

Application Pack

Assistant Headteacher – Director of Teaching & Learning

Required for 1st September 2019

March 2019

Dear Applicant

Thank you for your interest in the Assistant Headteacher – Director of Teaching & Learning position at Harper Green School.

Harper Green is a dynamic secondary school situated in the South of Bolton and serves a varied community.

Our vision is to ensure that all students achieve the highest possible standards in all they do. We aspire to promote independence, together with a sense of responsibility whilst striving for academic excellence. We seek to encourage and motivate our students to achieve their full potential within a vibrant and purposeful environment which respects the rights and needs of all individuals so that they are able to acquire the necessary skills for successful adult lives.

We continuously strive to improve outcomes for students. The hard work of both staff and students in embedding excellent subject pedagogy is a credit to their commitment to achieving the highest standards for all. Harper Green School is on a new and exciting journey as an integral part of the Leverhulme Academy Trust.

This is an exciting opportunity to be part of the drive to make Harper Green School a place which delivers high quality teaching and learning together with positive pastoral support and guidance.

If you are inspired by what you read and share our vision I would welcome your application and I look forward to meeting you.

Yours faithfully

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Stephen Gribbon

Headteacher

**About the school**

Harper Green School is a proudly comprehensive school catering for students of all abilities and backgrounds. We seek not only to enable students to achieve their academic potential but also to develop the character, skills and values needed to be successful in life and make a positive contribution to society as a whole.

To these ends we have excellent facilities, alongside a talented and highly committed staff, both teaching and associate. This allows us to provide a broad and balanced curriculum as well as the diverse opportunities in extra-curricular learning which are so crucial to developing wider skills and confidence in students.

**Mission Statement**

1. To give equal value and importance to the education of each individual child regardless of ability, to encourage curiosity and promote a love of learning and pride in themselves, their school and community.

2. To give each student the opportunity to fulfil his or her potential, personally, socially and academically within a rewarding and stimulating school environment which provides qualifications where possible to assist progression in life and learning.

3. To provide each student with the appropriate care, information, advice and guidance to help them achieve their potential and lead happy and fulfilling lives.

4. To provide each student with a broad education which balances practical skills and knowledge, with creativity and enterprise.

5. To develop characteristics of independence, a strong work ethic and the transferable knowledge & skills to adapt in a fast-changing environment and thrive in the world of work.

6. To promote within the child an understanding of social, moral, cultural and spiritual values and to develop a caring community based upon mutual respect and consideration for all individuals and cultures.

7. To instil high standards of behaviour and self-discipline and prepare students to be active and productive members of society.

8. To develop in students an understanding of issues associated in making healthy choices in life and protecting personal safety & wellbeing.

**About the role**

The successful candidate will form part of the schools Senior Leadership Team. The team currently consists of the Headteacher, two Deputy Headteacher’s, five Assistant Headteacher’s and the Director of Resources.

This is a superb opportunity for an ambitious person to contribute significantly to the leadership and development of learning and teaching across the school

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| Key School Facts and Statistics | |
| Type of School | Comprehensive |
| Age Range | 11-16 |
| Location | Bolton |
| Number of Students | 1353 |
| Date School Established | 1927 |
| Student Premium | 655 students (50%) |
| Students with EAL | 253 students (20%) |

**HOW TO APPLY**

You must give details of all employment, training and unemployment since leaving secondary education to the present day. Any additional information, which you wish to bring to the notice of the school’s Governors, should be included in your supporting statement.

References must cover the previous five years of employment. As well as a postal address please provide an email address for your referees so we can contact them. Please inform your referees when you apply that they may be contacted. References are normally requested after shortlisting.

You may submit your application and supporting statement by email. The full application should be sent to [vacancies@harpergreen.net](mailto:vacancies@harpergreen.net)

Please provide a supporting statement outlining your vision and detailing how your experience to date has prepared you for this position. The supporting statement should be clear, concise and related to the specific post. It should be no longer than **three x A4 typed pages in length using Arial point 11.**

**The closing date for receipt of application is 10.00 am on 25th April 2019.**

**Interviews will be held on Thursday 2nd May 2019 and Friday 3rd May at Harper Green School.**

**JOB DESCRIPTION**

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| **Role** | **Assistant Headteacher – Director of Teaching and Learning** |
| **Job purpose** | **To be responsible for:**  Learning and teaching across the school  Deputising for the deputy headteacher  Any additional duties that the headteacher might reasonably request for the effective leadership and management of the school |
| **Accountabilities**  **(Actions)** | **Strategic direction**   * Lead on the development of learning and teaching pedagogy and professional practice across the school. * Lead continuing professional development across the whole school workforce.   **Specific duties**   * To take the lead on the development of high quality learning and teaching across the school, developing practice and monitoring and evaluating their effectiveness on learning outcomes.  |  | | --- | | * In conjunction with the deputy headteacher to establish effective self evaluation systems within the school and ensure there is effective moderation. * To produce reports for the Headteacher, Governors, Academy Trust, LA or Ofsted on the quality of teaching and learning within the school. | | * To lead a teaching and learning group that develops high quality pedagogy across the school. * To develop a programme of INSET focused on the school priorities for development. | | * To lead on the annual school lesson observation cycle ensuring it is in line with current OfSTED requirements. * To lead and manage ITT and NQT induction. * To oversee any work placements or voluntary teaching work within the school ensuring staff have appropriate induction. * To develop, review and implement a programme of support for staff whose teaching or aspects of their work is considered to “require improvement” or “unsatisfactory”. * To contribute to the review and writing of the SEF | |  | |  |   **Leading and managing people**   * Lead, manage and continuously develop team members, including line management of the relevant staff of teaching and learning. * To lead and chair the teaching and learning group. * Be accountable for the performance of your area of responsibility and of your team and its impact on overall school performance   **General**  As a member of the Senior Leadership Team to have a shared responsibility for:   * Promoting, upholding and embedding the ethos of the school * Promoting, upholding and embedding a positive school ethos and a culture of all can achieve. * Contribute to the smooth day to day running of the school * Supporting staff regarding issues of pupil discipline * Participating in and supporting staff in duties * Taking assemblies * Participating in performance management reviews * Leading and managing whole school self evaluation * To represent the school and actively make links with eternal agencies * To attend, contribute to and when required lead meetings at all levels including departmental, whole school and governor * Contribute to the maintenance and extension of active and constructive links with parents and members of the wider community * Promote and support extra-curriculum provision and the broader life of the school and the community. * Assist with and when appropriate lead the organisation and administration of the day to day, termly and annual routines of the school and special occasions. * To contribute to the review and writing of school policies |

##### Person Specification

**Title of Post**: Assistant Headteacher – Director of Teaching and Learning

**Salary Scale**: L12 – L16

The successful candidate must be able to demonstrate that he/she has the qualifications, experience, knowledge, abilities and personal qualities outlined below.

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| **Essential** | **Desirable** | **Method of Assessment** |

#### Qualifications, Training, Experience

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| * A relevant degree and teaching qualification * Experience of managing change * Experience of Managing a number of people * To have undertaken additional INSET training in relation to professional development * A willingness to identify with the ethos and values of the school and be fully involved in its activities. * Be an outstanding teacher as recognised by internal QA processes * To have proven track record for improving standards of achievement and the quality of teaching and learning. * To have experience of mentoring other staff | * To have worked with other departments/staff on developing assessment skills. | * Qualification Certificates * Application form/letter * Application form/letter * Application form/letter * Application form/letter * Application form and interview * Application form and interview * Application form and interview |

#### Knowledge and Abilities

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| * Understanding of the process for school improvement * An understanding and application of the theory and pedagogy for assessment for learning. * To be an excellent classroom practitioner * Evidence of seeing new initiatives through to completion and evaluation of their impact. * To effectively use ICT to enhance the quality of teaching and efficiency of work. * To have an understanding of the theories of learning and how they can translate into practice. * An understanding of current educational initiatives and their impact on the school. * To have an understanding of self evaluation and its role within school improvement. * To have the experience of using a range of tools and evidence, including data, to evaluate the effectiveness of learning and teaching and challenging underperformance. * To have an understanding of and experience of the principles and practices in relation to teaching and learning, people, policy and planning, resources and finance. * The ability to promote the spiritual, moral and cultural development of pupils. * Excellent communication skills. |  | * Application form and interview * Application form/Letter and interview * Application form/Letter and interview * Application form and interview * Application form and interview * Application form and interview * Application form and interview * Application form and interview * Application form and interview * Application form and interview * Application form and interview |

#### Personal Qualities

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| * A total commitment to pupils’ academic, personal, social and emotional wellbeing * Open to new ideas and initiatives * Ability to work as part of a team * Ability to relate well with colleagues and pupils and to work with and support colleagues * To be able to have corporate responsibility for all decisions made at senior/middle management level * To have integrity, passion, energy, presence, resilience and patience * Appropriate professional dress and appearance. | * Sense of humour | * Application form and interview * Application form and interview * Application form and interview * Application form and interview * Application form and interview * Application form and interview * Application form and interview |