

CANDIDATE INFORMATION PACK



Heckmondwike
Grammar School

JOB TITLE Assistant Headteacher – Director of Post 16

Are you innovative, enthusiastic and passionate about education and would like to join the senior management of a top performing school?

SALARY

L14-L18 commensurate with experience

TERM/ HOURS

From January 2023

Then this post might be the job for you.

We are looking for an ambitious, hard-working and enthusiastic leader to join our Senior Leadership Team in a school that is going from strength to strength. In terms of the specific role, this is a superb and rare opportunity to lead a large school based sixth form.

CLOSING DATE

9am Monday 10th October
2022

The opportunity has arisen as we are restructuring the leadership of the sixth form at all levels to drive forward this important area of the school.



HECKMONDWIKE
GRAMMAR SCHOOL

THE SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT. OFFERS OF EMPLOYMENT ARE SUBJECT TO TWO SATISFACTORY REFERENCES, A SIX MONTH TRIAL PERIOD AND AN ENHANCED DBS DISCLOSURE. WE ARE AN EQUAL OPPORTUNITIES EMPLOYER.

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Assistant Headteacher – Director of Post 16

The successful candidate will be an integral part of the school senior leadership team, which will be comprised of 2 Deputy Headteachers, 4 Assistant Headteachers and the Financial Director. As a stand-alone academy with a revenue budget of approximately £8m, and around 1,500 pupils, we continue to be in a healthy financial position with opportunities to invest to ensure the best possible outcomes for the students. Over a number of years we have been successful in bidding for capital funds and these have allowed us to expand and improve our facilities for the benefit of all our pupils. We are especially proud of our purpose built 6th Form Centre named after our former Head Girl and the Batley and Spen MP Jo Cox, a £1.5 million project.

The school is heavily oversubscribed at both admission points of Year 7 and Year 12, with over 1000 students sitting the entrance examination, competing for 210 places and over 600 post 16 students competing for 250 places in year 12. Sixth form places are filled by students from our Year 11 with remaining places filled by high ability external students.

The reputation of the sixth form is very high, and the progress students achieve year on year compares very favourably with local competitors, making it a most popular offer in the area. We deliver an academic diet of purely A level courses, and this has proven to be very successful. Sixth formers integrate well into the school despite having a separate sixth form social space

Systems are in place in the sixth form. However, there is now opportunity for the new appointee to design their own systems and structures.

GCSE outcomes are consistently particularly strong and provide an excellent foundation for further study. A level outcomes are in line with national expectation and are a particular focus for further improvement.

In staff surveys, staff report they are overwhelmingly proud to work at the school and enjoy their job. CPD is a key focus of the school, with regular in house training and opportunities for all staff to follow national training frameworks.

You will need to:

- prioritise the importance of educational outcomes for able students
- believe in our school values of Respect, Responsibility and Excellence and follow our school ethos embedded in our motto of 'Nil Sine Labore'.
- be a reflective practitioner wanting to develop and hone your craft to the highest level
- be an inspirational leader who builds excellent relationships and motivates students and staff.

Specific Responsibilities for the sixth form:

- Maximise achievements of post 16 students.
- Ensure pastoral care is outstanding.
- Ensure attendance and punctuality is outstanding.
- Manage the process of recruitment into the sixth form, ensuring year groups are filled with aspirant students who have met the terms of their offers.
- Ensure the highest possible proportions of HGS Y11 students are retained into the sixth form.
- Ensure all students receive high quality 1:1 post 18 progression support.
- Design, implement and evaluate the highest quality of non-qualification curriculum.
- Ensure all students receive work experience, (working with the Careers team).
- Ensure the highest standards of adherence to dress code and behaviour.

Additional general senior leadership tasks will be agreed after appointment.

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In addition to this, staff at HGS are expected to be effective, reflective professionals who challenge and support all pupils to do their best. Staff at HGS should inspire confidence, build team commitment, engage, and motivate their pupils. They should think analytically about their work and take positive action to improve the quality of pupils' learning.

They will insist on high standards of academic and personal achievement and be a good role model for the students in the school. They will make an active contribution to the policies and aspirations of the school.

In return we can offer:

- a competitive salary commensurate with experience and expertise
- membership of the teachers' pension scheme and other wellbeing benefits
- eager and committed students who are keen to learn and progress
- a creative and supportive team, who are driven to support and challenge our students
- outstanding facilities
- a learning-centred school where the best possible practice is the priority
- a comprehensive CPD programme and opportunities to develop as a leader
- a vibrant, supportive community of like-minded professionals

Why Should You Apply?

Heckmondwike Grammar School is a unique school, with students who are eager to learn, keen to know more and want to enjoy their educational experiences. It is exceptional in many ways: a very diverse school community that produces results of the highest quality. We work effectively with the young people, really care about them and their futures and have an ultimate success measure of enabling them to proceed to where they want to go.

How Should You Apply?

Please apply by the deadline of Monday 10th October 2022, completing the application form and submitting a letter of application referencing the job description and person specification, on your vision for Heckmondwike Grammar School sixth form, detailing your skills and experience that are relevant to this post.

Completed applications should be sent by email to: recruitment@heckgrammar.co.uk.

To arrange a visit before applying, please contact Dawn Jepson-North on 01924 402202 or recruitment@heckgrammar.co.uk

Protection of children:

Disclosure of criminal background of those with access to children.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected'. These 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 <https://www.gov.uk/government/organisations/ministry-of-justice>.

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

Safeguarding Statement:

Heckmondwike Grammar School is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share this commitment.



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