

# HUNTINGTON SCHOOL



## WELCOME FROM THE HEADTEACHER

Thank you for your interest in the position of Assistant Headteacher – Director of Sixth. This information pack has been compiled to give you key information about our school and the role for which you are applying. I was appointed Headteacher in February 2022 and it is a genuine privilege to lead such a wonderful community!

As outlined in the advert, we are seeking to appoint an outstanding professional to join our Senior Leadership Team from September 2023.

The successful candidate must have proven experience and knowledge of post 16 provision, recent experience of successful leadership and be able to demonstrate inspirational team leadership and development. You should also have excellent organisational and management skills and evidence of a key contribution to sustained school improvement, along with the ability to thrive on seeking out new ideas and seeing them through to implementation.

In addition, we are looking for someone who:

- Is an excellent classroom practitioner and has experience of supporting others through professional development
- Can demonstrate a track record of successfully managing people and raising standards of achievement
- Can contribute to and add an extra dimension to the Leadership Team
- Has an understanding of Sixth Form funding and the importance of strong recruitment.
- Has high standards and expectations of self, colleagues and students
- Is able to drive and support whole school improvement.

Huntington is a mixed comprehensive school and is fully inclusive, catering for the needs of all students regardless of academic ability or prior attainment. Our students are eager to learn and are strong advocates of our core values of Respect, Honesty and Kindness. These values are incredibly important to us and we challenge both staff and students to promote these qualities in all of their interactions.

We are demanding of our staff. We believe that our community deserves an outstanding school and we are committed to further improvements to fulfil our core purpose; *'to inspire confident learners who will thrive in a changing world'*. We provide excellent training and CPD for both teaching and support staff, using the expertise of our Research School to develop an evidence-informed approach to teaching. Fifty percent of our staff are part-time - just part of our pledge to recruit the best and treat them exceptionally well.

This is an exciting time to join Huntington School! As Headteacher, I have a clear vision as to how I wish to take this school forward in the years ahead.

If you are an experienced teacher with a passion for making a real difference at leadership level then we would like to invite you to apply for this post.

I look forward to hearing from you!

Matt Smith  
Headteacher

## SCHOOL INFORMATION

*“The school’s approach to teachers’ professional development is exceptional and the school’s ‘Research School’ has had an extraordinary impact on teachers’ understanding of how to improve their practice” - Ofsted Oct 2017*

Huntington School is a highly successful comprehensive school in the northern suburbs of the historic city of York. Our core purpose is to *inspire confident learners who will thrive in a changing world.*

Founded in 1966 and with the more recent accolade of becoming one of the country’s first and leading Research Schools we have established an enviable reputation for our expertise and innovation in teaching and learning, coupled with our school values of respect, honesty, and kindness.

Huntington is an 11-18 co-educational comprehensive school with a Sixth Form taking our total student numbers to approximately 1516, which includes over 300 students in the Sixth Form. Our students achieve excellent results, year-in, year-out, both at GCSE and A-level. Our A-level results place us in the top 10% of providers nationally and we rarely have any NEET students.

In Oct 2017, Ofsted rated the school **outstanding** in all areas. That judgment is a reflection of a lot of hard work, but only forms part of what makes Huntington so special. As a school, we by no means rest on our laurels, but continually strive to be better.

At Huntington School, we believe that people matter most! We believe our school is made a special place by the students and staff who come here together to learn. We believe that positive, respectful relationships between everyone in our school are crucially important in making Huntington an exciting place to study. We think that we have created an atmosphere at Huntington where we can all thrive together, where the conditions for growth are just right.



## OUR CORE PURPOSE

At Huntington School we believe that inspiring students to enjoy school life is key to them being successful. The reason we work at this school is to inspire confident learners who will thrive in a changing world. This purpose lies behind everything we do at Huntington. We want our teaching to inspire our students with genuine confidence; we believe that every student can make more progress in their studies than even they themselves think possible. We know that as the world changes so rapidly our students will have to learn new skills. If they are going to thrive, they will need to be genuinely confident learners who know how to learn effectively and have the personal skills to get on well with other people. We are sure that the inspiring atmosphere students enjoy at Huntington School will enable them to grow and thrive in the modern world.

## OUR VALUES

Our school has three core values: **Respect, Honesty and Kindness**. Every single person is expected to try as hard as they can to live by these values every single minute of every single day. We believe that if we can all be respectful, honest and kind we will have a school where we can all enjoy being successful.

## OUR VISION

At Huntington we always remind ourselves to enjoy the moment whilst not forgetting that our priority is preparing our students for the future. In this ever-changing world, we have a vision of the school we want Huntington to be in the year 2024. Our Vision 2024 is based upon our commitment to providing the best possible education for our students so that they can thrive in a changing world.

The full version of Vision 2024 can be found in the back of this pack. In relation to our position on joining or creating a MAT, which is the last point on Vision 2024 – we are still keeping a watching brief on the educational landscape and have started talking to local MATs to gain more information to aid our decisions. We have a working group to keep an eye on this area, made up of Chair of Governors, Chairs of Governor committees, SLT and the Headteacher.



## SIXTH FORM

*“The sixth form provides an outstanding education. Students are purposeful and confident from excellent careers guidance which ensures that they go on to further study, employment or training that is closely matched to their aspirations” - Ofsted Oct 2017.*

At sixth form we offer in excess of 32 subjects, mainly A-level but with some Level 3 Certificates. With a high Oxbridge success rate, six students have confirmed places this year. Our sixth form is held in high esteem with the local community.

Our outstanding Sixth Form offers excellent learning and teaching, exciting extra-curricular activities and genuine support for each individual student. Our students are constantly challenged to reach the highest possible standards in their work. We offer a huge range of extra-curricular activities including sport, theatre, music, community activities, and charity work. We ask all our students to make a contribution to the school, local or international community and as a result they are looked on as leaders by younger students in school. Our Sixth Form offers a broad range of courses. There is a wide range of A Level and Level 3 courses available. Results are consistently excellent and this enables our students to enjoy great success in higher education and employment. We provide some A-level courses to the nearby Joseph Rowntree School and they provide a Photography course to our students. In 2021 the Sixth Form was awarded ALPS 1.



## RESEARCH SCHOOL

*“The school’s ‘Research School’ status has had an extraordinary impact on teachers’ understanding of how to improve their practice” – Ofsted Oct 2017*

In November 2016 we were officially designated an EEF/IEE Research School, one of only 22 in the country. Since then, the DfE has put EEF/IEE Research Schools at the heart of raising achievement in the most deprived areas in the country. Huntington has been one of the schools at the forefront of making evidence-based practice the norm in schools. As a Research School our core purpose is to:

- Share and disseminate the very best of evidence-based practice to schools and teachers across Yorkshire and the Humber
- Provide evidence-based training
- Host conferences and events
- Support schools and other educational organisations across the region

We are very proud to take a role in supporting the school-led system as part of a dynamic network across the region, including our Associate Research Schools in Sheffield and the Wolds.

Staff value the opportunity to take part in research and all staff undertake an Inquiry Question every year, focussed on improving their practice. We have staff who both teach in school and work in the research school.

*“The school is steeped in research-based practice, which is leading to pupils making rapid gains in their skills, knowledge and understanding” – Ofsted Oct 2017*



## WORKING AT HUNTINGTON SCHOOL

We believe in recruiting the best and then treating them exceptionally well.

1. Over the last few years, we have implemented working practices which have created a culture where truly great teachers can thrive. Prioritising staff wellbeing; over 50% of our staff work part-time hours; full-time teachers teach 44/50 periods per fortnight, maximum; flexible working arrangements are supported wherever possible; staff can go home if they are not teaching the last period of the day; everyone can take one 'family day' a year fully paid; we provide flu vaccinations for all staff; the staff room has been recently refurbished with better working and rest facilities, increasing ICT provision and fresh coffee after feedback from staff; we have a team of staff from across all areas of school whose remit it is to lead on wellbeing and we dedicate training time to work on strategies to actively improve our wellbeing.
2. We truly believe that we can all be better teachers and understand the value of evidence-informed practice. CPD is planned and prioritised throughout the whole year, so people know what is happening from the outset. Everyone completes an Inquiry Question, with support from the Research School.
3. We actively develop leadership skills through our STARK Staff Development Programme and opportunities such as the Junior Leadership Team and Associate SLT Placements to help individuals develop their chosen career paths.
4. Performance Management is called Performance Development. Our "no lesson judgements" policy came in several years ago; we just discuss how to get better. We begin with the assumption that all of us will get an annual pay rise unless our students' outcomes are poor, and we use our wisdom when making that call, with utter transparency.
5. We minimise admin and data entry (we have only 2 data captures per year) so we can truly focus on what is important to allow meeting time to be dedicated to teaching & learning: on alternate Mondays teachers work on their practice in what we call Curriculum and Assessment Forums (CAFs) from 2.45-4.45 pm.
6. Most policy is designed by the middle-leaders with minimal SLT input, because the middle leaders know what works best. We have a Marking and Feedback policy designed from the bottom up, based upon a set of principles, different according to subject specific needs



*“Teachers have strong subject knowledge and high expectations of their pupils” – Ofsted Oct 2017*

*“The professional development of all staff is exemplary. Leaders believe that ‘every teacher needs to improve, not because they are not good enough, but because they can be even better.’ The school’s training programme responds flexibly to emerging and established priorities and is personalised around the needs of each teacher and teaching assistant. The support for recently appointed teachers and those new to the profession is very strong” – Ofsted Oct 2017*





## VISION 2024

In 2024 Huntington will be a school where we have students making exceptional progress in their studies way beyond what even they themselves think they are capable of making, where we can be as sure as we ever can be that every student sets off into the world with the personal skills and aptitudes to thrive and a set of examination results of which they can be proud.

In 2024 Huntington will be a school where we have a challenging, inclusive curriculum, one which is built upon the foundations of reading, writing and arithmetic, and is shaped according to what our students need to know, understand and do in order to thrive for the rest of their lives.

In 2024 Huntington will be a school where we have a highly functioning Pastoral system, one where our pastoral and academic systems operate seamlessly together as one to ensure that every child at Huntington has a champion.

In 2024 Huntington will be a school where we have the highest expectations of students and ourselves, where every student, no matter his or her starting point, is expected to work as hard as he or she can, and behave as well as he or she can, without qualification.

In 2024 Huntington will be a school where we have truly great, evidence-based teaching & learning, where we have collaborated as a whole staff on finding out what works and we evaluate our practice regularly against what we know works.

In 2024 Huntington will be a school where we have the very best training programme for our staff, where every single colleague has a high-quality development programme mapped out for them the moment they begin working at our school.

In 2024 Huntington will be a school we have the unqualified support of our parents, where parents have the highest aspirations for their children, where they work with us, not against us, in educating their children.

In 2024 Huntington will be a school where we cherish wellbeing, where every single one of us is wholly committed to our work, but has time to enjoy life beyond Huntington School, with family and friends, so that the school/home balance is in true harmony and we embody a celebratory, sustainable approach to life.

In 2024 Huntington will be a school where we have a core set of values that we live by, where our core values – Respect, Honesty and Kindness – direct our every interaction to the point where they are woven through us like the words in a stick of rock.

## SCHOOL VALUES

The post holder will subscribe to the notion that *we want all members of our School community to value*: Respect; Honesty; Kindness and to believe in the limitless potential of people.

## GENERAL INFORMATION

As with all job descriptions it may be necessary to undertake any reasonable task required, and sometimes at short notice, that is not described here. All staff need to be aware of and practise the current Health and Safety regulations in accordance with Government, City of York, School and Department policies. The post-holder is expected to be part of the whole-school staff team and to be able to use his/her initiative. The ability to respond positively to ever-changing and demanding circumstances is essential.



# JOB DESCRIPTION

## ASSISTANT HEADTEACHER

### DIRECTOR OF SIXTH FORM

<b>PLACE OF WORK:</b> Huntington School		<b>CURRENT GRADE:</b> L13 – L17
<b>REPORTS TO: HEADTEACHER</b>		
<b>1.</b>	<b>MAIN PURPOSE OF JOB</b>  To lead and manage the Sixth Form to ensure the most efficient deployment of the school's post 16 resources in order to secure high quality learning and teaching which will enable students to achieve at the highest level possible  <b>As a member of the School Leadership Team you will be able to:</b> <ul style="list-style-type: none"> <li>• Think strategically for the future while being able to deal with immediate challenges;</li> <li>• Be a positive leader, sharing with and listening to staff.</li> </ul> <b>You will be involved in the leadership and management of the school through:</b> <ul style="list-style-type: none"> <li>• Ensuring that the Sixth Form has clear, unifying objectives;</li> <li>• Providing opportunities for staff to grow and develop;</li> <li>• Setting a high standard through personal example;</li> <li>• Aiming for high quality in all aspects of your work.</li> </ul>	
<b>2.</b>	<b>CORE RESPONSIBILITIES</b>	
	i.	To lead the Sixth Form so that it is a dynamic and creative centre of excellence in which each student thrives academically and socially;
	ii.	To have overall leadership and management responsibility for the students and tutors of the Sixth Form;
	iii.	To have oversight of the academic progress, behaviour, pastoral care and well-being of Sixth Form students;
	iv.	To promote independence, creativity, enterprise and social responsibility so that each student leaves the Sixth Form confident and ambitious about their future;
	v.	To assess continually the suitability of our provision for education in the 21st century and provide the vision and drive to oversee its development;
	vi.	To have an overview of the quality of learning and teaching within the Sixth Form;
	vii.	To play a full part in the life of the school community, to support its distinctive core purpose and to encourage and ensure staff and students follow this example.



3.	SPECIFIC RESPONSIBILITIES	
Curriculum/Teaching and Learning		
	i.	To work closely with the Deputy Headteacher (Curriculum) and Subject Leaders to develop the post-16 curriculum to reflect the emerging local and national agenda for 14-19 provision;
	ii.	To represent the interests of the Sixth Form at appropriate meetings of the local post 16 partnership groups and to work with other organisations to increase the opportunities for students and raise the quality of provision within the Sixth Form;
	iii.	To ensure that all students are on appropriate courses;
	iv.	To monitor the quality of teaching and learning in all post-16 courses, through lesson observations, learning reviews etc.;
	v.	To prepare reports as required for the Headteacher and Governors on post-16 development or initiatives.
Supporting student progress and development		
	i.	To work with Sixth Form Leadership Team and Teaching Staff to monitor progress, behaviour and achievement of Sixth Form students and implement intervention and raising achievement strategies to promote high levels of achievement generally;
	ii.	To ensure the welfare of all learners in the Sixth Form through working with all relevant agencies, inside and outside the school;
	iii.	To have overall responsibility for the UCAS system;
To inspire confident learners who will thrive in a changing world		
	i.	To ensure that students’ records are consistently and accurately kept up to date to improve knowledge of student personal development, achievement, responsibilities and conduct;
	ii.	To guide and support students at key times e.g.: <ul style="list-style-type: none"><li>• Induction Period;</li><li>• Course Selection;</li><li>• Preparation for School and public examinations;</li><li>• UCAS;</li><li>• Examination results days;</li><li>• Preparation for Further Education and the world of work;</li><li>• References for students leaving school.</li></ul>
	iii.	To work closely with Sixth Form tutors in ensuring that students have: <ul style="list-style-type: none"><li>• a safe and secure working environment;</li><li>• individual support and guidance;</li><li>• opportunities to undertake wider responsibility within the school;</li><li>• a clear understanding of the codes of conduct and standards required of Sixth Form students within the wider school.</li></ul>
	iv.	To develop and deliver a coherent tutorial programme which supports students’ learning and welfare, independent learning and citizenship;
	v.	To promote and monitor attendance and punctuality and put in place rigorous systems to follow up and improve both;
	vi.	To organise a programme of cultural, social and educational activities which aid the personal development of students;
	vii.	To ensure that all arrangements are in place for: student reports, parent consultation evenings, assemblies, collective worship, medicals and private/independent study;

		To ensure that there is clear and effective communication with parents at all times, keeping them equally well informed of successes and difficulties;
	viii.	To provide home-school contact and ensure that parents are fully informed of their child's progress at the school;
	ix.	Oversee the general appearance and tidiness of the Sixth Form areas, ensuring well maintained and attractive notice boards, wall display and the general care of the fabric, furniture and student lockers;
	x.	To support students in the leadership of the Sixth Form council, facilitating regular meetings and ensuring that student views are heard.
<b>Marketing</b>		
	i.	To put in place effective recruitment and marketing strategies e.g. Open Days, Press Releases, website etc.;
	ii.	To ensure appropriate communication/consultation with students and parents, including the school's website;
	iii.	To liaise with relevant agencies as appropriate;
	iv.	To work closely with the Deputy Headteacher (Curriculum) to manage the programme of promotion of the Sixth Form and the successful transition of students into Year 12 and into Year 13 through the recruitment processes and induction programme of new students.
<b>4.</b>	<b>SCHOOL VALUES</b> The post holder will subscribe to the notion that <i>we want all members of our School community to value</i> : Respect; Honesty and Kindness and to believe in the limitless potential of people.	
<b>5.</b>	<b>GENERAL INFORMATION</b> As with all job descriptions it may be necessary to undertake any reasonable task required and sometimes at short notice, that is not described here. All staff need to be aware of and practise the current Health and Safety regulations in accordance with Government, City of York, School and Department policies. The post-holder is expected to be part of the whole-school staff team and to be able to use his/her initiative. The ability to respond positively to ever-changing and demanding circumstances is essential.	
<b>3.</b>	<b>MAIN CONTACTS &amp; RELATIONSHIPS</b> Internal: Parents, Pupils, Staff, Ofsted, Governors  External: Parents, Outside Agencies	

## PERSON SPECIFICATION

### Assistant Headteacher – Director of Sixth Form

Criteria	Essential	Desirable	Evidence source
Qualified Teacher Status	x		Application
Good first degree	x		Application
Higher degree or advanced qualification.		x	Application
Proven leadership ability demonstrating a range of leadership styles.	x		Application
Studying for, or a willingness to undertake, recognised leadership qualifications.	x		Application Interview
A great teacher reflected in a proven, highly successful teaching record at Key Stages 4 and 5.	x		Application
Previous experience of leadership within an 11-18 school.		x	Application Interview
Involvement in sixth form tutoring.		x	Application Reference interview
Experience of partnership working with other educational institutions.		x	Application Interview
A genuine understanding of how complex things can be for older students and the wisdom to know how to get students difficulty to be the best they can possibly be.	x		Reference Interview
Highly effective organisational skills and time management.	x		Application Reference Interview
Good personal and interpersonal skills with the ability to effectively communicate with students, outside organisations, staff, parents and carers.	x		Reference Interview
Commitment to being high profile within the Sixth Form area and around the school.	x		Interview
Good oral and written communication	x		Application Interview
Good levels of numeracy, literacy and ICT	x		Application Interview
Good time-management and personal organisation	x		Reference
Must support the school's aims and values, setting a good example of attendance, punctuality and appearance	x		Reference Interview



Evidenced up-to-date knowledge of the curriculum at KS5 and understanding of effective teaching and learning strategies to meet the needs of learners	x		Application Interview
Good knowledge of a range of assessment practices and confident about using data to improve levels of achievement	x		Application Reference Interview
Demonstrate a determined attitude towards life and show great resilience	x		Reference Interview
Must have a great work ethic and enjoy working hard	x		Reference Interview