



Whitcliffe Mount

*"A good school"*

Ofsted 2016

Behaviour & Safety of Pupils:	Good	✓
Leadership & Management:	Good	✓
Achievement of Pupils:	Good	✓
Quality of Teaching:	Good	✓

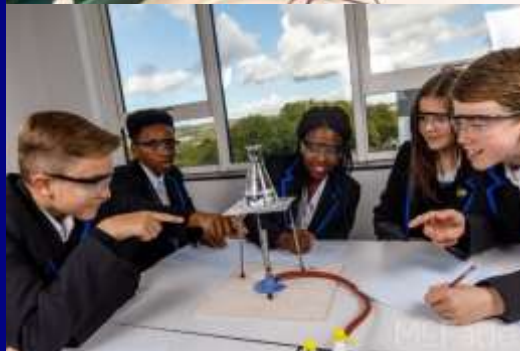
## Whitcliffe Mount School



### Faculty ETA Performance PE Specialist 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 a PE Faculty Educational Teaching Assistant 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 2018, with 53% of students achieving the new basics at grade 4+ in English and Maths, alongside this, an amazing 17% 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 Faculty ETA – Performance (PE) 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 **Monday 11<sup>th</sup> March at 12.00 noon**. Completed applications should be returned by email to [recruitment@whitcliffemount.co.uk](mailto: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 1240 with a PAN of 1250; we are oversubscribed in Years 7 & 8. 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](http://www.whitcliffemount.co.uk)

## Performance Faculty Information

The Performance Faculty combines the disciplines of Physical Education, Music, Drama and Performing Arts. All departments within the faculty offer students a huge range of opportunities to further develop their performance and personal skills through many extra-curricular activities, teams, competitions, showcases, productions and much more. The faculty has 2 Senior ETA's, one specialising in PE and one specialising in Performing Arts (Music, Drama and Dance).

The Physical Education Department consists of nine dedicated and fully qualified teachers who are committed to the sporting development of all students. The PE facilities include a 4 court sports hall, 3 tennis courts, muga, activity studio, dance studio, fitness studio, full size redgra pitch, three football pitches, two rugby pitches and a pavilion. The department offers GCSE PE and OCR Sport Science courses which are both popular option choices for students. The work of the department has been recognised by the Association for Physical Education in being awarded the Quality Mark with Distinction. The department runs an extensive extra-curricular programme which has a huge uptake. A key part of our curriculum provision is our Rugby Academy, working alongside the RFU, students apply to be part of this in Year 8 and 9. Sessions take place on a Wednesday afternoon as well as before school. We also work closely with our Primary Family of Schools running a number of events including our Annual Dance Festival, Tag Rugby Festival, Primary Sports Leadership Day.

Performing Arts is made up of 4 dedicated and enthusiastic teachers. The Deputy Director of Learning leads the department. The success of the department continues to grow, with a significant number of students achieving a Distinction\* in their BTEC Certificates (equivalent to 1 GCSE A\*-C) and 100% of Performing Arts students and 99% of Music/Audio Production students achieving a BTEC qualification.

### Curriculum Structure 2018-19

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
<b>KS3</b>	<b>KS3</b>	<b>KS3</b>	<b>KS3</b>	<b>KS3</b>	<b>KS3</b>	<b>KS3</b>	<b>KS3</b>	<b>KS3</b>
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
<b>KS4</b>	<b>KS4</b>	<b>KS4</b>	<b>KS4</b>	<b>KS4</b>	<b>KS4</b>	<b>KS4</b>	<b>KS4</b>	<b>KS4</b>
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
<b>Deputy Directors of Learning</b>								
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 ALP	2 x TLR 2b 1 x TLR 2a (job share)	2 x TLR 2b 1 x LP 1 x ALP	1 x TLR 2b	1 x TLR 2b (second in PE) 1 x TLR 2b (Drama) 1 x TLR 2b (Music)		1 x SEN allowance
<b>HLTA/Faculty ETA (FETA)</b>								
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
<b>Technicians</b>								
1 x LRC Manager 1 x LRC Technician		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.**



## Senior ETA – Performance – Context Sheet

### Overall Purpose

To support the curriculum provision and learning support for targeted students at risk of significant underachievement in the Performance subjects with a particular emphasis on PE. To support individuals with enhanced needs.

Providing specific, targeted teaching of PE to individuals or small groups requiring additional help. Delivering small group intervention for PE/Sports Science is a key part of this role. This may be in-class or on a withdrawal basis.

To uphold and promote the school's child protection and safeguarding policies and procedures and ensure they are adhered to by all staff.

### Responsibilities

- To provide tailored support primarily for students who are at risk of underachieving.
- Work with colleagues in the Performance faculty to identify students across the year groups who require additional support
- Provide support for individual students and small groups of students in or out of lessons (theory and practical)
- Regularly assess and track students who are receiving support so that progress can be measured
- Liaise with class teachers to be aware of lesson aims and assessment criteria and thus to be prepared to provide effective intervention
- Support and deliver homework, extra-curricular and intervention as directed by the Director of Learning
- Ensure that students' work is assessed accurately and regularly to provide appropriate feedback to students, to relevant staff and as necessary to parents/carers
- To lead aspects of our PE Primary Liaison Programme
- To support the running and development of the Rugby Academy.

# KIRKLEES COUNCIL

## JOB DESCRIPTION

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**SECTION:** ALL SCHOOLS MODEL – ETA

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**JOB TITLE:** SENIOR EDUCATIONAL TEACHING ASSISTANT 7 (FACULTY)

**GRADE:** 7, (SCP 23-25)

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### PURPOSE OF JOB

To work as part of a team including teachers and other support staff to support the learning and welfare of all pupils. To provide practical support for learning, educational activities, developing social skills, integration and for securing pupils/students physical and emotional well-being.

To provide administrative support to one faculty within the school.

### KEY AREAS

1. Teaching Support
2. Pupil Support
3. Curriculum Activities
4. General

### DUTIES AND RESPONSIBILITIES

#### **1. Teaching Support**

- 1.1 To undertake duties in accordance with school practices and procedures, ensuring the postholder actively upholds and promotes the philosophies of the school.
- 1.2 To work under the guidance of the class teacher/line manager to plan and monitor pupils learning. Ensuring the progress is clearly recorded in the relevant systems and relates to the learning objectives /goal for pupils.
- 1.3 Under the guidance of the Teacher, supervise activities and assist with the general management and control of pupils in school.
- 1.4 In conjunction with the teacher provide one to one support to pupils or working with groups of pupils on pre-planned activities, to reinforce the teachers approach.



- 1.5 Under the guidance of the Teacher ensure equipment or materials are suitable for the learning activities. Prepare materials and teaching aids where necessary.
- 1.6 Assist in training new and temporary members of the team, particularly on the behaviour management strategies or learning strategies followed by the Teacher.
- 1.7 Assist the Head of Faculty and other staff in the development of strategies to raise attendance levels.
- 1.8 To participate in and assist in supervision of educational visits, in conjunction with the teacher/line manager.

## **2. Pupil Support**

- 2.1 To provide support and guidance on a one to one basis or to teams of pupils in their core skills and curriculum needs as school policies/practices.
- 2.2 Actively encourage the inclusion of all pupils to participate in the life and activities of the school and access the national curriculum to the best of their ability.
- 2.3 To provide individual assistance or assistance within small groups through implementing behaviour plans, individual educational plans and teaching strategies etc, to maximise their achievements.
- 2.4 As required, to deal the personal care and comfort of pupils, i.e. toileting and intimate care issues (as per school guidance and direction).
- 2.5 To contribute to plans, reviews and evaluations for pupils by writing reports on pupils' progress and attendance at meetings.
- 2.6 As required by the school, to assist under the guidance of the school nurse and/or physiotherapist in medically related issues e.g. administer medication – dosage already drawn up by nurse, gastrostomy feeding and preparing to care for children requiring other medication administered and physiotherapy treatment.
- 2.7 To monitor identified pupils homework and help where appropriate.

## **3. Curriculum Activities**

- 3.1 To have a full knowledge and appreciation of the range of activities, causes, opportunities, organisations and individuals that could be drawn upon to possible action support.
- 3.2 In line with school policy to develop the use of 'praise and reward'.
- 3.3 To maintain stock of resources, ordering new replacements as agreed with colleagues, to support the work across the team in its delivery of service.
- 3.4 To contribute in the presentation of pupils' work and maintenance of display areas.

- 3.5 To assist with the preparation and tidying of the classroom and upkeep of resources.
- 3.6 To attend and contribute to duty related meetings as required.
- 3.7 To assist in the planning and implementation of structured and agreed learning activities teaching programmes.
- 3.8 Assist with the faculty's day to day administration and working under the direction of the head of department including photocopying, filing word processing making telephone calls as requested.

#### **4. General**

- 4.1 The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post.

As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young. Please refer to the Employment page, 'More about working for Kirklees Council' on the Kirklees website. Please click [here](http://www.kirklees.gov.uk/beta/working-for-kirklees/about-kirklees.aspx) to read our safeguarding policy.

Alternatively go to: <http://www.kirklees.gov.uk/beta/working-for-kirklees/about-kirklees.aspx>

- 4.2 Carry out your duties with due regard to current and future School's/LA's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through School communications.

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**RESPONSIBLE TO:**      **Head Teacher/Head Faculty**

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**RESPONSIBLE FOR:**      **None**

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<b>JD Reference No</b>	SS/ETA07/Fac
<b>JD Prepared / Amended</b>	OCT 2009
<b>Refers to Estab(s)</b>	



## Senior Faculty ETA - Employee Specification

Relevant Experience	Essential	Desirable	Assessment
Previous experience of providing classroom support, working with children/young people preferably within a school environment.	✓		A/I
Experience of monitoring and developing learning strategies.	✓		A/I
Experience of administrative procedures with evidence of capability to work on own initiative.	✓		A/I
Qualifications	Essential	Desirable	Assessment
Educated to GCSE C level or above including English and Maths or be able to demonstrate equivalent experience at that level.	✓		A/I
Educated to Level 3 in a relevant discipline.	✓		A/I
Special Knowledge and Skills			
Ability to produce documents and displays using ICT or other similar resources.	✓		A/I
Ability to communicate effectively both verbally and in writing with colleagues and students and visitors to the school.	✓		I
Ability to contribute to the effective working of a team and as an individual.	✓		A/I
Ability to produce accurate work whilst working to tight deadlines.	✓		I
Ability to work efficiently and flexibly and respond positively to the demands of a varied workload.	✓		I
Ability to provide coursework support.	✓		I
Understanding of and commitment to the Local Authority's Equality and Diversity Policy and how this relates to the duties of the job.		✓	I
Understanding of the basic principle of Customer Care.	✓		I
Understanding of need to maintain strictest confidentiality about all matters concerning school.	✓		I
An interest/specialism in Performing Arts		✓	A/I
Any additional factors			
Commitment to ongoing training and development.	✓		
Ability to adapt and be flexible to the needs of the school.	✓		
Willingness to undertake an enhanced Disclosure and Barring Service check. <b>Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.</b>	✓		A/I

- AF – Application Form  
I – Interview  
R – References

