



Application Pack

Assistant Headteacher – Director of Curriculum & Standards

Required for Easter 2022



Leverhuime
Church of England and Community Trust





January 2022

Dear Applicant

Thank you for your interest in the **Assistant Headteacher – Director of Curriculum & Standards** position at Harper Green High School.

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

Our vision is to ensure that all students achieve the highest possible standards in all they do. At Harper Green we aim to develop well rounded individuals who have the academic success and personal qualities to enable them to be whatever they chose when they leave us. We develop our young people's social, emotional and mental health, we teach them how to be resilient lifelong learners and we encourage and motivate our students to achieve their full potential. Our school climate is calm, supportive and purposeful. We respect the rights and needs of all individuals and support them so that they are able to acquire the necessary skills to be successful adults and world citizens.

We continuously strive to improve outcomes for students. Harper Green School has created an ethos and culture around 'we are HARPER', where students feel a sense of purpose and belonging in our school community. We embrace all things HARPER, we are proud to be HARPER and these are the values by which we behave to enable us to be the best version of ourselves.

Harper Green offers a challenging, yet appropriate curriculum for our young people which supports them to go onto transform their futures.

This is a fantastic opportunity to be part of a senior leadership team who have a drive and determination to make Harper Green School a place which delivers a knowledge rich curriculum, high quality teaching and learning alongside positive pastoral support and guidance.

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

Yours faithfully

Sally Heppenstall
Head of School



Welcome to Harper Green High School

Part of Leverhulme Academy Trust

As a school, we are proud of the achievements of our pupils and the successes they achieve. Our highly professional, motivated and creative staff are dedicated to ensuring each child flourishes in a safe and happy environment. Our beliefs are simple: each individual leaves Harper Green with the qualifications and skills needed to realise their ambitions. At Harper Green, we challenge students to explore the furthest reaches of their intellectual, creative, physical and emotional capabilities so that they realise their own infinite potential.

Students at Harper Green foster a love of learning that stays with them beyond leaving the school after year 11. All our staff share a relentless commitment to ensuring that every lesson is engaging, challenging and suited to the learning needs of each individual. This is underpinned by a strong pastoral team that creates an inclusive environment where every child feels supported, safe, happy and valued.

Our Ethos and Values

At Harper Green, we recognise that all pupils are unique with individual talents and needs. As a community, we identify, nurture and develop these talents in an atmosphere of trust and mutual respect. Our students leave Harper Green with the qualifications needed to realise their ambitions and foster a love of learning that remains with them into their adult life. Students of Harper Green make valuable contributions to society as well-rounded citizens.

As a successful school, we challenge students to explore the furthest reaches of their intellectual, creative, physical, and emotional capabilities to realise their own infinite potential. Our students see learning as a lifelong challenge, enabled by a philosophy of boundless opportunities; students take a responsibility to be central to their own development, striving for constant improvement in a safe environment that fosters strong spiritual and cultural understanding and respect.

Harper Green is the platform for young people to develop into global citizens that can make a valued contribution to society. It is the learning, social and cultural experiences our young students have at Harper Green that are pivotal in shaping the people they become and provides them with the aptitude, achievements, and opportunities to access life beyond school.

"I have loved working at Harper Green. The last five years have been the most brilliant of my career."

Outgoing Assistant Headteacher

“Discovering dreams, achieving ambitions and transforming lives.”

Harper Green High School is part of Leverhulme Academy Trust with Rivington and Blackrod High School and Sixth Form. As a Trust, we work together to ensure that all children receive an excellent education irrespective of their starting point. We relish the opportunity to be a part of the much-needed regeneration of areas we work in and wish to play a full role in the wider community.

Vision

The vision of the Leverhulme Academy Trust is to prepare young people for life, academically, socially, and spiritually and to provide inspiring learning environments that allow our students to excel.

Mission

The Trust’s mission is to ensure we provide:

- nurturing and inclusive communities that inspire, engage, support, and transform the dreams and ambitions of all
- empowering communities that listen, prioritise personal leadership and responsibility, and promote social justice
- learning environments in which the unique talents and skills within all of us are recognised, nurtured and celebrated
- creative, exciting and innovative curricular opportunities enabling access to qualifications and skills for lifelong learning
- outstanding teaching, leadership and learning for all to maximise rapid and sustained educational standards within and across our family of schools

Values

Our values underpin our mission and provide the basis on which we will achieve our vision. We passionately strive to provide a Multi Academy Trust that is:

- respectful, inclusive and tolerant of all
- responsive to the voices, needs and experiences of all
- committed to celebrating the local context and purpose of each school within the Trust through a strong focus on collaboration, partnerships and networking
- inclusive of all faiths and British values
- constantly striving for excellence and continuous improvement in all that we do

Mr Paul Roach

CEO

Leverhulme Academy Trust

“An outstanding community school which has massively positive impact on the local community.”

Outgoing Assistant Headteacher



Our staff benefits

Working for Leverhulme Academy Trust is rewarding in lots of ways. In addition to a competitive salary, we offer a wide range of benefits to support your career development, health and wellbeing, finances and family.

Pension

We offer an excellent pension scheme with the Local Government Pension Scheme and Teachers Pension Scheme.

Continuous Service

Continuous service will be honoured for candidates moving from local authorities.

Enhanced Family Leave

We offer an enhanced family leave scheme to support our employees.

Enhanced Contractual Sick Pay

We offer enhanced contractual sick pay in line with the Burgundy Book and Green Book.

Salary Sacrifice Scheme

Employees can benefit from salary sacrifice schemes, including Cycle to Work scheme and a healthcare cash plan.

Support Services

We provide access to an occupational health provider for advice and support.

Excellent Career Development

We are committed to providing excellent CPD with access to further training and the opportunity to stretch your abilities and advance your career.

Free Parking on Site

Employees can enjoy the benefits of free car parking across our sites.

Free Access to Office 365

We have a dedicated IT Support Team to assist with any IT related queries.

Free Flu Vaccinations

We offer free flu vaccinations on an annual basis to all staff.

Trade Unions and Professional Associations

We recognise all of the leading trade unions and professional associations in the education sector and share the common objective of maintaining good employee relations.



Job Description

Job title: Assistant Headteacher – Director of Curriculum and Standards

Grade: Leadership Scale L12 to L16

Reports to: Deputy Headteacher

Principal Responsibilities:

To be responsible for:

- The school's curriculum design
 - The implementation of the school timetable
 - The deployment of staff
 - Internal and external assessment arrangements
 - Any additional duties that the Head of School might reasonably request for the effective leadership and management of the school
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Strategic direction:

- To develop the curriculum and ensure appropriate deployment of staff
- Target setting
- Internal and external assessments and exams

Specific Responsibilities:

- To uphold and implement the Trust mission, vision and values
- To strategically lead and manage the school curriculum ensuring it is broad, balanced and meets the needs and aspirations of students
- To lead on the deployment of staff and advise the Head of School on recruitment in relation to curriculum demands.
- To ensure the school has a strategic staffing structure that fulfils the needs of the curriculum.
- To lead on the strategic planning, implementation and review of the school timetable.
- To ensure effective recording and reporting of all assessments to students, teachers, parents, governors and trustees.
- To ensure all student target grades are ambitious, to monitor the progression of students in achieving these targets
- To lead on and work with heads of department on curriculum planning and enrichment at all key stages
- To prepare students for their option choices at all key stages. To inform and provide support for parents of their child's option choices
- To oversee the school calendar and ensure the efficient deployment of staff on a daily basis
- To ensure all students have access to CEIAG across all key stages
- To contribute to the strategic approach for teaching and learning across the school including the delivery of INSET
- To produce reports for the Head of School, Trust, Governors or OfSTED on the curriculum, staffing, target setting and assessment
- To contribute to the review and writing of the SEF and SIP

Leading and managing people:

- Lead, manage and continuously develop team members
- Manage and monitor the effectiveness and quality of performance management arrangements in your area of responsibility
- Be accountable for the performance of your area of responsibility and of your team and its impact on overall school performance
- To line management departments, teams and individuals as required

General duties:

As a member of the leadership group to have a shared responsibility for:

- Promoting, upholding and embedding the ethos of the school
- Promotion, 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
- 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 external agencies
- To attend, contribute to and when required lead meetings at all levels including departmental, whole school, governor and Trustees
- 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

The above duties are not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Leadership Team.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Leadership Team as required. Trade union representation will be welcomed in any such discussions



Person Specification

Job title: Assistant Headteacher – Director of Curriculum and Standards

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:

Qualifications/Training/Experience	Essential	Desirable
A relevant degree and teaching qualification	✓	
Experience of managing change	✓	
Experience of teaching at KS 3 and 4	✓	
Experience of leading and managing a team	✓	
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 classroom practitioner 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 worked with other departments/staff on the use of assessment to increase outcomes	✓	
To have worked with other departments/staff on developing the curriculum		✓
To have worked with other departments/staff on developing achievement		✓

Knowledge and Abilities	Essential	Desirable
Understanding of the process for school improvement	✓	
An understanding of recent curriculum developments and the impact on schools	✓	
An understanding and application of the theory and pedagogy for assessment for learning	✓	
To understand how data tracking processes impact on the outcomes of students	✓	
To be fully aware of how the DfE and Ofsted use data to assess the performance of schools and how data is to be lead and managed across all departments	✓	
To have an understanding of how curriculum demands impact on staffing requirements	✓	
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 for individuals, departments and the school	✓	
To have a knowledge and understanding of ambitious target setting for students and departments	✓	

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, assess impact and challenge underperformance	✓	
To have an understanding of and experience of the principles and practices in relation to curriculum design, timetabling, people, policy and planning, resources and finance		✓
The ability to promote the spiritual, moral and cultural development of students	✓	
Excellent communication skills	✓	

Personal Qualities	Essential	Desirable
A total commitment to students' 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 students 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	✓	

Personal Attributes	Essential	Desirable
Responsibility for own professional development and be willing to partake in further development.	✓	
A team player with energy, commitment, enthusiasm and resilience.	✓	
A commitment to equality and diversity policies.	✓	
A commitment to Health and Safety.	✓	
A commitment to child protection and safeguarding.	✓	
An understanding of child protection and safeguarding.	✓	

Special requirements	Essential	Desirable
Satisfactory enhanced DBS certificate.	✓	
Medical clearance.	✓	
2 satisfactory references.	✓	
Full UK driving license and access to a car during working hours.		✓

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure

from the Disclosure and Barring Service (DBS). The school is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share t