



HIGHFIELDS SCHOOL

**Assistant Headteacher
Head of Humanities Learning School**

Required for September 2023



Welcome

Dear Applicant

Thank you for your interest in the vacancy for Assistant Headteacher - Head of Humanities Learning School.

Highfields has a long-standing reputation for providing outstanding teaching and learning. We are the most heavily over-subscribed, non-selective secondary school in Wolverhampton and pride ourselves in ensuring that each student achieves their full potential.



The school has a collegiate approach to its management structure, with dedicated Heads of Learning School for Maths, Science, Innovations, Communications and Humanities. The Pastoral Team is headed by Heads of School for Years 7 and 8 (Lower School), Years 9 and 10 (Middle School), Year 11 (Upper School) and Sixth Form. Heads of School are supported by a Year Manager and an Assistant Year Manager for each year group.

We have a hugely popular and successful Sixth Form. It is a vibrant and challenging place to learn, offering a broad, engaging curriculum and high levels of support and challenge, in a warm and welcoming school community.

Whilst academic achievements are an important part of life at Highfields, students can also enjoy a wide range of extra-curricular opportunities. These include, but are not limited to; residential and local fieldwork experiences in History and Geography, after school clubs including History Reading Club and Environment Club, and Youth Parliament.



Highfields provides a strong culture of collaboration and support with high expectations for both staff and students. Our staff are highly motivated and work with colleagues within and beyond the school to ensure continuous professional development and to develop best practice to share with staff and students.

We are committed to ensuring that Highfields offers students and staff the very best facilities to support their learning and teaching needs in a safe, secure and caring environment.

We look forward to working with you on this journey.

Graham Tate - Headteacher

Our Students

We are, quite rightly, proud of the achievements of all our students and staff who work hard to meet our high expectations and aspirations. We provide our students with a rich and fulfilling education and encourage them to participate in a wide variety of academic and social experiences. By doing so, they will become successful learners who can confidently take their place in society as caring, responsible, independent individuals with a strong sense of community.

We work with parents/carers, staff and students to ensure that each child feels safe and happy at school where they can achieve their best and enjoy their time with us.



Highfields core principles are to provide our students with:

- High quality Teaching, Learning and Assessment
- A broad, balanced and engaging curriculum
- Outstanding support, care and guidance
- A wide range of extra-curricular activities and leadership programmes to enrich their learning experiences
- Excellent links and opportunities to work with their local community and businesses
- A supportive working partnership with home



Assistant Headteacher – Head of Humanities Learning School

Required for: September 2023

Salary: Leadership Scale L12 - 16

We wish to appoint an innovative and highly motivated person to lead and manage the Humanities Learning School. The Learning School comprises of Citizenship, Geography, History and Religious Education with all subjects taught to GCSE and some to A Level. The Learning School also offers the opportunity to study Criminology, Law, Psychology and Sociology at A Level. Applicants are invited from any of these subjects or related disciplines.

The new Head of Learning School will be responsible for the leadership and management of all aspects of the Learning School including curriculum development. The successful candidate will be a member of the School Leadership and Management Team and will contribute to the strategic and operational management of the school. They will have some experience of leadership at departmental or whole school level and, above all, they will have a clear and exciting vision for Humanities.

Humanities Learning School

As a Learning School we offer:

- Experienced and supportive staff
- A creative and collaborative working environment
- An engaging and inclusive curriculum
- High quality teaching and learning resources
- Innovative use of technology
- Excellent student progress and results
- A range of extra-curricular activities including after school clubs, trips (both international and domestic), hosting numerous events and much more



Please submit applications through [TES](#)

We strongly encourage prospective applicants to visit the school before applying. To arrange a visit, or to discuss this vacancy further, please contact Mr A Cheetham, Deputy Headteacher – acheetham@hswv.co.uk

Closing date: Tuesday 9th May 2023 at 9am

Interviews: To be advised to shortlisted candidates

Highfields School is committed to safeguarding and promoting the welfare of children and young people

The post is subject to an Enhanced DBS check and 2 very good references

Job Description

Post Title: Head of Learning School

Purpose:

- To be accountable for leading, managing and developing the Learning School.
- To be accountable for student attainment and progress across the Learning School and ensuring a consistent focus on raising achievement.
- To be accountable for the quality of teaching, learning and assessment across the Learning School.
- To be accountable for standards of student behaviour within the Learning School.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the Learning School, in accordance with the aims of the school and the curricular policies determined by governors, trustees and Headteacher of the school
- To effectively manage and deploy teaching/support staff, financial and physical resources within the Learning School to support the designated curriculum portfolio.

Reporting to: Senior Deputy Headteacher

Responsible for: Heads of Departments, teaching staff and other relevant personnel within the Learning School

Liaising with: Head/Deputies, governors, trustees and other Heads of Learning Schools, School Business Manager and relevant staff with cross-school responsibilities, relevant non-teaching support staff, external organisations, parents.

Working Time: Full time

Salary/Grade: Assistant Headteacher - Leadership Spine

Disclosure level: Enhanced

Strategic Management

- To lead and manage colleagues in the formulation of aims, objectives and strategic plans for the Learning School and its departments which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- To lead and manage the business planning function of the Learning School and to ensure that the planning activities of departments reflect the needs of students within subject areas, the school and department improvement planning and the aims and objectives of the school.
- Ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Learning School are in line with statutory requirements and are updated where necessary.

Achievement & Standards

- To lead the active monitoring and tracking of student progress.
- To develop, lead and manage the Learning School's intervention strategies.
- To implement the school's behaviour and discipline policy and ensure high standards of behaviour throughout the Learning School at all times.
- To implement school Policies and Procedures, e.g. Equal Opportunities, Health & Safety and COSHH.
- To ensure an appropriate working and learning environment throughout the Learning School through active monitoring and follow-up.

Curriculum

- To ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Development Plan.
- To lead curriculum development for the Learning School which is informed by evidenced based research and practice.
- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies and assessment strategies across the Learning School.
- To lead the day-to-day management, control and operation of curriculum provision within the Learning School, including effective deployment of staff and physical resources.
- To keep up-to-date with, actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the SLT to maintain accreditation with the relevant examination and validating bodies.
- To ensure that there is a comprehensive extra-curricular programme offered by the Learning School to complement curriculum provision.

Staffing

- To be responsible for the day-to-day management of staff within the Learning School and act as a positive role model.
- To consider wellbeing of staff and workload when writing the Learning School development plan.
- To ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To take overall responsibility for the efficient and effective deployment of the Learning School's support staff.
- To lead and manage Heads of Departments to ensure that the work of the Learning School fully reflects the school's distinctive ethos and mission.
- To undertake Appraisal Review(s) and to act as reviewer for Heads of Department within the Learning School.
- To ensure appropriate arrangements are in place for the management of cover supervision across the Learning School.
- To participate in the recruitment and selection of appropriate staff for the Learning School.
- To ensure effective induction procedures are in place and implemented across the Learning School in accordance with school policies and procedures.
- To motivate staff and promote a collegiate ethos to ensure effective working relations across the Learning School.
- To participate in the school's ITT programme.

Quality Assurance

- To monitor and evaluate the Learning School and its departments in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To establish the process of the setting of targets within the Learning School and to work towards their achievement.
- To establish common standards of working practice within the Learning School.
- To contribute to the school procedures for lesson observation.
- To implement school quality procedures and to ensure adherence to those within the Learning School.
- To seek/implement modification and improvement where required.

Management Information

- To ensure the maintenance of accurate and up-to-date information concerning the Learning School on the management information system.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the Learning School.
- To produce analytical reports on examination performance, including the use of SISRA, ASP, IDSR, ALPs, L3VA and other value-added data.
- To provide governors and trustees with relevant information relating to the Learning School's performance and development.

Communications

- To ensure effective communication/consultation as appropriate with colleagues, students and their parents.
- To liaise with partner schools, Industry, Awarding Bodies and other relevant external bodies.
- To represent the school's views and interests in relevant areas.

Marketing and Liaison

- To contribute to the school liaison and marketing activities.
- To lead on the promotion of the Learning School through the school website, digital display and other relevant media.
- To lead the development of effective links with partner schools and the community, attendance where necessary at liaison events with partner schools and the effective promotion of subjects at Open Mornings and other events.
- To actively promote the development of effective links with external agencies.

Management of Resources

- To effectively deploy available resources of space, staff, money and equipment efficiently within the Learning School.
- To work with the SLT in order to ensure that the Learning School's teaching commitments are effectively and efficiently time-tabled and roomed.
- To ensure that all teaching rooms and learning spaces offer an appropriate teaching, learning and working environment.

Pastoral System
- To monitor and support the academic progress and personal development of students within the Learning School. - To ensure the Behaviour Management system is implemented in the Learning School so that effective learning can take place.
Teaching
To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Additional Duties
To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
Other Specific Duties
- To undertake personal development as agreed. - To engage in the Appraisal process. - To undertake any other duty as specified by STPCB not mentioned in the above. - Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. - Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. - Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. - The 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 shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Person Specification

AREA	FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	Qualified Teacher Status	•		Application Form
	Degree or equivalent	•		Application Form
	Higher Degree or equivalent		•	Application Form
	Management Qualification		•	Application Form
Experience, Knowledge and Skills	Whole School Responsibilities		•	Application Form
	Middle Management Experience	•		Application Form/Interview
	Proven track record of raising student achievement	•		Application Form/Interview
	Knowledge and understanding of student tracking and monitoring	•		Application Form/Reference/Interview
	Knowledge and understanding of intervention strategies	•		Interview
	Knowledge and Understanding of Inclusion and Inclusive Practice	•		Application Form/Reference/Interview
	Knowledge and understanding of Care, Guidance and Support	•		Application Form/Reference/Interview
	Knowledge and understanding of Careers Education, Information, Advice & Guidance	•		Application Form/Interview/Reference
	Knowledge and understanding of Safeguarding	•		Interview
	Experience of meeting the needs of all students	•		Application Form/Reference/Interview

AREA	FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Experience, Knowledge and Skills	Staff Development/ Leading INSET	•		Reference/Interview
	Links with External Agencies	•		Application Form/Reference/Interview
	Knowledge and understanding of the Barriers to Learning and Progress	•		Application Form/Reference/Interview
	Knowledge and skills in ICT	•		Application Form/Reference/Interview
	Knowledge and skills in handling student data	•		Interview
Personal Attributes	Confidence and ability to lead and motivate others	•		Interview/reference
	Clarity of written and oral communication	•		Application Form/Reference/Interview
	Educational Vision	•		Application Form/Interview
	Capacity for hard work	•		Reference
	The ability to be flexible, focussed and friendly in leading others	•		Interview/Reference
	Resilience	•		
	Innovative thinking	•		Application Form/Reference/Interview
	To be a team builder/player	•		Interview/reference
	Sense of humour	•		Interview/Reference