



HOLMFIRTH
HIGH SCHOOL

Information Booklet

Deputy Headteacher:
Teaching, Learning and Assessment



A Warm Welcome from Holmfirth High.....

Thank you for considering applying for this senior leadership post at Holmfirth High School.

We genuinely believe our school is a wonderful place to work and develop your career. We work hard to ensure that students get the very best quality of learning experience, thus supporting them to achieve the very best outcomes. We are a school community where relationships are positive, respectful and friendly.

We strive to do our best for all our students so that they leave here as well-rounded, decent young people who have achieved as highly as possible and have experienced a wide range of opportunities in and out of the classroom.

We are an incredibly busy school community with lots going on all year round. We are fortunate in having an exceptional staff team who enthusiastically provide a wealth of extra-curricular activities and experiences for our students to enjoy.

We have a well-established passion for collaboration; working in partnership with a range of other alliances, schools, colleges and universities to: share best practice; support and train entrants into the profession, and to provide exciting professional development for all our staff.

The successful candidate will join the school at an exciting point in its history. The position represents a wonderful opportunity for an ambitious, dedicated and caring colleague to develop their skills in readiness for Headship.

We would hope that what you read in the information pack and your wider research about the school will have whetted your appetite and encourage you to apply.

Yours sincerely

Ben Stitchman

Mr Ben Stitchman
Headteacher

Holmfirth High School

This highly successful Leading Edge school has 1320 students, a teaching staff of 80 and a support staff of 70.



Originally built in 1959, the school has undergone extensive refurbishment in recent years. Its facilities now include a Modern Foreign Language suite, 6 ICT rooms, a Drama studio, 8 Science laboratories, a Music suite with practice rooms and a brand new SEN department and RE/PSCHE block. The specialist school initiative has also meant the further building work of a new Maths block.

The catchment area comprises Holmfirth and surrounding villages. These provide an intake which is well balanced socially and academically. The school is conveniently situated about seven miles from Huddersfield. The surrounding countryside is beautiful, set as we are in the Pennine Hills. Holmfirth is within 30-45 minutes of the centres of Leeds, Manchester and Sheffield and is easily accessible from the M1 and M62 motorways.

The school takes its community responsibilities seriously. It adopts an open policy towards parents¹, and students are encouraged to participate in the life of the school and locality in a positive and helpful manner. The school also manages the sports centre accommodation which is used by local individuals and community groups in the evenings. We became an extended school in April 2006.

As a school, we aim to be sympathetic and understanding while being purposeful and demanding. We encourage all students to strive to achieve the highest academic level of which they are capable.

Our students' high personal and disciplinary standards are also fundamental to our calm and purposeful ethos. We are aware of the difficulties that all students share as they pass through a large school during adolescence, and we also recognise the special requirements of a small number of boys and girls who have personal or academic problems and we provide as much support as we are able.

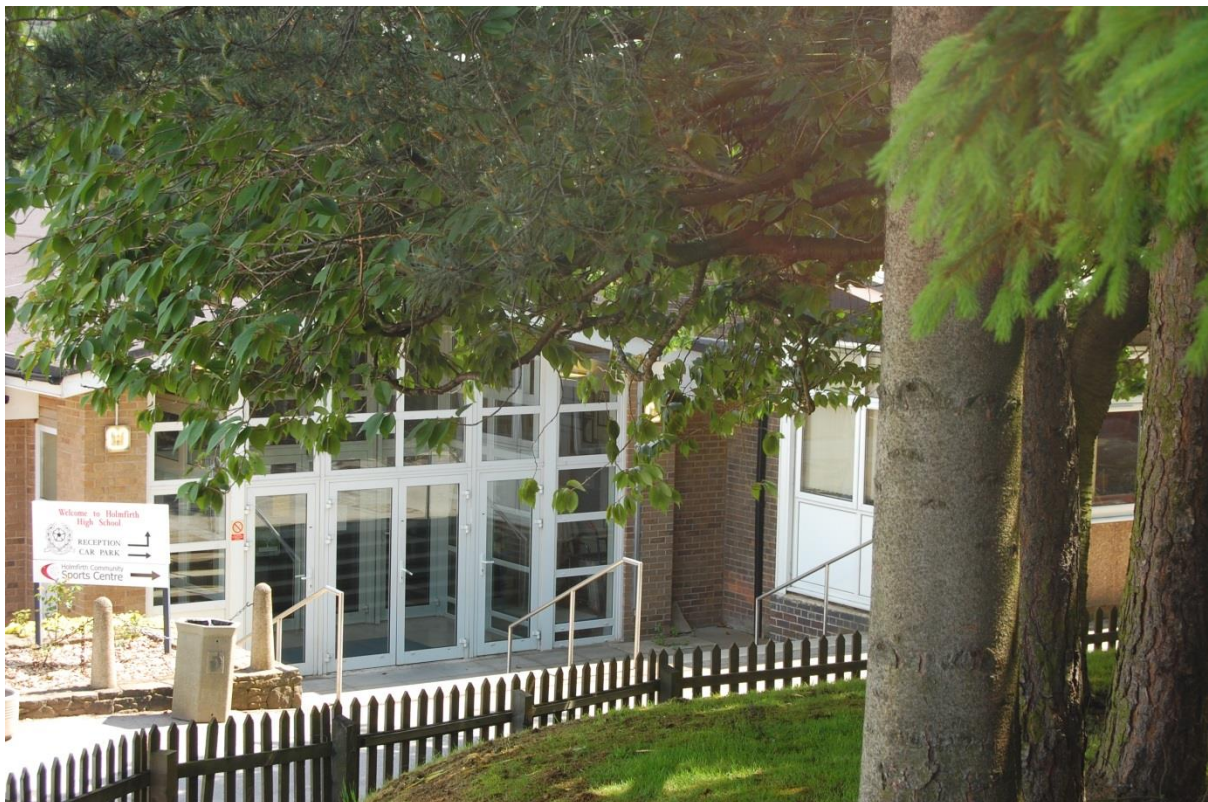
The school is organised on a year basis, with Heads of Years overseeing a team of Form Tutors. Students are taught in their mixed ability tutorial groups in Year 7, although setting is introduced in a number of subjects in Year 8. Students are given the opportunity to study a very broad curriculum that places emphasis on the Arts, Technology, Social Sciences and PE as well as EBACC subjects. At GCSE students are provided with the maximum flexibility to select subjects that are seen as crucial for their future by others but also ones for which they have a special passion.

¹ The term 'parent' includes any person or body with parental responsibility such as a foster parent, carer, guardian or local authority.

The school has an excellent record in public examinations; the great majority of our students achieve high standards at education or training beyond the age of sixteen. The average student achieves 10 A* - C passes including Maths, English, two Sciences and a Modern Foreign Language, over 50% go on to university and less than 1% become NEET.

We attach great importance to the place of extra-curricular activities in the school programme. A wide variety of cultural, sporting, outdoor pursuits and other activities take place, with outstanding levels of success being achieved. It is hoped that applicants will give a clear indication of areas in which they are able and willing to participate.

We hope that this outline has been useful. If you have any questions please do not hesitate to telephone the school. In normal circumstances, the appointment will be made within one month from the appearance of the advertisement. Unless applicants have been invited for interview within this period, it should be assumed that the post has been filled. It is regretted that expense makes it impossible to write personally to all unsuccessful candidates.



Aims of the School

- ❏ Members of our school community are encouraged to achieve their potential – academically, emotionally, socially, physically and spiritually and our school aims for the highest possible standards for all.
 - ❏ Our school aims to ensure that members of our school community feel valued and appreciated.
 - ❏ Our school aims to encourage students to enjoy learning through a broad curriculum delivered in a wide variety of ways and thus helps prepare them for later life.
 - ❏ Our school aims to develop qualities of mind, body, and spirit through the encouragement and development of various senses; reasoned thought; the ability to question and discuss rationally; to state a point of view and accept other points of view.
 - ❏ Our school aims to help students to develop self-discipline, self-respect, respect for others and their property, thereby enhancing relationships with others and providing the capacity to live as independent, self-motivated adults with the ability to act as contributing members of society.
 - ❏ Our school aims to ensure all members of our school community respect religious and moral values, and show tolerance and understanding of other races, religions and ways of life.
 - ❏ Our school aims to provide a wide range of support services for our young people in order to help them manage and cope well with concerns and problems not just with their education, but more generally with their life in and beyond school and as preparation for later life.
 - ❏ Our school seeks to offer a wide variety of learning and activity opportunities through our extra-curricular programme and hope that these will help encourage the development of our students' interests and skills.
 - ❏ Our school seeks to work and interact with our wider community to support local efforts to address issues and provide services and to ensure good use of school facilities out of school hours.
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Local Information

Holmfirth – the Heart of the Holme Valley

Located in the heart of the beautiful Holme Valley, Holmfirth is a small town that sits just north of the Peak District in West Yorkshire. The town is better known as the location for the popular BBC TV series 'Last of the Summer Wine', with thousands of fans making the journey every year to visit such locations as Sid's Café and Nora Battye's Steps.



Whilst 'Last of the Summer Wine' is a major visitor attraction, it certainly is not the only reason people visit Holmfirth. With its breathtaking scenery across the Holme Valley, Holmfirth is also popular with walkers and wildlife enthusiasts alike as it is within easy reach of a number of beautiful reservoirs and picturesque surroundings, and if that isn't enough, there are some wonderful attractions to be seen in the town itself - from the last of the Summer Wine Exhibition, to the Holmfirth Vineyard, to the Postcard Museum or pop into The Nook for a cheeky pint!

Holmfirth is also home to a wide range of eating places, including restaurants, wine bars, pubs and take-aways that cater for a wide variety of tastes. It is one of the most popular and much loved destinations in West Yorkshire, with visitors flocking to the sleepy town all year round, Holmfirth is a wonderful place to visit, with lots of things to see and do.

Holmfirth is within easy reach of the major cities of Manchester, Leeds and Sheffield being accessible from both the M1 and M62 motorways. Our nearest town is Huddersfield which is home to Huddersfield University - winner of the Sunday Times Best University of the Year Award 2014. Huddersfield also has three sixth form colleges – Greenhead College, Kirklees College and New College.

There are many estate agents and letting agents in Holmfirth and Huddersfield, together with numerous high street banks and building societies.

Partner Primary Schools

Hade Edge J & I School

Greave Road
Hade Edge
Holmfirth
HD9 2DF

Netherthong Primary School

School Street
Netherthong
Holmfirth
HD9 3EB

Hepworth J & I School

Maingate
Hepworth
Holmfirth
HD9 1TJ

Scholes J & I School

Wadman Road
Scholes
Holmfirth
HD9 1SZ

Hinchliffe Mill J & I School

Waterside Lane
Holmbridge
Holmfirth
HD9 2PF

Upperthong J & I School

Burnlee Road
Holmfirth
HD9 2LE

Holme J & I School

Meal Hill Road
Holme
Holmfirth
HD9 2QQ

Wooldale Junior School

Royds Avenue
New Mill
Holmfirth
HD9 1LJ

Holmfirth J I & N School

Cartworth Road
Holmfirth
HD9 2RG

Job Description

School: Holmfirth High School
Job Title: Deputy Headteacher: Teaching, Learning and Assessment
Grade: L21 - L25
Accountable to: Headteacher

Role:

The Deputy Headteacher: Teaching, Learning & Assessment is an outstanding leader of people, who is able to share the vision for our school and who will inspire and empower others in achieving it. The postholder is driven by a commitment to creating the best possible educational opportunities for the young people of Holmfirth High School, in order to raise aspirations and transform lives.

The Deputy Headteacher: Teaching, Learning & Assessment is an experienced leader with a track record of sustained delivery of outstanding achievement with a solid understanding of how to develop and implement strategies to achieve further, whole school improvement. As an excellent classroom practitioner, the postholder shows innovation and creativity to enthuse and engage students in the journey to outstanding outcomes.

Please note that this job description should be read in conjunction with the Teacher Standards.

General Duties and Responsibilities:

In conjunction with the Headteacher, the Deputy Headteacher will:

- Secure and promote the strategic vision for the school.
 - Be committed to supporting the child through their learning journey from 11-16 and beyond.
 - Ensure that school systems and accountabilities are delivered according to the key principles of simplicity, efficiency and effectiveness.
 - Support and challenge all students and staff to develop transferrable skills and attitudes required for lifelong learning in a rapidly changing world.
 - Develop positive external relationships at a local and strategic level, to promote the continued development of the school, as a central resource for the community.
 - Deputise for the Headteacher in her/his absence.
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Strategic direction and development:

You will:

- Support the Headteacher in the communication of the vision, effective management and operational efficiency of the school.
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- Lead on key specific areas of responsibility that ensure the realisation of an exceptional educational provision for all students, regardless of starting point and additional need.
 - Work in conjunction with community, business and industry partners and other local community and educational organisations to develop reciprocal opportunities.
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Teaching, Learning and Assessment:

You will:

- Ensure all staff are aware of, and are capable of responding to, high expectations of Teaching, Learning and Assessment in all classrooms and other learning spaces at Holmfirth High School so that practice is consistently highly effective.
 - Develop, implement, monitor and, as appropriate, revise simple, effective, innovative systems for monitoring, recording, communicating and evaluating the quality of Teaching, Learning and Assessment
 - Lead and manage all aspects of the school's Quality Assurance system
 - Lead and manage the curriculum which ensures students experience a high quality curriculum and a relevant, rich and varied extra-curriculum programme
 - Lead and manage work relating to the shaping, implementation, analysis and evaluation of an effective Performance Management/Appraisal system
 - Devise and deliver staff development opportunities which ensure that all staff understand how to deliver effective teaching and assessment so that students learn exceptionally well: to include the shaping, organisation and evaluation of staff twilight and whole day training activities.
 - Lead and manage work for all aspects of the school's Induction programmes, so that staff new to the school, new to their role, new to the teaching profession, trainees and others receive a high quality induction programme and feel appropriately supported.
 - Ensure all work relating to Teaching, Learning and Assessment is appropriately focussed and is evidence driven.
 - Build and make effective use of local and nationally-recognised best practice
 - Involve students in decision-making about all aspects of Teaching, Learning and Assessment by developing policies and practices that ensure students are partners in the learning process.
 - Promote and model best practice in dialogue about and action relating to Teaching, Learning and Assessment
 - Recognise the importance of self-evaluation in improving the impact of Teaching, Learning and Assessment.
 - Manage pastoral care, student welfare, child protection and anti-bullying procedures effectively.
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Leading and managing staff:

You will:

- Promote the school vision and values and an ethos in which the highest achievements are expected from all members of the school community.
 - Establish and develop effective team working practices.
 - Develop rigorous procedures for monitoring the performance of all staff including setting objectives and individual personal development plans, including reference to the school's staff appraisal policies.
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- Ensure all staff who engage in activity relating to Teaching, Learning and Assessment are appropriately supported and appropriately challenged so that all students make strong progress.
 - Ensure an aspirational and motivational culture is developed and celebrated.
 - Be able to prioritise, be efficient and meet deadlines.
 - Be an engaging and persuasive communicator
 - Be an effective and clear line manager.
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Efficient and effective use of staff and resources:

You will:

- Ensure that the allocation and use of accommodation provides a positive and safe learning environment that promotes the highest achievement for all.
 - Contribute to the development of appropriate commercial opportunities.
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Accountability:

You will:

- Work effectively with the Headteacher and the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and high standards of achievement, and for achieving efficiencies and value for money.
 - Prepare thoroughly for and engage positively in line management meetings with the Headteacher.
 - Be a conscientious and curious line manager in work with link middle leaders.
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Equal Opportunities:

- To promote equal opportunities so that all children and families will gain optimum benefit from the educational service provided by the school
 - To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing
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Generic staff requirements:

- Uphold the professional standards expected of every member of school staff in all dealings with colleagues, students, parents² and the wider community
- Adhere to the principles expressed in the aims and vision of the school
- Actively contribute to the continued development of the school by attending training, participating in relevant meetings, strengthening collaborative links and putting forward ideas for improvement
- Be a positive, collaborative team member
- Uphold and apply school policies in all aspects of the role
- Keep up-to-date with all aspects of the school's safeguarding policy as it applies to the post

² The term 'parent' includes any person or body with parental responsibility such as a foster parent, carer, guardian or local authority.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a developing school which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Postholders and Governors are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place. The Governing Body is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share this commitment. Appointments will be subject to Safer Recruitment Procedures and an Enhanced DBS check. This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the school.

Signed		Dated	
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Person Specification

Deputy Headteacher – Teaching, Learning & Assessment

You should be able to demonstrate that you meet the following criteria:

E = Essential D = Desirable		Measured by: A. Application Form C. Interview B. Test / Exercise D. References			
Qualifications					
E	•	Degree in relevant subject			A
D	•	Post-graduate qualification			A
E	•	PGCE or equivalent			A
E	•	QTS – the post is not suitable for NQT candidates			A

Experience/Knowledge					
E	• Recent and demonstrably effective experience as a senior leader				A
E	• Demonstrable impact in accelerating the progress of groups of/individual students through the use of effective teaching and assessment practices				A C
E	• Experience of shaping and delivering effective professional development activity which improves the impact of teaching and assessment activity on student achievement				A C
E	• Experience of shaping, delivering and evaluating Quality Assurance activity				A C
D	• Experience of planning, delivering and evaluating curriculum change				A C
	• Experience of planning, delivering and evaluating induction activity				A C
E	• Demonstrable impact in shaping, delivering and evaluating an initiative relating to teaching and assessment				A B D
E	• Experience of effective line management of middle leaders which has lead to improved teaching and assessment practice				A B D
E	• Experience of leading other colleagues with a positive impact on teaching and assessment				A B D
E	• Experience of delivering engaging and effective presentations to staff				A D
	• Successful contributions to the quality of teaching and assessment in subject teams				A D
E	• In-depth knowledge and understanding of national educational development and priorities to include the 11-16 curriculum, assessment and reporting				A C D
E	• Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application				A B
E	• Knowledge, understanding and commitment to safeguarding				A C D
Skills, Attributes and Abilities					
E	• Able to deputise for the Headteacher and fulfil all aspects of the Headteacher role				A
E	• An effective classroom practitioner				A
E	• Good all round ICT skills, including the ability to analyse and make effective use of data relating to teaching, learning and assessment				B D
	• Ability to deliver concise and evidence-based reports (both written and verbal) about the quality of teaching, learning and assessment to a range of colleagues and stakeholders, including staff and governors.				D
E	• Be resilient, tenacious, reliable and flexible				C D
E	• Be engaging and persuasive in presentations, group activities and 1:1 meetings				C D
E	• Able to manage multiple projects and priorities to challenging deadlines				C D
	• Good working knowledge of assessment for learning approaches and their classroom application				C D
E	• Possess strong interpersonal skills and be able to work effectively as part of a team				C D
E	• To promote equality, diversity and inclusion and demonstrate this within the role.				A C
E	• To be jointly responsible for promoting and safeguarding the welfare of students				A C
E	• Ability to form and maintain appropriate relationships with students				A C

General		
E	<ul style="list-style-type: none"> Respectful towards all students, with total belief in their entitlement to a high quality education, whatever their circumstances and ability 	A C
E	<ul style="list-style-type: none"> Committed to raising standards of achievement through high quality classroom practice 	C
E	<ul style="list-style-type: none"> Committed to the principles of comprehensive education 	A C
E	<ul style="list-style-type: none"> Possess personal integrity, warmth and a willingness to grow and learn 	A C
E	<ul style="list-style-type: none"> Commitment to the education of the 'whole child,' i.e. social, emotional and citizenship development 	A C
E	<ul style="list-style-type: none"> Enhanced DBS Disclosure 	C

Next steps...

Thank you for taking the time to read this pack. If you wish to apply for the post of Deputy Headteacher for Teaching, Learning and Assessment at Holmfirth High School then please complete the standard Kirklees application form which is found on our website, together with a letter of application, not more than 3 sides of A4) which provides your response to the following:

- How my experience to date has prepared me for this role
- An example of my recent impact on student achievement
- An example of my recent impact as a leader

Completed applications should be returned to:

The Headteacher
Holmfirth High School
Heys Road
Thongsbridge
HOLMFIRTH
HD9 7SE

Or via email to vacancies@holmfirthhigh.co.uk or office.holmfirth@holmfirthhigh.co.uk

The closing date for applications is: 12 noon on Monday 30 April

Interviews will take place: Tuesday 8 May

If we have not contacted you by mid May you will know that on this occasion your application has not been successful. Please accept this as acknowledgement of the time and interest you have shown.

Thank you.
