

HOLMFIRTH
HIGH SCHOOL

Information Booklet
Assistant Headteacher

A Warm Welcome from Holmfirth High.....

Thank you for considering applying for this senior 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 strive to provide interesting and valuable development opportunities for our staff too so that they know their personal and professional skills are valued and that they are both supported and challenged in their careers.

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 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.

Should you choose to apply, you will be sure of a warm welcome and will be joining a highly committed, professional and friendly staff team.

Yours sincerely

Ben Stitchman

Mr B A 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 specialist SEN department and RE/PSCHE block. The specialist school initiative has also meant the further building work of a 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 parents/carers, 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 their personal best in all areas of endeavour.

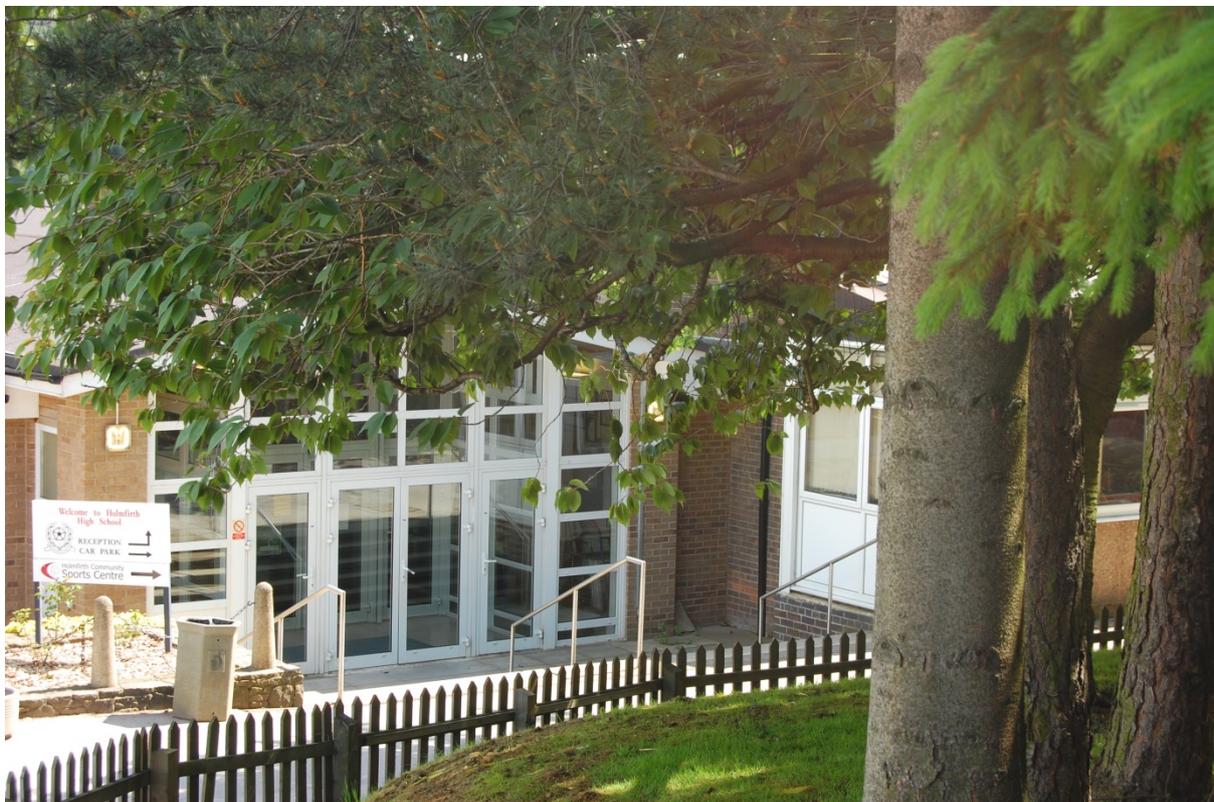
Our students' high personal and disciplinary standards are also fundamental to our calm and purposeful ethos. We are aware of the difficulties that all students share as they pass through a large school during adolescence, and we also recognise the special requirements of a small number of boys and girls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

The school is organised on a House basis, with Heads of House 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 that they have a special passion for.

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. Over 50% of our students 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 our 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.

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 one of the local bars 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 - a previous winner of the Sunday Times Best University of the Year Award. 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 high street banks.

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

New Mill Junior School

Royds Avenue
New Mill
Holmfirth
HD9 1LJ

Holmfirth J I & N School

Cartworth Road
Holmfirth
HD9 2RG

Job Description

Job Title: Assistant Headteacher: Community and Stakeholders
Grade: L14 - L18
Accountable to: Headteacher

Role:

To work as part of the Senior Leadership Team on the strategic development of the school, with a particular focus on developing the school's place at the heart of its community, with strong and effective links with all stakeholders.

General Duties:

- To teach a timetable as agreed with the postholder's line manager.
 - To quality assure the work of those who are line manage by the postholder.
 - To undertake morning, break, lunch and after school duties as required to ensure the outstanding supervision of students throughout the school day;
 - To deliver assemblies which emphasise and celebrate the values of the school and help to prepare students for life in modern Britain.
 - To ensure that any data relevant to responsibilities is checked for accuracy and carefully analysed before actions are put in place, and that all actions are carefully monitored to evaluate the impact; to develop and improve aspects of the school's data management systems, as are appropriate to role.
 - To respond to parental queries and complaints as directed by the Headteacher
 - To challenge underperformance within the staff team, and to take a role in supporting underperforming staff, as required by the Headteacher;
 - To report to the Headteacher and Governing Body on areas of responsibility as required.
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Duties specific to the role:

- To work with all stakeholders – especially students, parents, members of the school's wider community, employers, benefactors and colleagues from link agencies and enterprises – so that stakeholders know that their views are elicited and listened to and that actions are taken based on the outcomes of such activity, where appropriate
 - To provide strategic leadership of the school's work relating to CEIAG and ensure that students develop appropriately high aspirations and are appropriately prepared for the next stages of their education and training.
 - To provide strategic and operational leadership for the school's celebratory events, including Showcases, school productions, Open Days and other events as included on the school calendar;
 - To work with middle leaders and teachers to produce and deliver a high-quality PHSE and Personal Development programme which covers lessons, Tutor programme and ACE days.
 - To be responsible for the school's GCSE strategy.
 - To provide strategic leadership of the school's extended functions; including support for students before and after the end of the taught day.
 - To take a lead role in ensuring high levels of student participation in the school's extra-curricular programme, with a particular focus on the participation of disadvantaged students and those with additional needs, including identified SEND
 - To have strategic oversight of the school's educational trips and visits, ensure that all colleagues have received appropriate training and that all risk assessments are completed in a timely manner and to a high standard.
 - To work with other senior and middle leaders to implement and evaluate strategies to support the learning and development of students identified within key groups
 - To line manage and evaluate the impact of work of identified middle leaders, particularly ensuring that the progress of students is closely monitored and that available resources are effectively used to increase the progress of underperforming students, especially disadvantaged students, those with low starting points and those who present additional needs, including those with an identified SEND.
 - To keep up-to-date with relevant research and best practice around areas of strategic responsibility and influence whole school strategy accordingly.
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Generic Staff Requirements:

- Uphold the professional standards expected of every member of school staff in all dealings with colleagues, students, parents¹ and the wider community.
 - Adhere to the principles expressed in the aims of the school and its mission statement.
 - Actively contribute to the continued development of the school by attending training, participating in relevant meetings, and putting forward ideas for improvement.
 - Be a positive, collaborative team member.
 - 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.
 - To promote equality, diversity and inclusion and demonstrate this within the role.
 - To be jointly responsible for promoting and safeguarding the welfare of students.
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Equal Opportunities:

- To promote equal opportunities in education so all children and families will gain optimum benefit from the service provided
 - To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing
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Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified as the school requires flexibility in all of its employees.

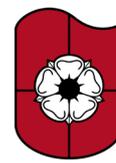
This job description is current at the date shown but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

All postholders are accountable through the school's Performance Management Policy. The Governors and Headteacher are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

Holmfirth High School is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a 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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Assistant Headteacher: Community and Stakeholders – Person Specification

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

**E = Essential
D = Desirable**

Measured by:

**A. Application Form B. Test / Exercise
C. Interview D. References**

Qualifications		
E	• Degree in relevant subject	A
E	• PGCE or equivalent	A
D	• Post-graduate study	A
E	• QTS – the post is not suitable for NQT candidates	A

Experience/Knowledge		
E	• Recent experience as an effective middle/senior leader	A
E	• Experience in accelerating the progress of groups of students in key groups	A C
D	• A good understanding of the key stakeholders who make up the community of Holmfirth High School	A C
E	• Experience of providing effective leadership to other colleagues	A C
D	• Experience of working with external agencies and developing effective links	A D
D	• Experience of strategic work relating to external partnerships	A D
E	• Evidence of working with young people effectively	A B
E	• Successful contributions to pastoral team work	A D
D	• Experience of shaping and publishing reports and/or newsletters	A D
D	• Experience of leading and managing systems and procedures to ensure the strong engagement of parents with school	A B
E	• Teach to a high standard across all key stages, making use of appropriate training opportunities	A B
E	• Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	A C
E	• Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	D

Skills, Attributes and Abilities		
E	• Good all round ICT skills to support both teaching and leadership roles	A
E	• Able to write detailed and accurate reports, matched to the needs of the audience	A
E	• Be an effective teacher	D
E	• Be resilient, reliable, and able to reflect on own performance	D
E	• Ability to use progress data of students to benchmark, track and accelerate the progress of relevant students and groups of students in key groups	C
E	• Good working knowledge of assessment for learning approaches and their classroom application	C
E	• Possess strong interpersonal skills and be able to work effectively as part of a team	D C
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 and personal boundaries 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 starting point 	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 	C
E	<ul style="list-style-type: none"> • Commitment to the education of the 'whole child,' i.e. social, emotional and citizenship development 	C
E	<ul style="list-style-type: none"> • Enhanced DBS Disclosure 	B

Next steps.....

Thank you for taking the time to read this pack. If you wish to apply for the post of Assistant Headteacher at Holmfirth High School then please complete the standard Kirklees Council application form which is found on our website, together with a letter of application outlining how your experience to date has prepared you for this post.

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

The closing date for applications is Friday 23 February 2024 at 9.00am

If we have not contacted you by 28 February please assume that on this occasion your application has been unsuccessful. Please accept this as an acknowledgement of the time and interest you have shown.