Allerton Grange School

Aspire ★ Grow ★ Succeed

1953









Application Pack

Examinations & Systems Manager

Examinations & Systems Manager

Allerton Grange School

Closing Date for Applications

15 September 2019

"Aspire, Grow, Succeed"

At Allerton Grange School we are committed to:

*Working together to achieve our full potential * Celebrating our diverse school community and fostering tolerance and respect for all * Developing active citizens within the school community and beyond * Inspiring confident, creative and independent learners.*

Thank you for expressing interest in the advertised vacancy. Enclosed you will find further details and an application pack. To view our school prospectus and for further information about the school please visit our website www.allertongrange.com

Allerton Grange School

@Allerton_Grange

We are an unusually diverse school in cultures, beliefs and abilities with 1510 students on roll this year. We have a large Sixth Form of 240 students. The school includes students from the northern boundary of Leeds almost to the city centre, with wide differences of social background, racial origin and religion. Students live and work together with an outstanding degree of harmony. The present teaching staff is approximately 98 with 82 support staff working in the school. The school has a commitment to a full continuing professional development programme.

Allerton Grange is sited 4 miles from Leeds city centre in an attractive area of residential property, most of which is privately owned. As part of the Building Schools for the Future programme, we moved in to a purpose-built new school on our existing site at the beginning of September 2009.

The new building is quite simply stunning in terms of its scale, design and finish. Our new building boasts state-of-the-art learning resources in a twenty-first century learning environment.

We are a rapidly improving school and all staff are committed to embedding the highest expectations into everything we do. We believe that excellent teaching transforms lives of young people and therefore we are determined to provide the best quality teaching for our students.

The Deaf and Hearing Impaired Team (DAHIT) have a unit in the main school serving approximately 15 Hearing Impaired students, who are fully integrated into the life of the school.

At Allerton Grange School we live our school values. Our values are the common threads that bind our school community together. Our school motto also reinforces how we get the best out of every member of the school. Everyone of us aims to be the best we can; we work hard to achieve our goals and we celebrate our success.

I welcome applications from hard working, talented and inclusive people who wish to develop their future with us. This is a vibrant and welcoming school which will demand much of you but gives a great deal in return. If you wish to apply for the post, please return your application form to the school by the closing date indicated in the advertisement. Please note, however, that if you have not heard from the school within 4 weeks of this closing date, you may assume your application has been unsuccessful. If this is the case, I wish you every success in your future applications.



I look forward to hearing from you.

Mike Roper

Headteacher

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Curriculum Vision

Allerton Grange School
Curriculum Vision

KNOWLEDGE

- Curriculum is the progression model
- Progress - what do students know and what do they remember?
- Subject as a discipline through both substantive and disciplinary knowledge
- Sequential layered knowledge acquisition
- Responsive teaching

LITERACY

- Explicit teaching of both Tier 2 and 3 subject-specific vocabulary
- Oracy – students express themselves confidently using academic vocabulary
- Students write sophisticated answers in each subject discipline
- All students develop a love of reading, including the great works of classical literature
- Knowledge organiser homework – mastery of key definitions and spellings

At AGS, we believe that a successful curriculum empowers students and ensures they are able to understand the changing world around them. A rigorous and knowledge-rich curriculum provides students with cultural literacy and allows them to understand the context of their learning. Accordingly, students do not just learn a list of facts. Through a focus on powerful knowledge, students also read widely and learn a range of crucial subject specific terminology. Lessons at AGS are characterised by relentlessly high expectations and levels of challenge for all students. We believe that the teaching of broad knowledge to all children is the single most effective way to narrow the gap between demographic groups. We believe in developing the whole child. Our curriculum, therefore, encompasses the wide range of enrichment opportunities available at AGS - from the performing arts and sports clubs to trips abroad. Ultimately, the AGS student aspires, grows and succeeds, going out into the world as a confident and intellectually curious member of society. This curriculum vision forms the basis of what we refer to as the AGS cornerstones (KLAS).

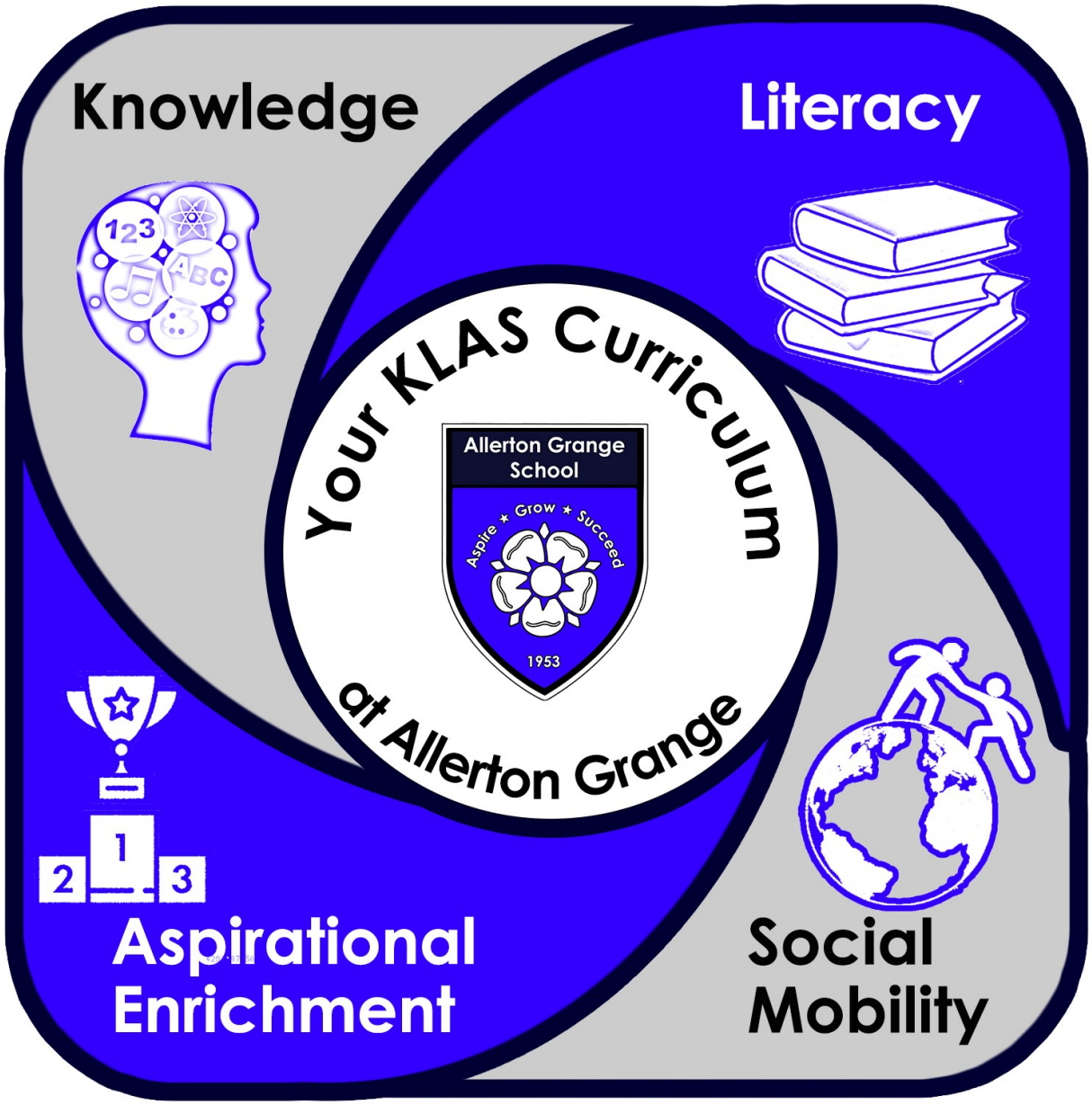
ASPIRATIONAL ENRICHMENT

- Relentlessly high expectations inside and outside of the classroom
- An unashamedly aspirational culture and ethos
- A rigorous programme of PSHE and SMSC (including British values)
- Clubs, tailored mentoring, and sporting excellence
- An inspirational and engaging physical environment

SOCIAL MOBILITY

- Cultural literacy and intellectual capital developed through the knowledge-rich curriculum
- Advice about a range of aspirational career pathways
- Cultural enrichment through trips to and links with museums, galleries, theatres
- Links with Russell group universities
- Teaching students how to be and remain healthy and safe




Knowledge
Literacy
Your KLAS Curriculum
at Allerton Grange
Allerton Grange School
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1953
Aspirational Enrichment
Social Mobility





Guide: Applying for a Post at Allerton Grange

This school is committed to promoting and safeguarding the welfare of all children.

MAKING AN APPLICATION

Application Form

If you wish to be considered for this post please complete the enclosed application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment please state the reasons why (eg gap year, career break, unemployed, etc). If you do not have enough room for all your information in Sections 3 to 4 on the application form, please add/create extra space/sheets.

You will note that we require details of two referees, one of which must be your current or most recent employer. If school based employment, it should be the Headteacher.

CVs are **not** accepted as part of the application process.

Please take time to complete the full application form detailing clearly your skills, knowledge and experience. **Failure to complete the form correctly will result in your application not being considered.**

Supporting information

Application Form, Section 6 (Statement in Support of Application): this section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post.

For teachers, please remember to detail your experience and suitability for the post you are applying and the impact your contribution will make in terms of raising standards in our school.

A separate, supporting letter is not required.

Please remember to sign the declaration on the final page of the application form.

Allerton Grange School reserves the right to bring forward the application closing date.

PRE-EMPLOYMENT CHECKS



Applications may be returned by post or emailed to recruitment@allertongrange.com

References

If you are short-listed, we will normally take up references **before** the interview date. **One of your referees must be your current or most recent employer**. Two satisfactory references must be received before any appointment is made. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. If you are not currently working with children but have done so in the past, one reference must be from the most recent place where you worked with children.

Copies of references, or references that are addressed “to whom it may concern”, will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.



Disclosure & Barring Service (DBS) Check

Employment at this school is subject to an enhanced check with the DBS. Checks will also be made against the Barred List. All such checks must be satisfactory before we confirm any offer of an appointment.

Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment), there are a number of jobs where we must take account of any convictions that are unspent or not 'protected'.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the www.gov.uk website.

Unspent and unprotected convictions may not necessarily make you unsuitable for appointment.

Prohibition checks (teaching staff)

Prior to confirming an offer of employment, the school is required to make a mandatory check to ensure a teacher is not prohibited from teaching by the NCTL or its predecessor, the GTC.

Validation of Qualifications

All short listed candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.

Right to Work in the United Kingdom

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

Medical Assessment

An acceptable outcome of the Pre-Employment Health Declaration/ Form 1a which must be fully completed and returned to us as soon as possible. You will be unable to take up your place with us until we have ascertained you are fit to take up this role. If you have answered 'Yes' to any of the questions 1 to 6 you will be asked to complete a full Health Questionnaire to be submitted to the Occupational Health Unit.

Your information

For further details about how we use your information, these can be found on the application form and our school privacy notice, available on the our website.

INTERVIEW AND SELECTION PROCESS

Those candidates who meet the requirements for the post will be short listed and details of the interview programme will be confirmed in writing.

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.

We are committed to upholding the principles of the Equality Act 2010. In keeping with the principles of this Act we will wherever possible make reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the school if you need to discuss this in any detail.



We will also consider any reasonable adjustments where reasonably possible to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.



IT Support for both students and staff throughout the school.

CONDITIONAL OFFER

Any offer of a post is conditional on the following:

- Clear Enhanced Disclosure & Barring Service (DBS) check along with any other clearances that may be required
- Satisfactory references including attendance/absence history
- Pre-employment Health Check
- Ratification by the Governing Body.

INDUCTION & CONTINUOUS PROFESSIONAL DEVELOPMENT

The Headteacher and Governing Body are committed to ensuring your wellbeing and continuous professional development in this role. On appointment we will discuss an appropriate induction programme with you that will help familiarise you with the culture of the school, local practices, policies and expectations.

You will be offered the opportunity to further develop your professional knowledge by participating in local training events and, where appropriate, working towards further qualifications.

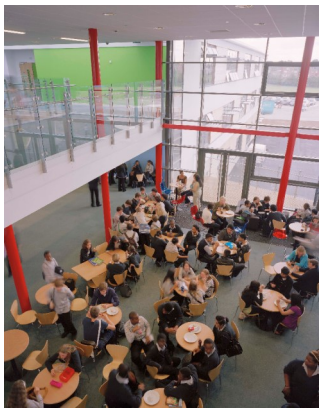
SCHOOL POLICIES

Child Protection

This school is committed to safeguarding and promoting the welfare of our students and expects all staff, Governors and volunteers to share this commitment. The successful candidate will be subject to enhanced DBS and safeguarding recruitment checks. We have a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.

Whistle Blowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. Therefore, our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues.



CODE OF CONDUCT & PERSONAL BEHAVIOUR

The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the well being of all its employees and pupils.

The Headteacher and Governing Body regard everyone working at our school as a role model to our pupils. As such employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Registered teachers are in addition bound by the codes and professional values of the Teaching Agency. While registered teachers are bound by the code, the school considers the principles to apply to all staff employed at the school.



EQUAL OPPORTUNITIES

We are an equal opportunities employer and positively encourage applications from all suitably qualified candidates.

We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment were all are treated fairly and with respect.

We take action to ensure that nobody is treated less favourably than anyone else because of their sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, pregnancy or maternity.

SUPPORT FOR STAFF & APPLICANTS WITH DISABILITIES, IMPAIRMENTS OR HEALTH CONDITIONS

We recognise that those with a disability, impairment or long-term health condition may need practical adjustments to enable them to carry out their role. If you would like to discuss any adjustments that you might need, you are welcome to contact our HR Office to discuss this further.

DATA PROCESSING

Please refer to our school privacy notice, available on the school website (see policies section)

WORKLOAD CHARTER

Working at Allerton Grange School you can expect a fair and reasonable workload, high-quality training and professional development opportunities that meet the needs of individual members of staff. We are very proud that we have developed a charter to review and evaluate workload with our staff.



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School Location and Travel Information

From Leeds City Centre

- Follow the signs to Chapeltown.
- Continue along Chapeltown Road which becomes Harrogate Road.
- Pass the 'Toby Carvery' on your left and continue along the main road for three quarters of a mile and turn right onto Lidgett Lane.

- Take the 4th turning on the left into Bentcliffe Gardens, turn right at the top onto Talbot Avenue. The entrance to the school is on the right hand side past the North East Leeds City Learning Centre. Vehicular parking is available, but limited.

Or

- You may continue along, past Moor Allerton Hall Primary School which is on the left with a small parade of shops on the right. This is where we have a **pedestrian entrance only.** Access gates are only open at the start and end of the school day. They are locked at other times for security.

From the North

- Head towards Leeds City Centre until you reach the Ring Road.
- Make your way round the Ring Road until you reach the Harrogate Road turn off.
- Follow Harrogate Road towards the City Centre.
- Go straight on at the small roundabout and through one set of traffic lights at the 'Marks &Spencer' store.
- At the next set of traffic lights, turn left onto Street Lane, take the 3rd turning on the right onto Moor Allerton Avenue.
- Turn left at the bottom onto Talbot Avenue, the school is situated on the right, just past the North East Leeds City Learning Centre. (CLC)



Buses:

From Leeds City Centre the No. 3 or 13 will travel to Lidgett Lane where there is one entrance to the school (please note this gate is locked during lesson time), or the No. 2 or 12 will travel to Street Lane. Alight near Moor Allerton Avenue (or Talbot Gardens) and the school is situated at the bottom of the road on Talbot Avenue.





Application Pack

Allerton Grange School
Talbot Avenue
Leeds
LS17 6SF

Telephone: 0113 3930304
Email:
Recruitment@allertongrange.com

We're on the Web:
www.allertongrange.com

Allerton Grange School



