



Hutton Church of England Grammar School and Sixth Form

Information for Applicants

Welcome

On behalf of all the staff, governors and students, I would like to welcome you to Hutton Church of England Grammar School and Sixth Form. Hutton Church of England Grammar School is a very special comprehensive 11-16 school for boys and co-educational Sixth Form. Our students, past and present, are excellent ambassadors for the school and are proud to be Huttonians.

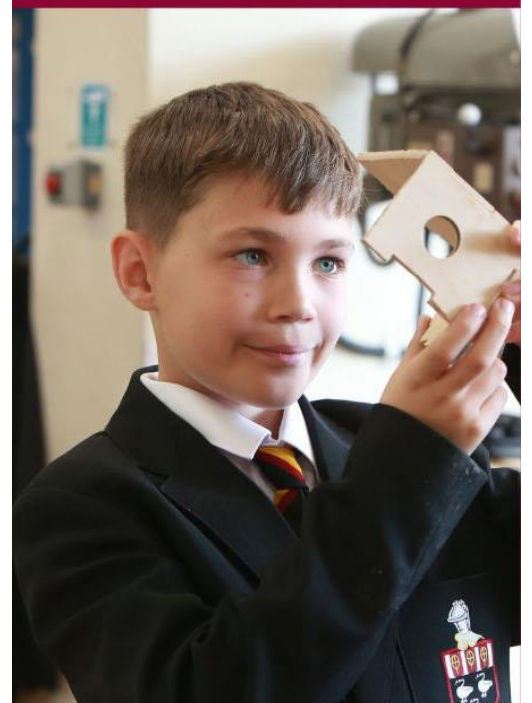
We are the only non-selective, non-fee paying 11-16, Church of England school for boys in Lancashire and we are very proud of our Christian traditions and long standing reputation for educational excellence. We have high expectations for our boys, welcoming boys of all abilities, interests and aptitudes. As experts in boys' education we provide a nurturing, holistic education where all our boys can flourish.

Visitors always comment on the calm, friendly and happy atmosphere that they experience at Hutton. This was something that I noticed when I first visited this school and was immediately impressed by its warm and welcoming setting. I would urge you to visit us prior to submitting your application, to experience, first-hand, the ethos of our school.

I am delighted to be the Head Teacher of a school with a proud past and an exciting future. I look forward to welcoming you.

Mrs N Moran

Head Teacher



About the School

Hutton Church of England Grammar School is a popular, Voluntary Aided comprehensive school which is situated near Preston.

The school admits boys only in Year 7 and there are currently 709 on roll in Years 7-11. Both boys and girls are admitted to the Sixth Form where there are currently 148 students on roll. The school has an excellent reputation and is over-subscribed in most year groups. The school was judged to be Good at its last Ofsted inspection in May 2022 and Outstanding at its last SIAMS inspection in February 2018.

Hutton is a unique school with a long heritage. This is evident in the life and culture of the school, which are built on traditional values and the pursuit of excellence. The accommodation and facilities have been enhanced and supplemented over recent years to support the standard of provision. Thus Hutton really does offer the best of everything.

The co-educational Sixth Form, which is housed in an exciting modern building, strengthens the whole school community by providing leadership and an example for the younger students to aspire and progress to.

There is nowhere quite like Hutton, and we hope very much that you are attracted by what we have to offer.

Vision and Values

Our School is a caring Christian community. Within this environment we aim to develop individuals of character who can achieve their full potential, can think for themselves, will want to continue learning and will become responsible members of society.

We are committed to ensuring that our school offers an inclusive, calm and safe environment which encourages and rewards all pupils and students. Our foundation scripture underpins our mission:

“In your relationship with one another have the same mindset as Christ Jesus “

Philippians 2

Our vision is to create a Christian community with a core value of Koinonia: the ability to live well together. In a spirit of collaboration and respect we hope to create an environment where all pupils and staff have the opportunity to flourish. Whilst there are many Christian Values our core values are:

- Compassion
- Justice
- Reverence
- Humility
- Endurance

The Hutton Community

Once you become part of the Hutton Grammar School community, you are a Huttonian for life. Our students feel a strong connection with the school and many return to support us in other ways long after they have finished their education.

Our governors and trustees play a vital role in supporting the school. The composition of our governing body and trustees reflects our voluntary aided status and there is a strong commitment to the Christian values of the school.

Staff and parents are committed to ensuring that our students have as many opportunities for enrichment as possible and this is demonstrated in our extensive extra-curricular programme and the variety of educational visits that are available to students. This would not be possible without the commitment of our staff and parent volunteers at evenings, weekends and during school holidays.

As with all schools, fundraising is an essential part of school life and our PTA, the Hutton Grammar School Association play a central role in this.

We are also fortunate to have the support of a thriving alumni organisation, The Old Huttonian Association. The association has a very long history and some members attended the school over 70 years ago. The annual dinner is an important event for the OHA and they also support the school with fundraising and by volunteering their time at school events.



JOB TITLE: Assistant Head Teacher – Pupil Progress

ACCOUNTABLE TO: Head Teacher

PAY RANGE: L8-L12

Core purpose

To work with the Head Teacher and Senior Leadership Team in creating, inspiring and embodying the Christian ethos of Hutton Church of England Grammar School and Sixth Form, ensuring an environment that empowers both staff and pupils to flourish, both within and outside of the classroom.

General Responsibilities:

In addition to carrying out the professional duties of a teacher, the Assistant Head Teacher will play a major role in:

- formulating the aims and objectives of the school
- establishing the policies through which they shall be achieved
- managing staff and resources to that end
- monitoring progress towards their achievement
- leading the school's strategy for supporting identified pupil groups and closing gaps in attainment and progress
- overseeing curriculum support and intervention
- breaking down barriers to learning, including a focus on improving attendance

They will also:

- undertake any professional duties reasonably delegated to him/her by the Head Teacher in supporting the wider role of the senior leadership team
- support fully the dynamic Christian ethos of the school, leading Worship and leading by example
- share responsibility for promoting high standards of attitude and behaviour among our pupils
- be 'highly visible' in supporting the day to day running of the school
- encourage the development of all pupils and staff, and maintain an atmosphere conducive to good personal relationships
- promote good relationships between all staff and with parents, Governors, our contributory parishes and the wider community
- keep up to date with major developments in education and develop specific expertise as appropriate
- attend and advise meetings of the Governing Board and its committees as required
- support the organisation of school events and support school functions as required
- contribute to leadership through monitoring and evaluating across the school including self -evaluation and improvement planning
- take an active part in the day to day 'hands on' running of the school e.g. worship & assemblies, charring meetings, supervision at breaks and lunchtime
- ensure the continued 'pursuit of excellence' in all areas of school life
- line manage a number of Middle Leaders and their departments
- undertake a teaching commitment proportionate to their other duties

All staff are required to:



- Promote the general safety and personal well-being of all students in line with school policies, particularly with regard to Safeguarding and Child Protection
- Work within school policies, supporting the aims and values of the school.
- Follow the school's Code of Conduct for Safer Working Practices

The post holder will be subject to an enhanced DBS clearance as part of our commitment to safeguarding the well-being of our students.

All staff are expected to fulfil pastoral responsibilities, which includes liaising with pupils or students and their parents and other colleagues regarding their development, progress, well-being and behaviour.

Elements of this job description may be re-negotiated at the request of either the Assistant Head Teacher or the Head Teacher and changed with the agreement of both. The duties are to be carried out in accordance with the provisions of the current Teachers' Pay and Conditions Document.

The applicant will be required to safeguard and promote the welfare of children and young people



Assistant Head Teacher - Person Specification

Note: Candidates failing to meet any of the essential criteria will automatically be excluded.

| A] Christian ethos | Essential/ Desirable | Source |
|-----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|---------------|
| Fully supportive of the Christian ethos of the school and committed to maintaining and enhancing this distinctive Christian ethos | E | A/I/R |
| A practising Anglican | D | A/I/R |
| Willingness to lead school Worship | E | A/I |
| B] Qualifications | | |
| Qualified teacher status | E | A |
| Degree or equivalent | E | A |
| C] Professional development | | |
| Evidence of regular, recent and appropriate professional development for the applicant's current role | E | A/I |
| Professional Development in preparation for Leadership/ Assistant Headship | E | A/I |
| Further relevant qualification such as NPQH, MA etc. | D | A |
| Has successfully undertaken appropriate safeguarding training. | E | A/I |
| D] School leadership and management experience | | |
| Recent significant successful leadership as a senior or middle leader in a secondary school. | E | A/I |
| To have taken an active involvement in school self-evaluation and improvement planning. | E | A/I |
| Experience of successful budget management. | D | A/I |
| To have significant experience of leading continual professional development | D | A/I |
| E] Experience and knowledge of teaching | | |
| Significant and relevant experience of teaching in the secondary phase | E | A |
| Significant and relevant experience of teaching in a Sixth Form | D | A |
| Experience of teaching in more than one school | D | A |
| Evidence of pupils achieving outstanding results in external examinations | E | A |
| Developing and sustaining a learning culture based on the highest expectations and aspirations and encouraging outstanding classroom practice | E | A/I |
| Improving the quality of learning and teaching to improve outcomes and progress of pupils | E | A |



| F] Professional Attributes | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|
| Demonstrate an understanding of the needs of the pupils at our school and how these could be met | E | A/I |
| Able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies | E | A/I |
| Excellent written and oral communication skills (assessed at all stages of the process) | E | A/I |
| Show a commitment to sustained attendance at work | E | I |
| [G] Personal Qualities | | |
| Continue to promote our strong educational philosophy and values | E | A/I |
| Inspire, challenge, motivate and empower teams and individuals to achieve high goals | E | A/I |
| Be a positive role model at all times, a highly effective and respected representative of our school | E | A/I |
| Be approachable, person centred | E | A/I |
| Build and maintain quality relationships through interpersonal skills and effective communication | E | A/I |
| Demonstrate personal and professional integrity, including modelling Christian values and vision | E | A/I |
| Inspire trust and confidence across the school and community | E | A/I |
| Think analytically and creatively and demonstrate initiative in solving problems | E | A/I |
| Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others | E | A/I |
| The supporting letter should be clear, concise and related to the specific post, and should be no longer than 2 A4 typed pages in length using point 11 font. | | |

