

**TEACHER OF**

**ENGLISH**

**APPLICATION PACK**

**Assistant Principal**

**Student Achievement**

**L12 - L16**

**From September 2018 (or earlier)**

**APPLICATION PACK**

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**Visiting the school**

Potential applicants can arrange to visit the school during the application window: Visits can be arranged through Helen Frost by contacting 0113 3869139 or [h.frost@pudseygrangefield.co.uk](mailto:h.frost@pudseygrangefield.co.uk).

**Interviews**

Interviews will take place over a 1 day process on Wednesday 13th December 2017.

**Introduction from the Principal**

Thank you for the interest you have shown in the post of Assistant Principal at our school.

Pudsey Grangefield School is a oversubscribed mixed comprehensive secondary school located in the heart of the market town of Pudsey. Situated between Leeds and Bradford the town has valued its independence from its two larger neighbours. The school has 1100 students with a thriving Sixth Form of 180 students all taught in a state of the art building. The innovative and unique design of the building creates a calm atmosphere very different to many secondary schools.

The school has a long tradition in the town, being established as Pudsey Grammar School in 1908. Although the school is taught in a state of the art building, our core values of respect, resilience, integrity, compassion and ambition are highly traditional and are based on the goal of ensuring that every student reaches their true potential.

Our school is not just about the students gaining knowledge and qualifications although these are extremely important. We believe in teaching young people core values of decency, social skills and how to be a good citizen in an ever changing world. We want their character to develop and grow and for them to leave us with an inquiring and independent mind. We want our students to gain the best qualifications they are capable of whilst experiencing a range of opportunities which are second to none. As a result, the school is extremely popular with our community and is significantly over-subscribed every year.

Our Sixth Form has grown in recent years and we now have around 200 post-16 students studying at Pudsey Grangefield. Since I was appointed the results in our Sixth Form have increased year on year with almost 50% of our A levels in 2016 being at grades A\*/A or equivalent. All measures at Post-16 have increased and we have a strong tradition of ensuring students access the best universities including Oxford and Cambridge. We have invested heavily in our Sixth Form this year and have provided our students with a new study area and new kitchen and social facilities.

Our staff are exceptional in their dedication and commitment to the students. Relationships in the school are extremely strong and this underpins the ethos of the school. We pride ourselves in the care and support that we give our staff and as a result there is a real team spirit in the school where people enjoy being part of our school community. Teaching and learning is the key focus of the organisation and

everything that we do is designed to ensure that the classroom experience for the students is excellent.

The school is a foundation Trust school and our partners include global companies such as M&S, HSBC bank, the IT company RM, Warwick University which is member of the Russell Group of UK universities, alongside leading local business and training provider, Appris. These excellent links allow our school to offer excellent careers opportunities to students across the ability range and also enable us to review and improve our business practices.

This is an exciting time to join Pudsey Grangefield School. I was appointed in September 2014 and we have worked extremely hard to rapidly improve the school. We were inspected in September 2016 and whilst our results led to an overall requires improvement judgement, the inspectors judged that our leadership and management, personal social development, pupil behaviour and our 6th form were all judged as good.

There are many positive comments in our 2016 Ofsted report such as:

*“Staff are enthusiastic, motivated and share the principal’s vision....”*

*“Behaviour has improved rapidly since the last inspection due to the new behaviour*

*system and the consistent application of policies by teaching staff.”*

*“Leaders and managers have worked tirelessly to ensure that systems and procedures have been overhauled to support learning and progress.“*

*“The school’s work to promote pupils’ personal development and welfare is good. The school promotes respect, resilience, integrity, compassion and ambition as its core values. As a result of this, the school has a calm and purposeful environment. Pupils say that there is a strong feel of community in the school”.*

*“The work to support and develop pupils’ mental health is a key strength of the school.”*

*“Recently, the school has opened up the ‘Green Room’ which is providing additional support for pupils in times of need, for example when coping with difficult*

*circumstances. The impact of this is that these pupils are attending school more often, completing work and keeping up with their peers.”*

We expect to achieve a good overall judgement at our next inspection.

We are currently part of the Red Kite Teaching Alliance which is providing outstanding opportunities and CPD for all of our staff; teachers and support staff.

**Mark McKelvie**

**Principal**

**Pudsey Grangefield School**

**Application Process**

Should you wish to apply for this position, please send the following:

* A completed application form. Applications should be made electronically in Word or PDF format to Helen Frost at [h.frost@pudseygrangefield.co.uk](mailto:h.frost@pudseygrangefield.co.uk).
* In support of your application you may include a covering letter. This should be in addition to the completed application form.

Appointments made are subject to an Enhanced Criminal Records Bureau Disclosure.

**Closing date for applications: Friday 8th December 2017**

**Interview date: Wednesday 13th December 2017**

**Job Purpose**

To lead and manage strategic aspects of Achievement, Progress and Standards as an active, well-motivated team member.

**Duties and responsibilities**

Main Activities:

The Assistant Principal will:

Contribute to leadership decisions on all aspects of policy, development and organisation. As a pivotal member of the Achievement and Senior Leadership Team, be responsible for:

• Raising standards of achievement and attainment across the school through ensuring that all students make good or better progress across the curriculum (in liaison with the Principal and Deputy Principal Achievement and Progress).

• Monitoring and evaluation of academic standards, achievement and progress with specific focus on Progress 8.

• Monitoring and improving academic progress in liaison with Subject Leaders.

• Analysis of student data and liaison with Subject and Year Leaders with regard to student progress and in particular under achievement.

• Line management of Director of Studies.

* Closing the achievement gap between all student groups and in particular boys, pupil premium and more able students.

• Identification of student groups within the school who need additional interventions in order to secure good or better progress across the curriculum

• Strategic oversight of programmes of intervention delivered by staff.

• Leadership of interventions to support individuals and groups of students in a key stage.

• Rigorous analysis of interventions for impact.

• Ensuring that appropriate intervention strategies are implemented to support student progress and achievement of targets.

• Quality assuring the impact of tracking, planning and intervention.

• Providing challenge and support to designated faculties as SLT Link.

• Liaising and working with Departments in setting targets for individual students and groups, under the line management of the Principal.

• Supporting staff in setting and achieving challenging targets for all students.

As a member of SLT:

• Attend, contribute to and where appropriate present to and lead SLT meetings and conferences.

• Contribute to school self-evaluation and development planning.

• Implement the whole school Quality Assurance cycle.

• Support and lead staff.

• Lead and deliver high quality INSET.

• Set high professional standards as a class teacher providing a role model for all staff in both classroom organisation and management in implementing all school policies.

• Actively contribute to maintaining discipline and good order in the school.

• Liaise with governors, when appropriate, to facilitate their overview of the school and attend governors’ meetings in support of the Principal.

• Assume responsibility for the management of the school in the absence of the Principal and Deputy Principal.

• The Assistant Principal will have approximately a 0.5fte teaching commitment.

* Carry out other duties as required by the Principal.

**Person Specification**

The recruitment process will test candidates against the criteria below. Sources of information to be used are:

A – Application C – Certificates

R – References I – Interview/selection day

E – Essential D - Desirable

|  |  |  |  |
| --- | --- | --- | --- |
|  | **E** | **D** | **Source** |
| **Qualifications & Training** |  |  |  |
| Good Honours Degree | X |  | A R C |
| Qualified Teacher Status | X |  | A R C |
| Evidence of further relevant substantial professional development | X |  | A R C |
| Completion of, or progress towards, further/higher professional qualifications (e.g NPQSL/Future Leaders/Leadership Pathways) |  | X | A R C |
| **Leadership Experience** |  |  |  |
| At least 3 years’ experience in a middle leadership role e.g. Subject Leader or Year Leader | X |  | A R I |
| Experience of working within Senior Leadership Team |  | X | A R I |
| Successful management experience, including conducting performance reviews, creating and maintaining systems | X |  | A R I |
| Successful experience of leading complex educational change |  | X | A R I |
| Experience of using innovative pedagogies, including ICT, group work, formative assessment, research projects etc. | X |  | A I |
| Experience of Ofsted | X |  | A I |
| **Knowledge, Understanding and Skills** |  |  |  |
| Up to date knowledge and understanding of the current national education agenda | X |  | A I |
| Understanding of how to secure sustainable school improvement | X |  | A I |
| Understanding of what constitutes outstanding teaching and learning/behaviour for learning | X |  | A I |
| Sound knowledge and understanding of data analysis and its use in raising achievement | X |  | I |
| Experience of implementing successful achievement strategies to secure school improvement | X |  | A R I |
| Understanding of the significance of interpersonal relationships and strategies for promoting individual and team development | X |  | I |
| Understanding of how to build and sustain effective relationships with parents, carers, other schools and the wider community | X |  | I |
| Understanding of the advantages and issues associated with working in a large, urban, multi-cultural school | X |  | I |
| Consistently good or outstanding teaching skills and the ability to lead by example as a classroom teacher | X |  | A R I |
| The ability to command the respect of students, staff, governors, parents and the wider community | X |  | R I |
| The ability to work proactively and with a high degree of independence | X |  | R I |
| The ability to think and plan strategically | X |  | I |
| The ability to inspire and motivate others through excellent communication skills, both written and verbal | X |  | A R I |
| High levels of self-awareness | X |  | R I |
| Integrity and reliability | X |  | R I |
| Good sense of humour |  | X | I |
| **Safeguarding** |  |  |  |
| The motivation to work with young people | X |  | A R I |
| The ability to form and maintain appropriate relationships and personal boundaries with young people | X |  | A R I |
| Emotional resilience in working with challenging behaviours | X |  | A R I |
| Positive attitudes to the use of authority and maintaining discipline | X |  | A R I |
| Statement:  Pudsey Grangefield School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.  This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade in line with the school’s changing needs.  Dated: 23/11/2017  (Principal) | | | |

**Enhanced Disclosure**

Thank you for your interest in this post at Pudsey Grangefield School. The post you are applying for involves working with young people. It is therefore exempt from the

Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including pending convictions, cautions, reprimands and warnings which would otherwise be regarded as “spent” under this Act. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Criminal Records Bureau Code of Practice of Disclosure Information.

If your application is successful, you will receive further information on how to complete the Enhanced Disclosure.

***We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.***

### **School Location and Travel Information**

### Pudsey Grangefield School

### Mount Pleasant Road

### Pudsey

### Leeds

### LS28 7ND

### Tel: 0113 2558277

### Twitter - @PudseyGS

### www.pudseygrangefield.co.uk

