



# WOODHEY HIGH SCHOOL

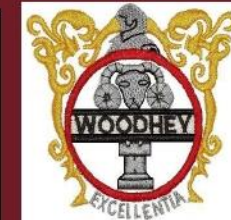
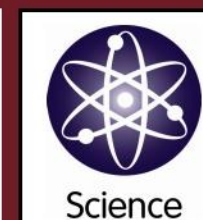
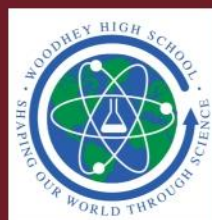
*Enjoy, Care, Achieve*

Application for the post of:

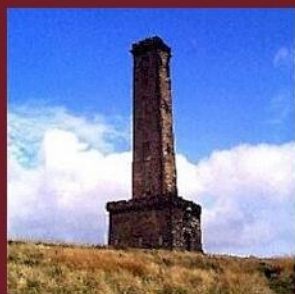
**Assistant Headteacher – Teaching,  
Learning & Assessment**

*Salary— L14 to L18*

**Closing date: Tuesday 14 May 2019  
(noon)**



Healthy Schools



April 2019

Dear Applicant

Welcome to Woodhey High School and thank you for expressing an interest in the post of Assistant Headteacher.

This is an inclusive, community school which continues to strive for sustained improvement in all areas. We are therefore seeking to appoint a passionate and inspirational individual with exceptional leadership qualities, who will play an important role in the future development of the school. This post offers an excellent opportunity for a talented teacher and leader to gain wide-ranging experience as a member of our Senior Leadership Team. We are looking for someone with the potential and ambition for further promotion in the future.

We are seeking a versatile professional who is flexible in outlook and has a positive work ethic. This appointment has arisen due to the retirement of a longstanding Assistant Headteacher, Howard Turner. We are a small senior leadership team for a school of over 1100 pupils, the make-up of which can be seen here.

We are looking for effective inter-personal and communication skills, evidence of successful leadership and a desire to work through a team approach. Equally important will be a set of values which matches our own and a constructive attitude to externally imposed change. We shall be delighted to consider your application if you decide to apply and wish you the best of luck if you choose to do so.

If any candidate wishes to discuss the post on an informal basis they may contact us by phone (01706 825215).

Yours faithfully



Headteacher

		<b>Appointed</b>
<b>Headteacher</b>	Brian Roadnight	Sept 2013
<b>Deputy Headteacher</b>	Lisa Dobson	Sept 2013
<b>Assistant Headteachers:</b>		
Inclusion	Mark Cutting	Jan 2001
Standards	Andy King	April 2005
Teaching & Learning	Vacancy	Sept 2019
<b>Business Manager</b>	Jane Vosper	July 2009



Application for the post of: Assistant Headteacher

Salary: L14 to L18

### Appointment Process

Mon 29/4/2019	Local Authority Jobs Website & School Website, TES, DFE
Tues 14/5/2019	Closing date for applications (12 noon)
Wed 15/5/2019	Shortlisting (pm)
w/b Mon 20/5/19	Professional interviews which will take place across 2 days. A detailed programme will be sent to all shortlisted candidates. We hope to make an appointment on the second day.
Fri 24/5/2019	Final date beyond which applicants can assume that their application has been unsuccessful on this occasion if they have not been contacted. We wish you well for the future if this is the case.



The successful candidate will be expected to take up the position on 1 September 2019, with term starting on Monday 2 September 2019.

All unsuccessful shortlisted candidates will be offered a debriefing session.



Please find with this information:

1. Job description.
2. Person specification.
3. Information about the school.
4. Application Form.

Further details about the school and a copy of our latest Ofsted Report (Nov 2017) are available on the school website [www.woodhey.bury.sch.uk](http://www.woodhey.bury.sch.uk). For information about Ramsbottom please visit [www.Ramsbottom.net](http://www.Ramsbottom.net).

April 2019

Dear Applicant

Thank you for expressing an interest in the post of Assistant Headteacher at Woodhey High School in Ramsbottom.

The Governors wish to appoint an outstanding candidate to lead Teaching & Learning in this well-respected community school with effect from September 2019. We are looking for a dedicated and inspirational leader who will build on the school's success and continue to raise standards of teaching & learning across the school.

Woodhey is a high achieving and inclusive 11-16 community comprehensive school and Specialist Science College. It also has an Enhanced Provision Unit for pupils on the autistic spectrum. We are committed to providing a secure and caring learning environment for all our pupils and our key values are respect, integrity, care and the pursuit of excellence in all fields. Our aim is to develop highly-educated, well-rounded, considerate and confident young people who are willing and able to contribute to society.

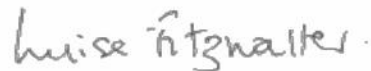
There are currently 1114 pupils on the school roll.

Ramsbottom has become more of a residential area than an industrial town. The town does have some thriving small industries and is a popular shopping centre for the surrounding area. A strong sense of community values still exists in Ramsbottom, but many residents now commute to Greater Manchester, Merseyside, West Yorkshire and Lancashire because of the superb access to the nearby motorway network.

We obviously want the right person for our school and you will want the right school in which to work - so we have tried to include as much information as possible for your consideration. We shall be delighted to consider your application if you decide to apply and wish you the best of luck if you choose to do so.

I look forward to receiving your application.

Yours faithfully



Luise Fitzwalter  
Chair of Governors



## APPLICATION DETAILS

Please complete the enclosed application form, together with a letter of application (no more 1,500 words).

**Application forms and details are available on the school's website [www.woodhey.bury.sch.uk](http://www.woodhey.bury.sch.uk) in the section "About us".**

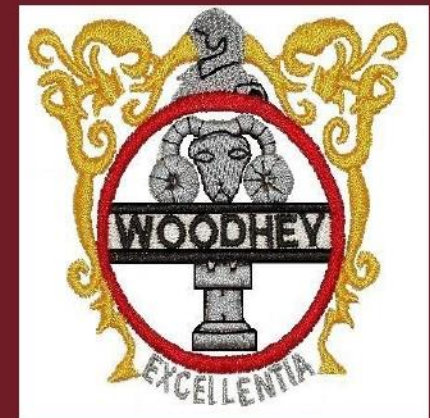
**Applications should be sent by email ([woodhey@bury.gov.uk](mailto:woodhey@bury.gov.uk)) or post to the school to arrive by:-**

**Tuesday 14 May 2019 (noon)**

Your application **must** address the person specification and outline your experience, values and vision for the future at Woodhey. You may enclose a curriculum vitae if you wish but this will only be considered alongside a fully completed application form and letter.

We look forward to receiving your application.

If you have not heard from us by **Friday 24 May 2019** please assume that you have not been successful on this occasion. May we thank you in advance for your application and wish you well for the future.



## GENERIC RESPONSIBILITIES AS A MEMBER OF THE SENIOR LEADERSHIP TEAM

At Woodhey the Leadership Team will play a major role in collectively;

- Facilitating the work of all staff in school by providing advice and support as needed.
- Formulating and reviewing the vision, aims and objectives of the school.
- Establishing the policies through which they should be achieved.
- Monitoring and evaluating the whole curriculum of the school.
- Contributing to the School Improvement Plan, its development and review.
- Preparing for any Ofsted inspection and implementing the resultant action plan as may be directed by the Governing Body.
- Contributing to the raising of pupil achievement, safeguarding, improving learning, protecting and improving well-being and increasing opportunities in their own area of responsibility.
- Communicating the progress of initiatives to the Governing Body.
- Liaising with the local community and other external agencies (as required).
- Contributing to the overall management and promotion of the whole school as directed by the Headteacher.

In order to contribute to the above there is an expectation that every member of the Leadership Group will contribute on a rota basis to;

- The internal and external supervision of the school corridors and grounds.
- The supervision of the 'inclusion' room.
- The school assembly system.
- Whole school functions (where attendance would be deemed appropriate).
- Emergency situations (with pupils, parents or outside agencies).

Leadership Team members should be available before school, at lunchtime and immediately after school. In the event of an emergency/unforeseen problem, all members of the Leadership Team will assume collective responsibility for 'extra duties' imposed by the problem/situation.

Senior Leaders will assume the role of 'link' person with named faculties (agreed within the Leadership Team on an annual basis). The role will include (alongside the Head of Faculty):

- Monitoring teaching and learning within the department (
- Monitoring the effectiveness of the quality of education offered in the faculty
- Providing support for faculty development and review
- Encouraging and supporting curriculum development.
- Monitoring assessment, recording and reporting.
- Evaluating the faculty's Improvement Plan and exam results.
- Staffing issues within the faculty, including staff development.

In the absence of the Headteacher and Deputy Headteacher the Assistant Headteachers will be responsible for managing the school on a rota basis.



Information regarding the  
Job Description  
and  
Person Specification  
for this position can be found  
within the separate  
documents attached with this  
advertisement

