



WOODHOUSE GROVE SCHOOL

I am Grovian

**APPOINTMENT OF
ASSISTANT HEAD
(STAFF DEVELOPMENT)**

SEPTEMBER 2023



An Introduction to Woodhouse Grove

Woodhouse Grove is situated on a beautiful 70-acre campus within easy reach of Leeds and Bradford. The school provides a first class all-round education for boys and girls, day pupils and boarders alike. Day pupils are drawn from a wide and well-populated catchment area both within and beyond the West Yorkshire (Leeds and Bradford) conurbation. The school runs bespoke bus services at the start and end of each school day and benefits from a railway station situated across the road from the school campus.

Since 1996 the school has grown from 750 to its current total of 1100 pupils (aged 2 to 18) and has a Sixth Form of more than 200 students. It has benefited from substantial capital investment in recent years that has significantly improved the school's teaching, sporting and performing art facilities. The most recent full ISI Inspection (March 2017) graded Woodhouse Grove as 'Excellent' in all areas; the January 2020 ISI compliance visit found the school fully Compliant in all respects. The school continues to invest in its facilities to further enhance the student experience and deliver our distinctive aims which are core to life at Woodhouse Grove.

The school has an enviable reputation for meeting the needs of a wide range of children including the top 5% of the ability cohort and those with specific learning needs. An acknowledged centre of sporting excellence, pupils from Woodhouse Grove regularly achieve places in county, regional and even national teams and recently the school's 1st XV won the Daily Mail Trophy and the 1st XI won the National T:20 Schools Cricket Championship. As well as sport, the school has a thriving and respected tradition of performing arts holding several major productions and concerts throughout the year.

Woodhouse Grove is both academically ambitious and academically sensitive. The school routinely achieves outstanding results from a selective, but inclusive intake. It meets a range of learning needs in its well established Learning Support Unit and provides an excellent academic education that means its leavers regularly succeed in their applications to the most successful universities including Oxford and Cambridge as well as preparing students for more vocational options available at colleges of further education. At A-level the school usually achieves a 100% pass rate with >80% A*-C and >60% A*-B. At GCSE the pass rate (including maths and English) usually exceeds 90% with 40% at top grades.

Woodhouse Grove's junior school, Brontë House, was opened in 1934 and the pre-prep (Early Years) department, Ashdown Lodge, was opened in 1993. Academically our results at KS1 and KS2 are consistently well above national expectations and class sizes are kept small to give the children the individual attention that they need. The junior school offers a wide range of co-curricular opportunities for all the pupils.

Founded in 1812, Woodhouse Grove School is the second oldest Methodist school in the country and benefits from its formal partnership with similar schools, including, Truro School, Culford School, Kent College, Kingswood School and Queen's College, Taunton, amongst others.



The Appointment

Role: Assistant Head (Staff Development)

Reporting to: Headmaster/Deputy Head

Overview of the Role

The Assistant Head (Staff Development) is responsible to the Headmaster/Deputy Head for ensuring that there is continued excellence, reflection and development amongst the staff of this vibrant, culturally diverse and thriving school, and that on a day-to-day basis, staff are empowered and supported to deliver the best possible education within and beyond the classroom.

This is an exciting role that reflects the school's commitment to excellence, lifelong learning and its ambition to be a leader and innovator in the field of teaching and learning. The role will require strong and positive engagement with teaching and support staff at all levels and from a wide range of backgrounds within the school.

We seek to appoint a dynamic, ambitious, forward-looking individual, who has a strong, holistic vision for education and who has the energy and vigour to drive through change. They will need to couple their natural aptitude for strategic thinking with a meticulous approach to planning, an eye for detail and the ability to handle all matters relating to staff with sensitivity and discretion.

The successful candidate will have a maturity of judgement that is likely to have come from significant experience in middle management and will have shown considerable commitment to their own professional development and that of others. Experience of working on whole-school initiatives will also be an advantage and applicants should refer to this in their letters of application.

The Assistant Head (Staff Development) will be a member of the Extended Senior Leadership Team (ESLT) and will meet weekly with the Headmaster and Deputy Head as well as attending SLT meetings. The successful candidate will teach a timetable commensurate with other responsibilities, although the appointment will be made without reference to the subject specialism of the candidate.

It should be stressed that effective discharge of these responsibilities will require frequent attendance at events beyond the timings of the normal school day.



I am every teacher who has inspired me.

I am Grovian

Main Duties and Responsibilities



Staff Professional Development

- to promote a vibrant culture of shared learning, reflection and development amongst the staff as a body of educational professionals
- to develop a stimulating programme of opportunities for staff to develop teaching skills and understanding of evidence-informed pedagogy. This will include:
 - ◇ working with the Head, deputies and other members of the ESLT to ensure that staff development plans align with the wider strategic goals of the school and coordinating the start of term INSET programmes
 - ◇ leading the induction of new staff
 - ◇ planning and developing a programme of lunchtime and twilight staff training throughout the year
 - ◇ developing a training programme for middle leaders, where appropriate with colleagues
 - ◇ supporting colleagues who wish to undertake educational research and providing them with opportunities to feed back
 - ◇ seeking opportunities to engage with colleagues across MIST and with partner schools locally and nationally
 - ◇ developing and regularly signposting staff to evidence, good practice and research in the field of education
 - ◇ working with the Deputy Head (Academic) to manage the INSET budget
 - ◇ tracking and monitoring the effectiveness of INSET

Staff Appraisal

- to oversee the appraisal systems, including:
 - ◇ conducting regular reviews of the appraisal system
 - ◇ working with line managers to ensure that the appraisal meetings are conducted in an appropriate and timely manner
 - ◇ working with the Deputy Head (Academic), to support Heads of Department in the leadership of their departments
 - ◇ supporting and advising middle managers on matters of capability and conduct in conjunction with the Headmaster/Deputies and HR department

Main Duties and Responsibilities cont..

Staffing

- to contribute to the selection and interview process of prospective teaching staff, as required
- to promote, along with all members of the ESLT, the HR Manager and Chaplain, staff wellbeing and welfare
- to be a visible point of contact for staff on matters of staff wellbeing, welfare and workload
- to optimise lines of communication between staff at all levels and to ensure that they are clearly signposted and understood



General

- to fulfil the duties and expectations of a member of the ESLT
- to be available for results days in August and occasional planning days outside of school as required



All the responsibilities above are subject to the general duties and responsibilities contained in the Contract of Employment.

The job description and allocation of particular responsibilities may be amended by agreement from time to time.



The post holder's responsibility for promoting and safeguarding the welfare of children and young persons with whom she/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection and Safeguarding Policy at all times.



*When you nurture
a child's confidence,
achievement follows.*





Person Specification

- demonstrates real passion and commitment to ongoing professional development, both for themselves and for colleagues
- keeps up to date with educational research and evidence and utilises this in their own practice
- has initiative, imagination, energy, enthusiasm, optimism, resilience, commitment and a sense of humour
- evidence of ability to think and plan strategically
- experience in successfully leading and managing a team that strives for the highest of standards and a proven ability to work under pressure
- the ability to work with a wide range of staff at different points in their careers
- capable of taking the initiative, challenging unsatisfactory conduct or performance and leading and managing change
- a skilled and sensitive communicator (orally and in writing), capable of persuading others to accept and adopt different methods and approaches, if needed
- shows creativity in resolving difficulties
- has the inter-personal skills and values that enable him/her to work effectively with others and get the best from them
- willingness to undertake regular training, review and self-assessment
- be in tune with the Mission of Woodhouse Grove School
- have the ability to work effectively within a Senior Leadership Team
- have a proven track record of teamwork and initiative.
- have empathy and enthusiasm for the Christian ethos and values embraced by the school
- have high personal and professional standards
- have the ability to delegate, to plan, to communicate effectively and to solve problems
- have the desire to get involved in all significant aspects of Woodhouse Grove School life





The Application Process

Applications should be made on Woodhouse Grove Application forms, which are available from the school website www.woodhousegrove.co.uk/school-info/vacancies.

Letters of application (no more than one side of paper) together with the completed application form should be addressed to:

MR JAMES LOCKWOOD MA
HEADMASTER
WOODHOUSE GROVE SCHOOL
APPERLEY BRIDGE
WEST YORKSHIRE
BD10 0NS
TELEPHONE: 0113 250 2477
EMAIL: RECRUITMENT@WOODHOUSEGROVE.CO.UK

The closing date for applications is Friday 24 February 2023 at 9.00am.

Preliminary, long list interviews will be held on Friday 3rd March 2023, with shortlisted candidates invited to a final selection day at the School on Friday 10th March 2023.

The School reserves the right to make an appointment at any stage in the process.

The salary for this role will reflect the qualifications and experience of the successful candidate. Woodhouse Grove operates its own pay scale with salaries above the maintained sector.

Woodhouse Grove School is committed to Safeguarding and promoting the welfare of children. This appointment will be conditional upon successful pre-employment and DBS checks.



