

# Todmorden High School

Come join us! We champion our whole school values which are **RESPECT, CARE AND HONESTY**

*We are a recently inspected GOOD school engaged in a period of significant growth. We are located in the beautiful Todmorden valley. We're a thriving comprehensive school for 11 to 16-year-olds, with approximately 800 pupils and just over one hundred staff. **Workload and Wellbeing** is at the forefront of all we do. We are looking for several new colleagues who may be fulltime, part time, or come to us with flexible requests. We encourage working in every formation possible, we know one size does not fit all. We endlessly support working families and champion worklife balance, we're so much more than 'just another school'...*



## Head of Business and Computer Science

**TLR 2K (£5568)**

**Maternity Leave**

**(from September 2019 to Easter 2020 in the first instance tbc,  
an earlier start would be welcome)**

Look at our recruitment page on our website, find out more about joining our team, click **WORK FOR US** on the link below, *openings close 25 February 2019 at 9.00am*

[www.todhigh.co.uk](http://www.todhigh.co.uk)

**OfSTED, October 2018**

*'The Headteacher and other Leaders, including Governors, are determined to provide the best possible education for pupils'.  
'Leaders seek out best practice from other schools and Advisers, and are keen to provide the best care possible'.*

# Our Vision

Our school will provide a safe and happy environment where everyone aspires to make remarkable rates of progress, both personally and academically.

We will inspire all to develop our core values of respect, care and honesty. We will support each other and celebrate our talents. Our students will be supported to grow into remarkable individuals, ready to thrive in the modern world.

We hope to give Todmorden an Aspirational, Inspirational and Remarkable school.



**February 2019**

Dear Applicant

Many thanks for your interest in working at Todmorden High School. This is a position for applicants who have qualified teacher status.


We remain passionate, and ensure our students have access to the very best educational experiences possible. In order to achieve this, it is vital that we attract and retain the right calibre of professional to work alongside our dedicated team. We are seeking colleagues who share the vision that our students are at the very heart of everything we do. A colleague who is able to enjoy positive, professional relationships with young people, and more importantly, a colleague who can demonstrate high levels of emotional intelligence and resilience when dealing with complex and sensitive situations. A colleague who models our core values of respect, care and honesty.

At Todmorden High School, our students are well behaved, respectful and polite. Students and staff work tirelessly to uphold our core values and behaviours. These provide the foundation for high aspirations and foster a love of learning from both staff and students. Our values underpin everything we do, on a daily basis, to ensure that we all know the role that we have to play in both our school, and our community as a whole.

We aim not only to foster a thriving climate for learning, but to provide the very best career opportunities for everyone; an environment where aspirations can be met and opportunities for personal development and growth remain a constant priority. We are committed to creating a culture where all staff, at all levels, can feel proud of who we are, of our achievements and feel a sense of pride when they reflect on their individual contribution to our School development. All this in an environment where generosity and kindness can thrive.

In keeping with our values, we strive to create a workplace that celebrates difference. Somewhere we all feel responsible, valued, empowered and trusted to do the right thing for each other, our students and our community.

With very best wishes

A handwritten signature in black ink, appearing to read 'G Shirt', is displayed on a light yellow rectangular background.

**Gill Shirt**  
**Headteacher**

## **Job Description - Head of Department**

### ***Purpose of the job***

To lead and manage the faculty in promoting the learning of all students

To promote and be accountable for high standards of achievement

### ***Responsibilities***

The appointment is subject to the appropriate conditions of employment of teachers contained in the School Teacher's Pay and Conditions Document and other current employment and educational legislation.

Responsible to: Link member of the Senior Leadership team

Responsible for: All staff working within the faculty

### ***Main duties***

#### **1) Leadership**

To lead the faculty by providing a clear vision and communicating the vision to all members of the school community

To secure the commitment of all members of the faculty to achieving the vision

To promote professional development throughout the faculty and take responsibility for personal professional development

To promote the school focus on teaching and learning by ensuring that whole school strategies are implemented and monitored effectively

To oversee the implementation of national initiatives and respond to national developments

To lead a school wide initiative

To uphold teachers standards and uphold and adhere to school policies and procedures

To be a good role model for members of the faculty

#### **2) Management**

To monitor the quality of teaching and learning throughout the faculty by:

- planning and implementing strategies designed to improve teaching and learning
- promoting the professional development of teachers within the faculty through classroom observation, coaching in the classroom and regular professional development discussion

To induct new teachers

To ensure that the day to day running of the faculty is effective

To quality assure all aspects of the faculty's performance

To use data effectively in monitoring student learning and evaluating the performance of the faculty

To manage the faculty budget in order to ensure that spending promotes student learning and that the budget is not overspent within any financial year

To ensure the effective management of behaviour in all lessons within the faculty and on corridors and surrounding

To play a leading role in the appointment of staff to the faculty

To monitor the performance of staff, share good practice and challenge under performance

To delegate named tasks to faculty members as required and communicate them in writing

To develop and maintain good professional relationships with colleagues at all times

#### **3) Results**

To ensure that:

- GCSE results are within 5% of prediction and within 5% of target
- 75% or more of students in year 11 hit or exceed their target grades
- To use data effectively in promoting the attainment of all students within the faculty

#### **4) Learning**

To promote effective lesson planning through the joint planning of schemes of work

To promote pedagogical dialogue within the faculty leading to shared lesson planning

To promote good relationships with students and parents (incorporating strategies for gaining their views on learning)

To teach good lessons

#### 5) General

To carry out any other reasonable task at the request of a member of the Senior Leadership Team

To undertake additional responsibilities when requested to do so in supporting the day to day running of the school

To make informed decisions with confidence and demonstrate the ability to work autonomously

To work flexibly within the Leadership Team

This is not an exhaustive list of duties and is indicative of the type of work required by this post holder. The post holder will be expected to work closely with the SLT and deliver the operation provision required to work with groups of young people in learning environments. The Headteacher may also require the post holder to fulfil other duties, as required.

Our High School is a warm and friendly environment where staff are supported to grow and develop. Our Executive team plays a crucial role in removing any barriers to teaching and learning allowing our teachers to focus on teaching and good outcomes for our students. Every member of our team plays a vital role in promoting and supporting good teaching and learning.

We welcome applications from our wider community. We are looking for someone who can hit the ground running and join our team as soon as possible. We are a supportive and friendly environment. You will play a significant part in our journey to becoming a truly 'outstanding' school. Please send all completed applications to [d.todd@todhigh.co.uk](mailto:d.todd@todhigh.co.uk).

**Todmorden High School** is an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the School on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion.



## **Job Description Form Tutor**

### ***Purpose of the job***

To ensure the effective learning of all students within the tutor group through effective support and challenge.

To structure the learning of students during tutor periods.

To monitor the academic and social progress of each student within the tutor group and effectively intervene where necessary.

To ensure that students are ready to learn on a daily basis and that barriers to learning are removed.

### ***Responsibilities***

Responsible to: Learning Manager

Responsible for: The social and academic progress of each student within the tutor group.

### ***Main duties***

To manage daily routines within school relating to uniform, equipment, time-keeping and readiness to learn.

To ensure that students hit target grades as reflected in interim and annual reports by:

- using data to assess students' academic progress
- challenging students and make e-mail or telephone contact with parents where forecast grades are significantly below target grades
- intervening directly with students where forecast grades are significantly below target grade in more than three subjects

To oversee the behaviour of each member of the tutor group.

To monitor and promote the good lesson attendance of each member of the tutor group.

To monitor the social, emotional and physical well-being (including social integration) of each member of the tutor group.

To listen to and develop student voice within the tutor group.

To be a good role model to students.

## Head of Department

### Person Specification

| Attribute                           | Essential  | Desirable                      | How identified   |
|-------------------------------------|--|--------------------------------|--|
| Qualifications                      | <ul style="list-style-type: none"> <li>• Good honours degree in relevant subject</li> <li>• Qualified Teacher Status</li> </ul>  |                                | <ul style="list-style-type: none"> <li>• Application</li> <li>• References</li> </ul>                      |
| Knowledge and skills                | <ul style="list-style-type: none"> <li>• Excellent classroom practitioner</li> <li>• Interactive use of ICT systems for teaching and learning</li> <li>• Knowledge of new National Curriculum including the ability to teach GCSE and A Level</li> <li>• Use of intervention strategies to raise attainment of learners</li> </ul> |                                | <ul style="list-style-type: none"> <li>• Application</li> <li>• References</li> <li>• Interview</li> </ul> |
| Experience                          | <ul style="list-style-type: none"> <li>• Two or more years successful subject specialism teaching</li> <li>• Excellent record of student performance in public examinations</li> <li>• Significant record of contribution to extra curricular activities</li> </ul>  | Experience of delivering INSET | <ul style="list-style-type: none"> <li>• Application</li> <li>• References</li> <li>• Interview</li> </ul> |
| Continuous Professional Development | <ul style="list-style-type: none"> <li>• Evidence of commitment to personal CPD</li> </ul>   |                                | <ul style="list-style-type: none"> <li>• Application</li> </ul>  |
| Personal Qualities                  | <ul style="list-style-type: none"> <li>• Excellent communicator</li> <li>• Good team leader/member</li> <li>• Ability to inspire and motivate others</li> <li>• Ability to be innovative and creative</li> <li>• Drive and determination</li> <li>• Ambition</li> </ul>  |                                | <ul style="list-style-type: none"> <li>• Application</li> <li>• References</li> <li>• Interview</li> </ul> |