

**Assistant Headteacher Curriculum and  
Standards**  
(Leadership Scale Point 8-12)

**Required from September 2024**

**Closing Date: 9:00am on Wednesday 14<sup>th</sup> February**

**Shortlisting: Monday 19<sup>th</sup> February**

**Interviews: Friday 23<sup>rd</sup> February**

## Assistant Headteacher Curriculum and Standards

*Required from September 2024*

### Leadership Scale Point 8 – 12

This role is an exciting opportunity for anyone ready for Senior Leadership responsibilities. It is a full time, permanent role on the Senior Leadership Team. At the heart of the role will be the careful planning of a flexible and innovative curriculum enabling students to follow individualized pathways to suit their abilities and aspirations that meets their needs and that of the school.

### SCHOOL BACKGROUND

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Balshaw's enjoys the privilege of being one of the most successful schools in the county and the most over-subscribed school in South Ribble. We believe that this is deservedly so.

As a school rooted firmly in the Christian ethos, each student in our care matters deeply to us. However, as an authority controlled school we do not operate any entry criteria and the school is available to students of all abilities, interests and aptitudes. Nevertheless, in following the school motto: (*non sibi sed aliis*) 'not for self, but for others' we aim to create students whose actions reflect the love of Christ as we develop them into full and well-rounded young adults ready to make valuable contributions to our society.

Balshaw's has a proud history of academic excellence for students dating back to 1782. The school adds significant value to its students from their starting points in Year 7 to the time when they leave in Year 11. Many will go on to study at Runshaw College, which was originally the Sixth Form of Balshaw's, and others will take up apprenticeships or employment.

Equally important to us is the richness of opportunity available to students at Balshaw's. Set in 21 acres of beautiful land, Balshaw's staff provide extra-curricular opportunities that other schools could only hope for. The huge range of clubs and activities have taken many of our students on to careers in sport and media with a number of well-known alumni.

### THE ROLE:

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This is a very rare opportunity to join the Senior Leadership Team of Balshaw's. This is the first external advert for an SLT position to go out since Steven Haycocks started as Headteacher in 2014.

As well as undertaking all the duties you would expect as a full member of the Senior Leadership Team, the key focus of this role is to manage the curriculum of the school. The curriculum is the engine and beating heart of a school and implementation of the curriculum is the single biggest resource demand in any school. This will be the main focus for the successful candidate: planning the curriculum, designing, scheduling and implementing the timetable, maintaining it and ensuring

that it is efficient, timely and meets the needs of our students. You will oversee the options process in year 9 and all other requirements to successfully maintain the curriculum and timetable.

The successful candidate will be lucky to be able to draw upon the mentoring skills of the current timetabler and curriculum manager who is stepping back to oversee our internal and external examination processes.

You will be able to see from our school website that our curriculum is academically aspirational with most students studying a full programme of GCSEs with many achieving the Ebacc qualification. However, there is also external AP for some students as well as nurture groups for students with the lowest prior attainment. You will place students into classes and will be supported in this with input from the AHT for ARR. You will also liaise closely with the pastoral team when creating groups.

Great communication skills, organisation and time planning are essential to success in this role as you report up to governors, work with your SLT colleagues and consult with all other staff in the design and development of the curriculum.

Ideally, we are looking for someone who is experienced in the use of SIMS for the process of timetabling and experienced in the construction of the curriculum, although with the in-built succession planning, we can consider someone with a clear passion, aptitude and knowledge to develop this skillset.

You will line manage departments within the school, oversee other elements of standards such as Parents' Evenings, duty rotas, detention rotas etc. You will work closely with the AHT for Quality Assurance to oversee the effectiveness of the delivery of the curriculum.

As you create possible timetable models, you will work closely with the SBM and the HT to cost them and you will report to governors on the Curriculum Standards Committee.

We are very excited to see the applications that come in for this position and meeting the people who would like to take on this pivotal role in a very strong SLT.

**The closing date is 14<sup>th</sup> February, 2024.**

## Job Description

| Post title: Assistant Headteacher Curriculum and Standards  |  |
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| <p>Key responsibilities of the postholder:</p> <ul style="list-style-type: none"><li>• Act as a model of excellence in classroom practice and outcomes.</li><li>• To be responsible for the oversight of all Curriculum matters and Standards of Education</li><li>• To support the SLT in the monitoring and evaluation of the quality of the Curriculum</li><li>• Holding accountability for the school's curriculum, taking responsibility for subject leadership and other areas of development of the school.</li><li>• To liaise with the Curriculum Manager to produce a timetable that balances the maximization of student choice, market desirability and is highly cost effective.</li><li>• To provide SLT supervision duties.</li></ul>  |  |
| Hours   | Full time  |
| Teaching load   | Teaching load commensurate with the role (approximately 16/20 lessons)       |
| Salary  | Leadership Scale Points 8-12 (£56,082 - £61,882)<br>Decided upon appointment |
| <p>Accountabilities/Responsibilities – appropriate for this post:</p> <p>Key duties:</p> <ul style="list-style-type: none"><li>• Leadership of options and maintenance of correct curriculum within SIMS in liaison with Curriculum Manager.</li><li>• Management of the Year 9 Options Information Process including the Organization of Options Evening. Management and oversight of the Year 9 Options process in collaboration with the Curriculum Manager and dissemination of relevant information to parents.</li><li>• Planning, oversight and management of Curriculum Leader meetings.</li><li>• Alternative Provision &amp; Off-Site Education lead who will oversee the alternative provision arrangements, ensuring adherence to safeguarding procedures and to monitor student progress.</li><li>• Completing inspection and safeguarding visits to Alternative Providers on a regular basis</li><li>• Oversight of Student Steward team in school to provide key support for major school events.</li><li>• Organization and Management all Staff Duty Rotas – before school, break, lunch and after school for the Staff Handbook and QA of duties to ensure all students are safeguarded.</li><li>• Management and organisation of Parents' evenings for all year groups with School Exams Officer</li><li>• Responsibility for the annual school calendar</li><li>• Lead ongoing review and evaluation of the Curriculum and the implementation of Curriculum Policy.</li><li>• Oversight of School Productions and liaison with Head of Performing Arts and the Music Dept</li><li>• Line Management of allocated Curriculum Leaders as per Headteacher's allocations for SLT</li><li>• Responsibility for updating all policies relevant to the role</li><li>• Provide regular written reports on your work as Leader for Curriculum and Standards to the Governing Body.</li><li>• Supporting colleagues in promoting high standards of behaviour;</li></ul> |  |

- Organisation and planning of Open Evening and Y11 Awards Evening
- Fire Safety Officer
- Other duties commensurate with the post as directed by the Headteacher

**This post will ultimately lead to the assuming responsibility for the creation and production of the school timetable following 1 year of shadowing the current postholder for timetable construction ensuring timely and clear succession planning. This Job specification will then be re-written to reflect these changes and the impact of the new duties.**

#### **Indicative knowledge, skills and experience**

- Demonstrable passion for the craft of teaching and learning.
- Experience of Middle Leadership and holds NPQSL
- Potential to lead and manage at whole school level and in partnership with other educational partners.
- Ability to train and develop colleagues within the Christian values and ethos that underpin Balshaw's approach to professional support and development.
- Be an outstanding practitioner of teaching and learning themselves.

Any other duties which reasonably fall within the remit of the post, which may be allocated by the Headteacher after consultation with the post holder.

To attend training days and supervision sessions participating in training and other learning activities as required

To ensure own training and CPD is up to date.

Have high levels of enthusiasm, energy, resilience and determination.

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| <b>Prepared by:</b> | AMW | <b>Date:</b> | January 2024 |
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## PERSON SPECIFICATION

| <b>Job title: Assistant Headteacher Curriculum and Standards</b>   |  | <b>Grade:</b> Leadership Scale Points 8-12   |
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| <b>Directorate:</b> Children and Young People  |  | <b>Post number:</b>  |
| <b>Establishment or team:</b> Balshaw's CE High School   |  |  |
| <b>Requirements<br/>(based on the job description)</b>   | <b>Essential (E)<br/>or<br/>desirable (D)</b>  | <b>To be identified by:<br/>application form (AF),<br/>interview (I),<br/>letter (L),<br/>references (R)</b> |
| <b>Qualifications:</b> <ul style="list-style-type: none"> <li>Degree qualification in appropriate area</li> <li>QTS</li> <li>Other professional qualifications</li> </ul>  | E<br>E<br>D                                    | AF<br>AF<br>AF   |
| <b>Experience</b> <ul style="list-style-type: none"> <li>Experience of and a thorough understanding of the National Curriculum and Key Stage 4 courses of study.</li> <li>Evidence of strong pupil outcomes in GCSE classes taught.</li> <li>Excellent classroom practitioner with potential to be 'outstanding'</li> <li>Leadership of fieldwork or extra-curricular activity</li> </ul>  | E<br><br>E<br><br>E<br><br>D                   | L<br><br>L, R<br><br>I<br><br>L, I   |
| <b>Knowledge, skills and abilities</b> <ul style="list-style-type: none"> <li>Ability to continue to raise achievement at all levels particularly GCSE and continually seek to improve Value Added achievement.</li> <li>Ability to lead a team of dedicated staff – to enthuse, motivate and encourage staff, and to lead staff through challenges with humour and patience.</li> <li>Ability to deliver outstanding student progress using a variety of teaching and learning styles.</li> <li>Effective interpersonal and communication skills.</li> <li>Able to motivate and inspire students.</li> <li>Ability to be flexible and use initiative to move strategies forward to maximise impact</li> </ul> | E<br><br>E<br><br>E<br><br>E<br><br>E<br><br>E | L, R, I<br><br>L, R, I<br><br>L, R, I<br><br>L, R, I<br>L, R, I<br>L, R, I                                   |
| <b>Other (including special requirements)</b> <ul style="list-style-type: none"> <li>Commitment to safeguarding and protecting the welfare of children and young people</li> <li>Commitment to equality and diversity</li> <li>Commitment to health and safety</li> <li>Commitment to sustaining regular attendance at work</li> <li>Commitment to Christian ethos of the school</li> </ul>  | E<br><br>E<br><br>E<br><br>E                   | I/R<br><br>I<br>I<br>I/R<br>I/L  |

## APPLICATION

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Please apply via the TES website using the Quick Apply button, a link to which can be found on the school website [www.balshaws.org.uk](http://www.balshaws.org.uk).

The closing date for applications is: Wednesday 14<sup>th</sup> February, 2024.

Due to limited resources, it is not our policy to write to the unsuccessful candidates so please assume your application has been unsuccessful if you do not hear from us within two weeks of the closing date.

Thank you for your interest in this post.