



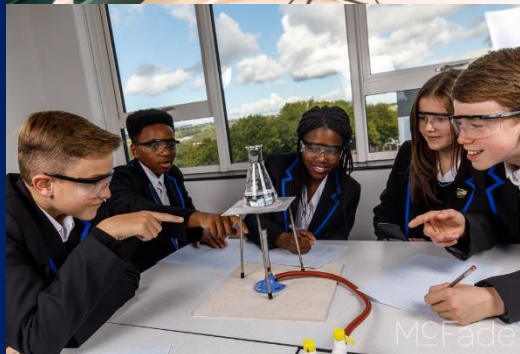
Whitcliffe Mount School
Enjoy • Achieve • Celebrate



Assistant Headteacher (Behaviour and Attitudes)

Candidate Information Pack







Whitcliffe Mount School

Enjoy • Achieve • Celebrate

Headteacher: Miss Jennifer Templar



"This school continues to be good" - Ofsted September 2017

Dear Candidate,

I am delighted that you are considering joining us as Assistant Headteacher – Behaviour and Attitudes at Whitcliffe Mount. We are proud of our track record of ensuring our students enjoy their time at school and achieve highly, so that we can celebrate their successes. We are a good and improving school and ensure that students enjoy, achieve and celebrate their time at Whitcliffe Mount. I joined the school as Headteacher in September 2013 and I can honestly say it is a fantastic place to work – staff and students have made me feel extremely welcome!

In December 2013 we were visited by OFSTED who judged us as being good across the board. In September 2017 they revisited and confirmed that "Whitcliffe Mount continues to be good". The Ofsted team spoke very highly of our students who were fantastic ambassadors for Whitcliffe Mount during the inspection and we were proud to receive feedback on our students' excellent behaviour, their active participation in a range of school activities and clubs, the respect they show to others and the welcoming environment. Our students spoke openly with inspectors, explaining they felt safe and happy and that they were making good progress at Whitcliffe Mount. We have always celebrated our students' talents and achievements both academically and socially, but it is nevertheless fantastic to have this endorsed by Ofsted.

Student achievement is rising rapidly in the school. We expect a high standard of achievement, behaviour, attendance, punctuality and appearance from all our students. We believe that Whitcliffe Mount provides the ideal environment for our students to reach their potential in all areas. We also promote excellence in terms of examination results. I am delighted that all our young people achieved a qualification in 2019, with 56% of students achieving the new basics at grade 4+ in English and Maths, alongside this, an amazing 12% of students achieved 3 7-9 grades or equivalent.

To ensure our staff are fully supported we have a comprehensive, personalised CPD programme and an excellent induction programme. We are also a strategic partner of the Green Light Teaching School Alliance which offers opportunities for cross school working and further professional development opportunities.

Whitcliffe Mount has a very strong tradition of extracurricular activities and curriculum support activities with particular strengths in both Sport and Performing Arts, where students develop confidence and independent learning skills. OFSTED said 'The development of students' social, moral, spiritual and cultural skills is a strength of the school. This is promoted through students' participation in a wide range of school events, clubs, activities and trips that are timetabled to take place in every week of the school year.'

If you would like to apply for the post of Assistant Headteacher – Behaviour and Attitudes at Whitcliffe Mount, please complete all the relevant sections of the Kirklees application form. A CV is not required. You should also enclose a letter of application (no longer than two sides) which briefly summarises what particular experience, skills and abilities you can bring to this post and why you would be like to join us on our journey at Whitcliffe Mount.

The deadline for receipt of applications is **Friday 24th January at 12.00 noon**. Completed applications should be returned by email to recruitment@whitcliffemount.co.uk or by post to Mrs C Clough, Headteacher's PA.

We look forward to hearing from you.

Yours sincerely,

Jennifer Templar
Headteacher



Background information

Whitcliffe Mount School is an 11-16 comprehensive school with a roll of over 1250 with a PAN of 1250; we are oversubscribed in Years 7, 8, 9 & 10. The school is located on a pleasant green-field site on the outskirts of Cleckheaton, a medium-sized town which provides a wide range of reasonably priced housing. Junction 26 of the M62 (Chain Bar) is only one mile away and communications are good. The school is within easy reach of Leeds, Bradford and Huddersfield (all within 30 minutes travelling time) whilst Manchester, the Pennines, Yorkshire Dales and a wide range of countryside can all be reached easily.

The Student Support Team in the school is built around the child. The students are all a member of a form group organised by Year group. Alongside this, the school House system is organised in 5 sections which are grouped vertically through the school and add a competitive element to school life and provide a clear sense of belonging to a specific house.

The school's ethos is based upon a view that all students and staff should ENJOY, ACHIEVE & CELEBRATE at Whitcliffe Mount. We are committed to raising standards of student achievement, but in an environment which sees education as an exciting and enjoyable activity.

We actively encourage young people to develop a range of skills including teamwork, creativity, positive thinking, independence and reflective skills both within the curriculum and in our 'We Are Whitcliffe' and House Activity events. Alongside this we ensure our students develop confidence and responsibility promoting a love of learning and are ready for the wider world of education and work when they leave school.

In September 2017, Whitcliffe Mount moved into a brand new school, built under the Priority Schools Building Project. Students and staff have been delighted with the brand new facilities.

Please visit the school website for further information:

www.whitcliffemount.co.uk

Curriculum Structure 2019-20

| Director of Learning English | Director of Learning Maths/ Computing | Director of Learning Science | Director of Learning ADT | Director of Learning Humanities | Director of Learning SMSC | Director of Learning Performance | Director of Learning MFL | Director of Learning SENDCO |
|---|---|--|--|---------------------------------|--|--|--------------------------|---|
| KS3 | KS3 | KS3 | KS3 | KS3 | KS3 | KS3 | KS3 | KS3 |
| English | Maths Computing | Biology Chemistry Physics | Technology Art | History Geography | PACE Y7/8/9 – Personal and Citizenship Education RS Y7/8 | Music PE Drama Y8/9 | French Spanish | Skills SEN Pathways Intervention |
| KS4 | KS4 | KS4 | KS4 | KS4 | KS4 | KS4 | KS4 | KS4 |
| English Literature English Language | Maths Statistics ICT/Computing | AQA trilogy AQA separate science | Art Child Development Engineering DT Food | History Geography | RS HSC Business PACE/RS | Sports Science PE Music/Audio Production Performing Arts Drama | French Spanish | Employability Step up to English |
| Deputy Directors of Learning | | | | | | | | |
| 2 x TLR 2b 1 x LP | 3 x TLR 2b (2 x maths, 1 x Computing) 1 x LP | 2 x TLR 2b 1 x LP | 2 x TLR 2b 1 x TLR 2a (job share) | 1 x TLR 2b 1 x LP 1 x ALP | 1 x TLR 2b 1 x Careers Lead | 1 x TLR 2b (second in PE) 1 x TLR 2b (Drama) 1 x TLR 2b (Music) | | |
| HLTA/Faculty ETA (FETA) | | | | | | | | |
| 1 x HLTA 1 x FETA | 1 x HLTA 1 x FETA | 2 x FETA | | 2 x FETA | 1 x FETA | 2 x FETA | 1 x FETA | 1 x FETA |
| Technicians | | | | | | | | |
| 1 x LRC Manager | | 1 x Snr Technician 1 x Technician | 3 x Technician | | | | | |



Whitcliffe Mount School Improvement Plan September 2018 - July 2020



Our Vision

We are on a journey from 'good to great' and our core principles to underpin this are:

'Students to be the best they can be'

Each student, regardless of ability, background or prior behaviour record, has the right to an outstanding education, care, guidance and support.

'Staff to be the best that they can be'

Each member of staff, regardless of position or experience, is a critical player on our journey and needs to be recognised and valued as such.

Our Ethos

The school's ethos is based upon a view that all students and staff enjoy, achieve and celebrate at Whitcliffe Mount.

This ethos encompasses everything we do.

We Are Whitcliffe

We actively encourage our students to develop our 'We Are Whitcliffe' skills and House Activity events

Reflective Learner

Team Worker

Responsible Citizen

Independent Thinker

Creative Entrepreneur

We are committed to

Quality first teaching and learning

- 1.1 Improved quality of teaching that is consistent to ensure students achieve to be the best they can be.
- 1.2 CPD is meaningful and challenges staff at specific stages to be the best they can be.
- 1.3 A five year curriculum that ensures students make great progress, provides challenge for all, builds on prior knowledge, KS3 prepares students to be KS4 ready.
- 1.4 Form time is productive and models quality first teaching.

High expectations at all levels

- 2.1 To raise achievement so throughout each year group and across subjects, including English and Maths, all students make substantial and sustained progress from their different starting points.
- 2.2 To ensure consistent application of the Rewards and Behaviour Policy.
- 2.3 To ensure all students have a thirst for education which results in excellent attendance and punctuality.
- 2.4 Deliver outstanding and consistent business support which underpins and enables the school to succeed.

As part of meeting these goals we need to ensure:

Consistency (including professionally challenging and supporting each other)

These lead to great progress and attainment for all our students.

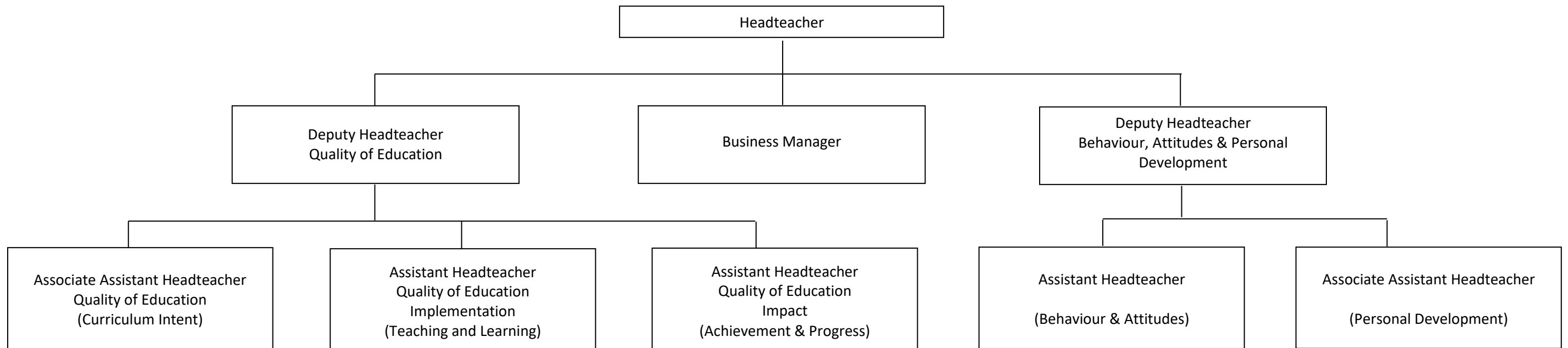


Whitcliffe Mount School

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SLT Structure



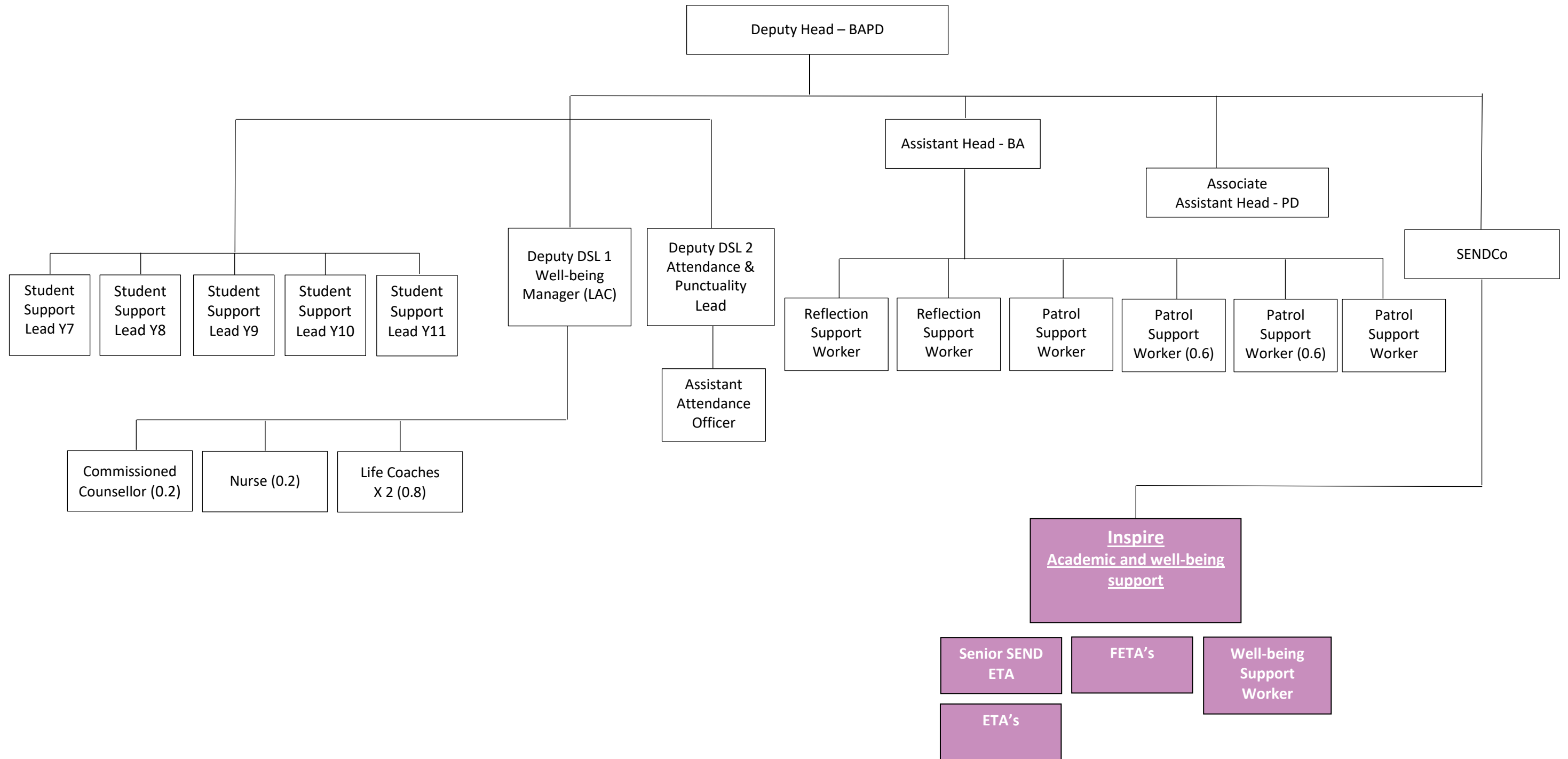


Whitcliffe Mount School

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Student Support Team





JOB DESCRIPTION

| | | |
|------------------------------|---|---|
| <u>POST TITLE</u> | : | Assistant Headteacher – Behaviour and Attitudes |
| <u>LOCATION</u> | : | Whitcliffe Mount School, Cleckheaton |
| <u>SALARY SCALE</u> | : | Leadership L13-L17 |
| <u>RESPONSIBLE TO</u> | : | Deputy Headteacher |

MAIN PURPOSE:

The Assistant Headteacher will:

- Be an excellent practitioner.
- Oversee and lead on all pastoral matters in conjunction with the Deputy Headteacher.
- Assist the Deputy Headteacher in ensuring the highest possible educational standards in the school and in creating an ethos and culture based on 'Enjoy, Achieve, Celebrate', high expectations and where students and staff feel valued.
- Play a key role in the strategic direction and development of the school, supporting the Deputy Headteacher in creating a long-term vision and in monitoring and evaluating the school's policies, practices and targets on a day to day basis.
- Promote the school as a highly effective learning community, acting as role models for classroom practice.
- Explicitly model the behaviours expected of all young people and adults associated with Whitcliffe Mount School, and ensure high visibility around the school, both throughout the school day and also at school events, in and out of school time.
- Provide strategic leadership, in consultation with the Headteacher, the Deputy Headteachers, Senior Leadership Team, staff, parents/carers and students, to bring about the highest standards of education.
- Have the professional duties of a member of the Senior Leadership Team in accordance with School Teachers' Pay and Conditions document and wider responsibilities relating to the development of quality of education, teaching and learning, student progress, quality assurance, leading and managing staff in consultation with the Headteacher.
- Attend SLT briefings/meetings.
- Attend Governors' meetings (as required) and the Well-being Committee.
- Lead a duty team.

Working Time:

Leadership time falls outside the normal directed time requirements. Whilst recognising the need to attain a healthy work-life balance there is an expectation to attend school events out of hours, to add value to the whole school community, to undertake any other duties as required and work hours commensurate with the grading of the job.

Responsibilities for all members of the Senior Leadership Team

1. Achievement and Standards

- Demonstrate high expectations and set challenging objectives for student performance both personally and for those who we line manage.
- Ensure a consistent and continuous focus on student achievement using data to track and monitor the progress in every student's learning.
- Challenge under-performance that acts as a barrier to student achievement.
- Use national, local and school data effectively to analyse and evaluate student progress; plan and implement effective interventions to support students.
- Continuously monitor and evaluate the effectiveness of learning outcomes.
- Ensure we close any gaps between different groups of students.

2. Quality of Provision

- Ensure all teaching in the school is highly effective and that students are engaged in outstanding learning experiences every day.
- Secure and sustain effective teaching through structured quality assurance.
- Monitor the quality of teaching and students' learning through the analysis of performance data, observation of teaching, work scrutiny, student voice in collaboration with the Senior Leadership Team.
- Have the personal pedagogical understanding which inspires learners to achieve well relative to their prior attainment, and to make progress as good as, or better than, similar learners nationally.
- Contribute to the development of teaching and learning by supporting professional learning programmes, coaching and mentoring of teachers.
- Contribute to the development of the curriculum to best reflect Whitcliffe Mount School's curricular aims and to meet the needs of all students.
- Seek opportunities to collaborate with other schools and other relevant networks to share and develop excellent practice.
- Take a strategic role in the development of new and emergent technologies to enhance and extend the learning experiences of students.
- Implement strategies that ensure high standards of behaviour.
- Promote extra-curricular activities and out of hours learning which enhance learning opportunities.
- Support Teacher Development Plans and capability process for staff requiring to improve professional practice.

3. Leadership and Management

- Lead by example and be a role model for all stakeholders in the school.
- Effectively manage an agenda of continual improvement to raise standards in all areas of school life.
- Take the lead strategic oversight for specified areas of improvement and development and make a significant contribution to the strategic development of all areas of Whitcliffe Mount School, whether or not holding a direct responsibility for the strategic area.
- Play a key role in creating an environment where students and staff develop and maintain positive attitudes towards each other, the environment and the community.
- Contribute to the development and review of the School Development Plan, Self-Evaluation Form, policy writing and related documents.
- Line manage designated members of Middle Leaders and Support Staff, to ensure they work effectively to raise student achievement across the school and provide effective support, guidance, challenge and information for all staff within designated areas of responsibility.
- Maintain clear expectations, high standards of professionalism and collaboration to meet the school's improvement and development priorities.
- Assist in the appointment of staff and their deployment to make most effective use of their skills, expertise and experience in order to raise standards of achievement across the school.

- Ensure that all staff have a clear understanding of their roles and responsibilities.
- Liaise effectively with all stakeholders, including parents/carers, students, feeder schools, partner secondary schools, business and community partners and the wider community, as appropriate to designated strategic responsibilities.
- Network with Green Light Teaching School Alliance and other schools in order to learn more about the ways that other institutions are effecting change and transformation.
- Ensure that the school moves with the changing education landscape.

4. Personal Development and Well-being

- Ensure a consistent and continuous focus on student achievement, using baseline and progress data to monitor progress.
- Recognise and reward students who are making good progress and identify underachievement, putting in place appropriate support to help them overcome their barriers to learning.
- Support the extra-curricular programme, including student leadership activities.
- Support the school in the delivery of inclusivity and narrowing the gap agendas.
- Treat all members of the school community fairly, equitably and with respect to maintain the Whitcliffe Mount ethos and uphold the values of the school.
- Ensure the safeguarding of all students through the implementation of effective policies and procedures.
- Have a commitment to your own professional development and support the delivery of CPD across school and the Teaching School Alliance.
- Ensure a safe working and learning environment through application of appropriate risk assessment and adherence to current Health and Safety regulations.

5. Stakeholder Engagement

- Ensure an effective partnership with parents/carers to support students' academic and personal development.
- Seek opportunities to invite parents/carers and other members of the community into school to enrich opportunities for all students.
- Ensure parents/carers are well informed and engage with the school in relation to their child's progress.
- Seek the views of parents/carers and other members of the community on the development of Whitcliffe Mount School.
- Ensure students have a voice within the school that contributes to the school's journey from 'Good to Great'.

6. Professional Development

- Keep up-to-date with current research to support the school's continued improvement.
- Lead professional development activities, as appropriate, to update and develop the skills of colleagues.
- Provide regular coaching and mentoring.
- Participate in Performance Appraisal in accordance with school policy.
- Actively participate in your own professional development.

The person undertaking this role is expected to work within the policies, ethos and aims of Whitcliffe Mount School and to carry out such other duties as may reasonably be assigned by the Headteacher.

The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.



Assistant Headteacher Employee Specification

| Relevant Experience | Essential | Desirable | Assessment |
|--|-----------|-----------|------------|
| Significant experience and proven track record of success in school Leadership in a secondary context. | ✓ | | AF/I/R |
| Experience of pastoral leadership. | ✓ | | AF |
| Proven record of raising achievement and delivering improvement. | ✓ | | AF/I |
| Experience of effective staff development | ✓ | | AF/I |
| Experience of the successful implementation of quality assurance processes. | ✓ | | AF/I/R |
| Track record of ensuring strong safeguarding practice. | ✓ | | I |
| Evidence of working with members of the wider community for the benefit of the school. | ✓ | | AF/I/R |
| Experience in at least two secondary schools | | ✓ | AF/I/R |
| Qualifications | Essential | Desirable | Assessment |
| Honours degree and teaching qualification | ✓ | | AF |
| Qualified Teacher Status | ✓ | | AF |
| Recent and relevant professional development at Leadership level | ✓ | | AF |
| QTS in Maths, English or Science | | ✓ | AF |
| Good honours degree | | ✓ | AF |
| NPQSL or other Leadership qualification | | ✓ | AF |
| Special Knowledge and Skills | | | |
| Good understanding of current education legislation, priorities and trends. | ✓ | | AF/I/R |
| Evidence of leading school initiatives and evaluating their impact. | ✓ | | AF/I/R |
| Evidence of ability to develop excellent relationships with young people. | ✓ | | I/R |
| Evidence of outstanding teaching to students with a range of abilities and attitudes. | ✓ | | I/R |
| Experience of the analysis and interpretation of data and target setting | ✓ | | AF/I/R |
| Evidence of an emotionally intelligent approach to work with students, parents/carers and colleagues. | ✓ | | AF/R |
| Well-developed interpersonal and communication skills. | ✓ | | I/R |
| Knowledge of the requirements needed to achieve outstanding student progress and personal development. | ✓ | | AF/R |
| Up to date knowledge and understanding of the SEND Code of Practice. | | ✓ | AF/I/R |
| Up to date knowledge, understanding and training for the safeguarding lead. | | ✓ | AF/I |
| Good understanding of leadership skills and practical examples of their application. | ✓ | | AF/I |
| Outstanding IT skills and ability to improve student achievement using new technologies. | | ✓ | AF/I/R |

| Any additional factors | | | |
|--|---|--|--------|
| Passionate belief in the potential of all young people to aspire and achieve. | ✓ | | AF/I/R |
| Relentless positive attitude towards young people. | ✓ | | I/R |
| Understanding and experience of restorative practices | ✓ | | AF/I |
| Ability to model mutual respect for and trust of students and adults. | ✓ | | I/R |
| Strong belief in the vision and ethos of the school. | ✓ | | I/R |
| Ability to provide inspirational leadership to students, staff and community. | ✓ | | I/R |
| Energy and enthusiasm. | ✓ | | I/R |
| Attention to detail. | ✓ | | I/R |
| Ability to delegate responsibility effectively. | ✓ | | AF/R |
| Ability to deal sensitively with people, negotiate effectively, influence and resolve conflicts. | ✓ | | AF/I/R |

AF – Application Form
 I – Interview
 R – References



Whitcliffe Mount School
Headteacher - Jennifer Templar

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