

**TEACHER OF**

**ENGLISH**

**APPLICATION PACK**



**Assistant Head Teacher**

**Lady Royd Primary School**

 L1 - £47,030

From September 2021

**APPLICATION PACK**



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1. **Introduction from the Principal**

Thank you for the interest you have shown in the post of Assistant Head at Lady Royd Primary. This is an excellent opportunity to join our dynamic team.

Bradford Girls’ Grammar School is a heavily oversubscribed through-school of around a thousand students, located in the outskirts of Bradford city centre. Established in 1875, the school is rich in history and has a strong record of providing an outstanding education. Previously a girls’ independent school, Bradford Girls’ Grammar School became an Academy Free School in 2013 and now takes both girls and boys into its primary school, Lady Royd Primary. The Senior School has remained a girls’ school.

I was appointed in September 2020 and I am delighted to have joined a school with such a strong history of success, and yet with so much potential for further improvement. The results have consistently been significantly well above national at Key Stage 4 and all students attain well and make excellent progress. This is particularly the case in English, which had 88% grades 9-4 in English and 31% grades 9-7 in 2020. Although this year students did not sit exams formally, these results reflect the long-term picture of the school as results have been just as high in previous years.

There are many other strengths of the school; teaching quality is good across many subjects and our disadvantaged students perform even better than others from more privileged backgrounds. Behaviour in the school is excellent, underpinned by an inclusive ethos and a strong set of values. Our school motto: Aspire, Succeed, Lead, defines our mission and we expect students to leave as future leaders; confident to take on challenges and to make a difference on a world platform. Our values of Accountability, Self-Confidence, Perseverance, Integrity, Respect and Empathy define how we operate and what we expect from students and ourselves. We are ambitious, have high expectations of ourselves and others and work together supportively, as a cohesive team.

It should be noted that in March 2019 the school was inspected by Ofsted and the school is currently in Serious Weaknesses, however. This was due to aspects of safeguarding relating to the management of staff allegations, and due to the rate of students’ progress in the sixth form. I am delighted to report that, since then, significant changes have been made to safeguarding processes and a monitoring visit in December 2019 judged that leaders were taking appropriate action towards the removal of the Serious Weaknesses designation. Sadly, at the end of this year, the sixth form will be closing, as it was not financially viable due to its small size. Although this is a huge loss for the school it has also presented an opportunity to expand the main school, which better meets the needs of the locality. We now have an intake of five forms (140 students) into Year 7. These students are drawn from Lady Royd Primary, siblings, and by way of a fair banding process from across Bradford. We no longer have selective entry; our student intake is truly comprehensive.

We are aiming to be a beacon of success and every indicator we have indicates that we will achieve this goal. Continuing to recruit high calibre staff is a key priority of our strategy. Our staff show exceptional dedication and commitment to our students. Relationships in the school are extremely strong and staff morale is excellent. Staff enjoy working here and we pride ourselves in the care and support that we give one another. As a result, there is a real team spirit in the school and people enjoy being part of our school community.

The quality of education is the key focus of the organisation and everything that we do is designed to ensure that the classroom experience for the students is excellent. We are currently redesigning our curriculum to ensure that the education we offer is second to none. We are privileged to be a through-school, and so a key focus for 2020 is to plan a coherent, meaningful and enriching 4-16 pathway.

The Senior Leadership Team consists of the following positions:

* Principal
* Head Lady Royd
* Vice Principal Quality of Education
* Assistant Principal Sixth Form & Assessment
* Senior Leader Behaviour & Personal Development
* Senior Leader Timetable & Quality Assurance
* Senior Leader Maths & CPD
* Senior Leader Safeguarding and Attendance
* Senior Leader English & Literacy

Keeley Poole is the Headteacher of Lady Royd Primary there are also the following Primary Leadership Team positions:

* Assistant Head (to be appointed)
* Assistant Head Behaviour, SEND and Personal Development
* Early Years Leader
* English Leader – KS2 Leader
* Maths Leader – KS2 Leader
* Phonics Leader – KS1 Leader

We offer fantastic support and professional development to staff which ensures that they are equipped with all the necessary skills to deliver excellent lessons to the students on a daily basis. This year, we joined the Red Kite Teaching Alliance and Bradford Primary Improvement Partnership (BPIP) which will provide outstanding opportunities and CPD for all our staff.

This clearly is an exciting time to join our school as we build on our strong foundations to become a modern forward-thinking centre of excellence. If you would like to join our team, then please complete the application form. Any further details can be obtained from the school directly. I look forward to hearing from you.

**Clare Martin**

**Principal**

**Bradford Girls’ Grammar School**

**Why work at Bradford Girls’ Grammar School?**

* Join a vibrant school community of dedicated, hard-working and well-behaved students who achieve results
* Be a part of our warm and welcoming team of staff who are committed to ensuring students have an enjoyable and successful experience
* Be part of a supportive organisation which prides itself on high standards for staff and students
* Play a key part in leading a highly successful, and over-subscribed school, to be a national beacon of success

1. **Information on the Post**

The Assistant Head of Lady Royd (AHLR) will be someone who places children at the heart of every decision, whose leadership will motivate and inspire their colleagues to do the same. They will have a ‘can-do’ attitude and a desire to deliver excellence across all areas of leadership as the school continues to flourish. A person of vision and humanity is required who demonstrates professionalism and presence. They will be an outstanding and inspirational classroom practitioner with a real interest in pedagogy as well as the energy and charisma to lead others. The AHLR will work closely with the Head of Lady Royd (HLR) and the Assistant Head for Behaviour, SEND and Personal Development, to ensure the very best education for all pupils through achieving the school’s aims and objectives.

Our school motto is Aspire, Succeed, Lead. We are a hugely successful school, with a strong set of results. But our mission is to achieve much more than that, so that our students leave as future leaders – equipped to perform on national and international platforms in whatever career they choose in the future.

The school’s culture is firmly rooted in values, and these shape the way that we do things on a day to day basis. We recognise our **accountability** to our children and the impact we make on their futures; we are **self-confident** in what we do; and we are prepared to **persevere** in our determination to succeed. We are an organisation that truly cares about what we do and how we do it, and our actions are very much based on **integrity**, **mutual respect**, and **empathy**.

If you are interested in joining our team and being part of our exciting future, we look forward to hearing from you.

**Application Process**

Should you wish to apply for this position, please send the following:

* A completed application form. Applications should be made electronically in Word or PDF format to Kiran Suri on ksuri@bggs.com. Please be aware that we do not accept Curriculum Vitaes.
* In support of your application you may include a covering letter. This should be in addition to the completed application form.

**Closing date for applications: Tuesday 20th April, 2021**

### If at all possible, interviews will take place in the school.

### **Interview date: TBA**

Appointments made are subject to an enhanced DBS check.

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff, visitors and volunteers to share this commitment.

1. **Job Description**

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| **Post Title:** | Assistant Head Lady Royd Primary |
| **Post Purpose:** | To provide outstanding leadership to raise aspirations, outcomes and standards for students aged 4-11. |
| **Reporting to:** | Lady Royd Head Teacher |
| **Working time:** | Full time |
| **Salary/Grade:** | L1 -  £47,030 |
| **Main (Core) Duties:** | |
|  |  |
| **Responsibilities** | * To have a significant role, working alongside the Head of Lady Royd (HLR), to drive the strategic leadership of Lady Royd, empowering all pupils and staff to strive for excellence * To promote a school culture and curriculum which takes account of the richness and diversity of the school’s local and wider communities * To improve teaching and learning and outcomes for all pupils by: securing excellent teaching for all pupils, setting and modelling high expectations and use assessment and data effectively to improve pupils progress * To inspire and encourage staff to have accountability for the impact of their work on pupils’ progress and achievement * To be instrumental in assessment and curriculum development ensuring high outcomes for all pupils * To secure high expectations of achievement, attendance and behavior where all pupils are valued. * To follow all school safeguarding policies and procedures * To contribute to quality assurance, self-review and improvement planning processes * Keep up to date with current developments in education * To be an outstanding practitioner and undertake a teaching commitment at a level consistent with the needs and demands of the post * Support a culture of high expectations of all staff and addressing underperformance at all levels |
|  |  |
| **Relationships** | * To support the positive ethos of the school by acting in accordance with its values. * To build a strong culture of continuous professional development for our staff, ensuring that it is focused on the attainment of the schools vision and agreed objectives for school improvement * To motivate and generate a climate where staff and students can develop as leaders * Create an environment where students and staff maintain positive attitudes to learning * Supporting Primary based Early Career Teachers, ITT and undergraduate teaching programmes alongside the Early Careers Co-ordinator. * To develop strong relationships between Lady Royd Primary and its parents/carers to build effective partnerships to support and improve pupils’ achievements and well-being |
|  |  |
| **Physical Conditions** | The post is based at Bradford Girls’ Grammar School.  The school is accessible by stairs and lift and is available by disabled persons to the ground floor by a portable ramp on request  This post is subject to an enhanced Disclose and Barring Service check.  The school operates a non-smoking policy. |
|  |  |
| **Prospects** | Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder. |
|  |  |
| **Training** | The school encourages training both “in-house” and external to meet the needs of the individual and of the Service. |
|  |  |

Statement:

Bradford Girls’ Grammar School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade in line with the school’s changing needs.

Dated: March 2021

(Principal)

1. Person Specification

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| --- | --- | --- | --- | --- |
| **ATTRIBUTES** | **CATEGORY 1** | **Ess** | **Des** | **MOA** |
| Skills | * Excellent literacy skills * Can use ICT effectively to support learning * Work constructively as part of a team * Experience working with children of relevant age * Ability to communicate with different audiences in writing and orally * Use a range of data to set targets, monitor progress and identify underachievement | **\***  **\***  **\***  **\***  **\***  **\*** |  | **A, I & C**  **A & I**  **A & I**  **A** |
| Knowledge/  Understanding | * Knowledge and understanding of primary national curriculum * Knowledge and understanding of primary assessment and proven evidence of using effectively to improve outcomes * Knowledge of school self-evaluation and its link with school improvement and the Ofsted inspection process | \*  \* | \* | **A, I & C**  **A**  **A & I** |
| Qualifications/Training | * Degree level qualification * Post Graduate Qualification or QTS * Evidence of ongoing professional development * Evidence of successful middle leadership which demonstrates improved outcomes | \*  \*  \*  \* |  | **A & I**  **A & I**  **A & I**  **A & C** |
| Behavioural and other related characteristics | * Enthusiasm, determination and high standards * A sense of humour * Belief in the value of others * Prepared to respect sensitive and confidential work. * Commitment to own personal development and learning. | \*  \*  \*  \*  \* |  | **I**  **I** |
| METHOD OF ASSESSMENT(MOA) | | A = Application Form  T = Test  I = Interview  C = Certificate | | |

1. **Enhanced Disclosure**

Thank you for your interest in this post at Bradford Girls’ Grammar School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including pending convictions, cautions, reprimands and warnings which would otherwise be regarded as “spent” under this Act. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out by the Criminal Records Bureau and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Criminal Records Bureau Code of Practice of Disclosure Information.

If your application is successful, you will receive further information on how to complete the Enhanced Disclosure.

***We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.***



### **School Location and Travel Information**

Bradford Girls’ Grammar School

Squire Lane

BRADFORD

BD9 6RB

Tel: 01274 545395

[www.bggs.com](http://www.bggs.com)

