



Westholme Senior School

Wilmar Lodge, Meins Road

Blackburn BB2 6QU

Tel: 01254 506070

www.westholmeschool.com

Required for September 2018

Full-time post

Assistant Head

Westholme School, established in 1923, is a successful independent school located on the rural outskirts of Blackburn. The school is based across 3 sites, providing a first class education to around 800 pupils, aged 3 months - 18 years.

The School is well resourced and facilities across the entire campus are extensive and stimulating, as a result of the Governors' wise investment plan. Over the last decade over £10M has been spent on capital projects and our students benefit from the all-encompassing provision.

The school will become co-educational in September 2018, although for the transitional year 2018-19, boys and girls will continue to be taught separately in Year 8 and for core subjects in Year 11. Westholme also has a co-educational Nursery and Infant School and the Junior School will be fully co-educational from September 2018.

At Westholme we pride ourselves on our holistic approach to education where boys and girls are encouraged to fulfil their potential in all aspects of the curriculum and beyond. Hard work and endeavour are recognised and valued as highly as attainment and our positive approach to teaching and learning is underpinned by a supportive pastoral system. A fully rounded education is endorsed at all ages and staff give their time generously to provide an extensive range of activities, clubs, societies and trips which enriches provision for every pupil. Academic achievement is well above the national average at GCSE and A Level and the curriculum is broad and diverse. The website provides a comprehensive insight into our expansive choice of extracurricular opportunities and multiple achievements.

The Post

The person appointed will be an integral part of the Senior Leadership Team (SLT). Close cooperation with the Head of Junior & Infant School and attendance at Junior events, in addition to those at the Senior School, will be essential. The successful candidate will have experience at middle or senior management level, strong academic qualifications and superb people skills. Flexibility and a sense of humour are also prerequisites.

- Overall responsibility for the co-ordination of the School's co-curricular programme. This includes liaison with Junior and Infant School regarding their provision and ensuring a 'whole school' approach.
- Line manage PE, Music and Drama departments including performance appraisals of HoDs.

- Responsibility for specific elements of ISI compliance; policies and preparation for EQI.
- Oversight of some aspects of Health & Safety including line management of EVC for example.
- To act as the School's Data Protection Officer (training will be given).
- Overall responsibility for the co-ordination of Senior School events both internal and external, such as Prizegiving, Carol Service, Taster Days, Entrance Exam, Open Days.
- Working closely with the Registrar and Heads of Year to oversee Senior School admissions.
- Working closely with the Marketing Department to ensure effective and creative marketing of events and activities.
- Supporting Head of Year 7 and Sixth Form in marketing events and visiting feeder schools.

Teaching

The successful candidate will naturally have an appropriately reduced teaching timetable in line with other senior leaders. The subject specialism is not specified although the ability to contribute effectively to co curricular activities is an expectation of all staff and especially this role.

Job Description

Accountable to: Principal

Salary: Remuneration will be based on the National Leadership Scale and will be commensurate with the qualifications and experience of the successful candidate.

Knowledge, Skills and Experience required for the post

	ESSENTIAL	DESIRABLE
PROFESSIONAL QUALIFICATIONS	<ul style="list-style-type: none"> • Appropriate degree and good qualifications • QTS • Evidence of personal and professional development • Clear understanding of the ethos and values of an independent school • Prior experience as a middle or senior leader 	<ul style="list-style-type: none"> • Evidence of further qualifications
LEADING AND MANAGING STAFF	<ul style="list-style-type: none"> • Leadership skills at whole school • Ability to manage and coordinate the work of others in a variety of teams • Able to manage change effectively • Ability to motivate and inspire staff, pupils and parents • Vision and a key understanding of strategic development • Experience in managing budgets 	<ul style="list-style-type: none"> • Evidence of Senior leadership
TEACHING AND	<ul style="list-style-type: none"> • The ability to monitor, evaluate and 	<ul style="list-style-type: none"> • GCSE and/or A Level

LEARNING	improve learning in the classroom <ul style="list-style-type: none"> • Up-to-date knowledge of teaching methodology • Well-developed ICT skills for the classroom • Dynamic, experienced teacher 	teaching experience <ul style="list-style-type: none"> • Preparing students for university applications
SKILLS AND ATTRIBUTES	<ul style="list-style-type: none"> • A keen sense of initiative and dynamism • Ability to think and act strategically • High order organisational skills • Ability to handle a diverse workload, prioritise effectively and delegate confidently • A commitment to excellence at all levels • Effective communication skills both orally and written • Competent and up-to-date IT skills • Emotional intelligence and resilience • A sincere commitment to equal opportunities • A creative thinker and problem solver • A good sense of humour 	<ul style="list-style-type: none"> • Evidence of innovative practice in a subject or at whole-school level

Whole School Management

The current Senior Leadership Team comprises the Principal, two Deputies (broadly responsible for Curriculum and Pastoral) and the Commercial Director. There is also a Head of Sixth Form and Heads of Year in the Senior School. The Leadership Team includes the Head of Juniors & Infants as well and the Assistant Head would be part of this group.

There is a sincere commitment to collaborative team work and previous members of the SLT have moved on to higher senior positions including Headship. The person appointed to this post will take on some whole school responsibilities. The post will require management and leadership skills across pastoral and academic aspects of the school. Candidates should outline their suitability for the specific role and demonstrate their broader abilities to contribute to whole school leadership.

Employment Conditions and Remuneration

Westholme salary scale equates to the old National scales (although no longer published) and staff join it at a point relevant to their length of service or recognised experience elsewhere. We expect that the professional responsibilities of all teaching staff here include the following:

- i) The kind of preparation and marking necessary to maintain high academic standards
- ii) Involvement in regular co-curricular activities, including those which take place out of normal school hours and at weekends
- iii) Pro rata supervision/cover duties
- iv) A commitment to upholding the general ethos of the school

The Governors provide all lunches, tea, coffee etc and other amenities free of charge.

Applications using the school form should be emailed to the Principal by **Tuesday 2nd January 2018**. Interviews will be held week commencing 15th January 2018. Applicants who have heard nothing by Monday 5th February should assume they have been unsuccessful.

Applicants who may wish for further details can telephone Francine Smith, Deputy Head Academic, on the school number for an informal discussion.

The successful candidate will be required to undergo a medical and full enhanced DBS disclosure.

Westholme School is committed to safeguarding and promoting the welfare of children and all staff must share this commitment – please refer to our Safer Recruitment and Safeguarding policies on the website.

Westholme School is committed to equality of opportunity in all areas of its work. All individuals will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.