We also require you to write a letter of application in which you should demonstrate your skills, experience and personal characteristics and explain how you fulfil the essential and desirable criteria shown on the person specification. You should also include any additional skills or experiences you may have and any preferences or strengths you have. A Job Description and a Person Specification are included for your information.

Application forms and letters should be returned by email to [nikki.lumley@alptrust.co.uk](mailto:nikki.lumley@alptrust.co.uk) by 9am on Monday 13<sup>th</sup> July 2020. Interviews will be held on Thursday 16<sup>th</sup> July 2020 and further details of the interview process will be sent to shortlisted candidates by email.

**If you would like to discuss this post further, please contact** Miss L Hall, Head of School at [Louise.hall@alptrust.co.uk](mailto:Louise.hall@alptrust.co.uk).

Yours faithfully



Mr A Roberts,  
Executive Principal



**Bothal Primary – Upper site**  
High Market  
Ashington  
Northumberland  
NE63 8NT  
01670 812360



**Bothal Primary – Lower Site**  
Wansbeck Road  
Ashington  
Northumberland  
NE63 8HZ  
01670 812324



**Central Primary – Upper Site**  
Third Avenue  
Ashington  
Northumberland  
NE63 9BE  
01670 813111



**Central Primary – Lower Site**  
Milburn Road  
Ashington  
Northumberland  
NE63 0AX  
01670 810570