



# Assistant Headteacher

## Orrell Holgate Academy Recruitment Pack



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# Welcome

Dear Applicant,

Thank you for your interest in the Assistant Headteacher vacancy at Orrell Holgate Academy.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to join our team as soon as possible.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what Orrell Holgate Academy and the Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Mrs G Worrall  
Headteacher  
Orrell Holgate Academy



# Orrell Holgate Academy

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Orrell Holgate is a special place. We are a successful and ambitious school with a caring family ethos.

Our children are well behaved, hardworking and caring; we look after them very well. We work alongside parents to equip each child with the tools they need to be successful, safe and happy now, at secondary school and beyond.

## **Our school mission statement is 'Learning for Life'.**

Through our 'Learning for Life' curriculum and school ethos, our aim is to work with parents to prepare children for a life of successful learning where they can adapt and move forward successfully whatever the circumstance or situation.

**L.E.A.R.N** sums up our aims:

- **L**ifelong learning
- **E**quipped for the world
- **A**mbitious in every area
- **R**esilient and courageous
- **N**o limits to our success!

We are proud that our pupils tell us that they are **HAPPY** at school because we believe that children learn well when they are happy.

Pupils have the opportunity to see 'learning in real life.' Visits and visitors play an important part in this for every class.

We provide our pupils with a valuable set of Social, Moral, Spiritual and Cultural experiences such as: learning to play a tuned instrument; performing in a play; working with members of the community on various projects; celebrating and learning about the different faiths and cultures of pupils in the school and their families; Knowing how democracy works and taking part in democratic leadership elections.

All pupils develop Learning for Life skills through our '6 Rs'

Respect, Resilience, Resourcefulness, Risk Taking, Reflection and of course knowing how to develop and maintain healthy Relationships with others.

We have 3 rules:

1. Speak positively
2. Keep hands and feet to yourselves
3. Follow instructions the first time.



# The Rowan Learning Trust

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The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools.

We are an education charity. Our schools are working in collaboration, as one entity, to improve and maintain high educational standards across the group. We have a single legal and moral purpose: to advance education for the public benefit.

Currently the RLT family comprises twelve schools: three high schools, an all-through alternative provision academy and eight primary schools. Together we share a set of common values:

- Respect
- Kindness
- Integrity

Our strategic aim is to provide a world class education by:

- Attracting, developing and retaining people
- Embodying the values of the Trust
- Expanding our reach
- Optimising resources

The Trust in Numbers:

- 4250+ students
- 12 schools
- 14 sites
- 800+ employees
- 5 local authorities
- £40,000,000+ annual budget
- 80+ governors



# Job Description

## Assistant Headteacher

Location: Orrell Holgate Academy, Moor Road, Orrell, Wigan, WN5 8SJ

Salary: Leadership Pay Scale (L1 – L5)

Working pattern: Full time, as specified in the STPCD

## Main Purpose of the Role

Carry out the duties of this post in line with the remit outlined in the current *School Teachers' Pay and Conditions Document* including the conditions of employment for assistant headteachers and the school's own policy.

- Under the overall direction of the headteacher and deputy headteacher, play a major role in formulating and championing the vision, aims and objectives of the school and establishing the policies through which they are to be achieved,
- Be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement
- Directly support the headteacher and deputy headteacher in writing and evaluating the school development and self-evaluation plans.
- Proactively manage staff and resources
- Take on the responsibilities of the headteacher as agreed and appropriate in the absence of the Headteacher and Deputy Headteacher
- Carry out the professional duties of a teacher as required
- Take responsibility for child protection issues as appropriate
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school
- Supported by the deputy headteacher, lead on behaviour strategy in school
- Provide team leadership of teachers and TAs, including their appraisal and performance standards for a phase within school.
- Deployment of cover and timetabling within your phase and liaising with other phase leaders

## Duties and Responsibilities

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community, with a particular focus on meeting the needs of children with behavioural needs
- Work with the Headteacher and deputy headteacher to raise standards through staff performance management, as outlined in the school's staffing structure and help with the provision of training and support for staff in all areas of teaching and learning, behaviour and welfare
- To assist the Headteacher in the organisation, management and development of the school with a focus on a phase in school with and overview across all key stages
- Maintain an effective whole school behaviour for Learning and Safety culture
- Co-ordinate the effective deployment of resources and strategies to ensure that students behavioural and emotional needs are being met and they are able to engage in learning
- To carry out teaching duties as required
- Model high standards of subject leadership as directed by the headteacher



## Developing Self and Working With Others

- Promote and protect the health, safety and welfare of pupils and staff
- Be part of the team responsible for promoting and safeguarding the welfare of children and young people within the school
- Support the development of collaborative approaches to learning within the school and beyond
- Participate as required in the selection and appointment of teaching and non-teaching staff
- To work collaboratively with the school's pastoral team including any external provision linked to behaviour
- To work collaboratively with the school's welfare team to ensure a high quality of provision and high standards of behaviour at lunchtimes.

## Leading Behaviour Across School

- Have responsibility for the school's behaviour policy; its development, implementation, maintenance and evaluation. This includes the following:
- Ensure that the school policy is consistently applied throughout the school
- Manage a system of recording whole school behaviour consistently across the school
- Work with core subject leaders and class teachers setting appropriate targets for the children with behavioural, emotional needs.
- Manage any special arrangements for pupils during the end of Key Stage tests
- Assist teachers in the identification of children with behavioural needs, advising them on appropriate strategies
- Identify groups of pupils and individuals who are at risk of underachieving and devise strategies for raising their achievement, in partnership with others.
- Support the Headteacher and other colleagues in finding appropriate strategies to deal with behaviour difficulties and manage any resulting training needs
- Where necessary, assist with the referral of children to the various support services and outside agencies and to liaise with them
- Produce timely reports to governors as required

## Shaping the Future

- Support the headteacher and governors in establishing an ambitious vision and ethos for the future of the school
- Play a major role in the school improvement and school self-evaluation planning process, through agreed priorities.
- Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate
- Lead by example to motivate and work with others
- In partnership with the headteacher, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and taken into account
- Lead and communicate the vision for your subject specialism within school

## Teaching and Learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Work with the headteacher to raise standards through staff performance management
- Assist with the development and delivery of training and support for staff in the areas of teaching and learning
- Lead the development and delivery of training and support for staff as per your subject specialism
- Assist the senior leadership team in managing the school through strategic planning and the formulation of policy and delivery of the strategy, ensuring management decisions are implemented
- Support the senior leadership team with the processes involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school, including lesson observations, to ensure consistent high quality



- Ensure the systematic teaching of basic skills and the recording of impact, is consistently high across the school
- Support in the robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- Ensure through leading by example the active involvement of pupils and staff in their own learning

## **Managing the Organisation**

- Contribute to regular reviews of the school's systems to ensure statutory requirements are being met
- Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication
- As appropriate and under the leadership of the headteacher, undertake activities related to professional, personnel/HR issues
- Manage HR and other leadership processes as appropriate e.g. sickness absence, support programmes, disciplinary, capability
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Contribute to the day-to-day effective organisation and running of the school
- To undertake any professional duties, reasonably delegated by the headteacher
- Support the headteacher in making decisions around resource management and budgeting
- Check & authorise purchase orders on PS financials, challenging where the spend needs further clarification. Authorise BACS payments in a timely manner to support the payment of suppliers within the agreed timescales.

## **Securing Accountability**

- Support the staff and governing body in fulfilling their responsibilities with regard to the school's performance
- Contribute to the reporting of the school's performance to the school's community and partners, producing data analysis as required
- Promote and protect the health and safety welfare of pupils and staff
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

## **Strengthening Community**

- Assist the senior leadership and pastoral team team in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Attend meetings with parents and carers to ensure positive outcomes for all parties
- Promote positive relationships and work with colleagues in other schools and external agencies



# Person Specification

|   | Essential | Desirable |
|---|-----------|-----------|
| <b>Education and Qualifications</b>   |           |           |
| Qualified to degree level or equivalent   | X         |           |
| Qualified teacher status  | X         |           |
| NPQSL or other appropriate leadership qualification   |           | X         |
| Evidence of commitment to continuing professional development   | X         |           |
| <b>Professional Experience and Knowledge</b>  |           |           |
| Successful teaching and curriculum experience   | X         |           |
| Experience of management at a senior level  |           | X         |
| Recent and relevant leadership experience   | X         |           |
| Knowledge of primary principles (EYFS – KS2) and practice   | X         |           |
| Successful experience of raising standards for all with measurable outcomes   | X         |           |
| Experience of working in collaboration other educational bodies and the wider community to develop positive relationships   |           | X         |
| Understanding of quality in learning and teaching and how to achieve excellence   | X         |           |
| Knowledge of key considerations in effective management and deployment of people and other resources                        | X         |           |
| In-depth knowledge and experience of Child Protection and Safeguarding procedures   |           | X         |
| <b>Skills</b>   |           |           |
| Ability to lead change  | X         |           |
| Ability to communicate effectively orally and in writing to a range of audiences  | X         |           |
| Ability to think creatively to anticipate and solve problems  | X         |           |
| Ability to formulate a vision and strategy for the school and secure commitment to it from others                           | X         |           |
| Ability to drive for improvements and challenging underperformance  | X         |           |
| Ability to establish and sustain appropriate structures and systems and monitor them  | X         |           |
| Ability to motivate, challenge and influence others to attain higher goals  | X         |           |
| Ability to develop and empower individuals and teams  | X         |           |
| Ability to use new and emerging technologies to support improvement   | X         |           |
| Committed to the development and maintenance of good relationships with staff, parents, pupils, governors and the community | X         |           |



| <b>Personal Attributes</b>  |   |  |
|---|---|--|
| Innovative and solution focussed  | X |  |
| Positive, enthusiastic outlook, embracing risk and innovation   | X |  |
| Respectful and empathetic towards others  | X |  |
| Resilient, persistent and optimistic in when faced with difficulties and challenges   | X |  |
| Able to be consistently decisive and focused on solutions   | X |  |
| Commitment and dedication to social justice, equality and excellence  | X |  |
| Flexible, adaptable and creative  | X |  |
| Committed to CPD of self and others within the school   | X |  |
| Committed to a collaborative school vision of excellence and equity that sets high standards for all and welcomes and secures the support of others in achieving it | X |  |
| <b>Other</b>  |   |  |
| Legally entitled to work in the UK.   | X |  |
| Enhanced Disclosure and Barring Service (DBS) Check   | X |  |



# How to Apply

Please submit an application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

If you would like to visit the school prior to submitting your application, you will be able to do so on Friday 16<sup>th</sup> May 9.30 am and Monday 19<sup>th</sup> May. Please contact the school office ([enquiries@admin.holgate.wigan.sch.uk](mailto:enquiries@admin.holgate.wigan.sch.uk)) to arrange.

Applications should be addressed to Mrs Gail Worrall (Headteacher). These can be returned electronically to [enquiries@admin.holgate.wigan.sch.uk](mailto:enquiries@admin.holgate.wigan.sch.uk)

Alternatively, send a hard copy to:

Orrell Holgate Academy  
Moor Road  
Orrell  
Wigan  
WN5 8SJ

Closing Date: 9am Tuesday 20<sup>th</sup> May

Interview Date: Thursday 22<sup>nd</sup> May

Orrell Holgate Academy and The Rowan Learning Trust are committed to safeguarding, to promoting the welfare of our children and adhering to the Equality Act 2010 and expects all staff to share this commitment. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check. To comply with the Asylum and Immigration Act 1996, all prospective employees will be required to supply evidence of eligibility to work in the UK.

We will 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.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

Orrell Holgate Academy is an equal opportunities employer.



The Rowan Learning Trust

Registered Office: Oltec House, 18 Beecham Court, Goose Green, Wigan, WN3 6PR

Company Number 8010464



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