



UP HOLLAND  
HIGH SCHOOL  
*Dedicated to Excellence*

# Assistant Progress Leader for English Permanent from 1.9.26



PROUD TO BE A MEMBER OF  
**EVERYONE MATTERS**  
SCHOOLS TRUST

## Headteacher's welcome

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Up Holland High School is Dedicated To Excellence and prides itself on the excellent opportunities it offers to all students in order for them to develop and succeed.

This is achieved by offering a broad and balanced curriculum that is delivered by high quality practitioners. The school has an outstanding reputation for academic achievement and educational standards, which has been achieved by placing the individual child's needs at the core of our ethos and our decision making.

We recognise that the development of the 'whole child' is an integral part of our work. We want the students to achieve both fantastic outcomes and to develop their interpersonal skills so that they are confidently prepared for life beyond school. At the heart of this ethos, we promote our core values of leadership, organisation, resilience, initiative and communication. At Up Holland High School, we expect students to be self-motivated, ambitious, determined and hard working. We encourage them to make the most of their abilities and talents. Alongside this, we expect students to be kind, thoughtful and respectful to one another. We want them to participate in all aspects of school life, developing into responsible citizens who make a positive contribution to the wider community.

We strongly believe in the power of the 'student voice' and as such, afford our students the opportunity to positively impact change and improve our school by representing our student councils and junior leadership team. We expect our students to be responsible role models to each other and to the students in our partner primary schools, promoting a sense of community responsibility.

The pastoral care is a real strength of our school. We pride ourselves on knowing the students as individuals, which enables us to successfully work in partnership with parents and carers. This partnership is absolutely critical in ensuring students are happy, healthy and successful. Our extensive system of rewards encourages the pursuit of excellence and core values by celebrating progress, attainment and the overall contribution made to school life. High expectations of attendance, punctuality, uniform and behaviour underpin success in our school and lay the fundamental foundations for life beyond Up Holland.

You can view our welcome and information video using the following link:

[https://www.youtube.com/watch?v=kl5yjTJwG\\_8](https://www.youtube.com/watch?v=kl5yjTJwG_8)

## School Priorities 2025-2027

- Encourage a strong, **positive attitude to learning culture** (ATL) in every classroom and subject.
- Provide a **challenging and inclusive curriculum** that uses regular assessment to support student progress.
- **Strengthen teaching in all subjects** through targeted training, that enhances staff knowledge and expertise.
- **Increase overall attendance** compared to 2024/25 and keep it above the national average for all student groups.



**Headteacher**  
**Paul Scarborough**

**Role overview:**  
**Assistant Progress Leader for English**

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**Hours:** Full time

**Responsible to:** Progress Leader for English

**Closing Date:** Monday 18<sup>th</sup> May 2026 8.00 am

**Interview Date:** Thursday 21<sup>st</sup> May 2026

**Start Date:** 1<sup>st</sup> September 2026

We seek an enthusiastic, dedicated and outstanding Assistant Progress Leader with the ability to deliver effective teaching and learning in English at Key Stages 3 and 4 across all areas. You will need to be a practitioner who consistently delivers high quality teaching with the ability to inspire, engage and motivate students. You will also need to have excellent communication skills, be ambitious and be a strong team player and above all else, you will need to be Dedicated to Excellence in all that you do.

# Our school: Personal Development

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The five key skills and values that we promote through LORIC are those that employers, colleges and universities consider to be most desirable:

- **Leadership**
- **Organisation**
- **Resilience**
- **Initiative**
- **Communication**

Students develop their LORIC skills through our 'Character and Culture and Personal Development' programme. This begins in Y7 and continues through to Y11, with students participating in a range of activities and experiences. These activities are promoted and undertaken in personal development time, curriculum lessons, character and culture days and enrichment opportunities. We believe that the programme enhances the development of the whole child, preparing them for life beyond Up Holland High School. Our drive to offer a holistic educational experience is at the core of the school's philosophy, recognising the importance of both academic rigour and challenge, alongside opportunities for personal development and cultural capital.

If appointed, you can expect full-support and continuing professional development, as we promote a model of leadership at all levels and a bespoke and tailored professional development programme. We offer a professionally stimulating working environment where teachers have the opportunity to progress and most critically, to positively impact the lives of our students.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance, including checks with past employers. *Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.*



## The Trust

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# EVERYONE MATTERS SCHOOLS TRUST

We are a trust that is passionate about making a difference to every child and person in the community we serve. We work tirelessly to ensure we have great schools made up of great people supported by the trust to provide a great educational offer for every child who attends one of our schools.

Our vision is to improve every person's life and their opportunities. As a member of staff you will be key to our success so we work hard to be a great place to work. Our trust culture is based on our humanity and the principles of compassion, generosity and kindness. We are proud of the trust's ethos:

**Everyone Matters:** we strive for all our partners to be happy and successful schools within our trust community based on our culture of compassion, generosity and kindness.

**Everyone Helps:** we work together to make great choices for our schools and our children to create an interconnected community of team members who do the best for children, staff and our community.

**Everyone Succeeds:** we work tirelessly together to overcome the challenges we face to invest in our schools, so all our schools, children and team members are successful.

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## Job description

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<b>Job Title:</b>	Assistant Progress Leader for English
<b>Responsible to:</b>	Progress Leader for English
<b>Salary Range:</b>	Main Teachers Scale/Upper Pay Scale & TLR 2.2 (£5870 pa)
<b>Duration:</b>	Permanent 1.9.26 – Full Time

### JOB PURPOSE

- Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document
- The support the Progress Leader in providing professional leadership of students' progress in order to secure high quality educational experiences and improving standards of learning and attainment.

### MAIN DUTIES

- To ensure that all students and staff are safe within the Faculty and take any necessary steps to ensure a safe working environment, as necessary, in accordance with legislation and school policy.
- To ensure that all students make progress in line with the school's expectations in specific courses taught, as delegated by the Progress Leader.
- To support the Progress Leader in carrying out monitoring activities to ensure that the quality of provision within the Faculty is in line with the school's expectations, including the quality of teaching and standards of behaviour.
- To ensure effective organisation of schemes of learning for identified courses taught and the deployment of teaching resources to support high quality course delivery.
- To support the Progress Leader in the formulation of Faculty policies, in accordance with school policies, and the formulation of a Faculty development plan which supports and supplements the school development plan.
- To manage the performance of identified staff within the Faculty, and carry out the role of appraisal team leader for designated staff.
- To deputise for the Progress Leader, as required.
- To support the Progress Leader in developing enrichment activities to motivate students.

### Exercise of general and particular duties

The teacher shall perform, in accordance with any directions which may be reasonably given by the headteacher from time to time, such particular duties as may be reasonably assigned.

### GENERAL PROFESSIONAL DUTIES:

The following duties shall be deemed to be included in the professional duties which the teacher shall be required to perform.

These duties are as outlined in the current Conditions of Employment of School Teachers.

**1 Teaching**

- Planning and preparing courses and lessons;
- teaching, according to their educational needs, the students assigned to the teacher, including the setting and marking of work to be carried out by the pupil, in school and elsewhere;
- assessing, recording and reporting on the development, progress and attainment of students;  
- in each case having regard to the curriculum for the school.

**2 Other activities**

- Promoting the general progress and well being of individual students and of any class or group of students assigned to the teacher;
- providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific question; making relevant records and reports;
- making records and reports on the social needs of students;
- communicating and consulting with parents of students;
- communicating and co-operating with persons or bodies outside the school;
- participating in meetings for any of the purposes described above.

**3 Assessment and Reports**

Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students.

**4 Performance Management**

Participating in any school arrangements within an agreed national framework for the performance management of teachers.

**5 Review: further training and development**

- (a) Reviewing from time to time his/her methods of teaching and programmes of work;
- (b) participating in arrangements for further training and professional development as a teacher.

**6 Discipline, health and safety**

Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

**7 Staff Meetings**

Participating in meetings at school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

**8 Cover**

Within the terms of the Conditions of Employment of School Teachers, supervising and so far as practicable teaching any students whose teacher is not available to teach them.

**9 Student examinations**



Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for students' presentation for and supervision during such examinations.

## **10 Management**

- (a) Contributing to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of early career teachers and of students undertaking school practice;
- (b) co-ordinating or managing the work of other teachers;
- (c) taking such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

## **11 Administration**

- (a) Participating in administrative and organisation tasks related to such duties as are described above, including the management or supervision of persons providing support for teachers in the school and the ordering and allocation of equipment and materials;
- (b) registering the attendance of students and supervision of students, whether these duties are performed before, during or after school sessions.

**It should be noted that this job description is likely to be subject to change to reflect the needs of the school and of the individual.**

## Person specification

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Selection Criteria	Essential	Desirable
<b>Qualifications</b>		
Qualified Teacher status	✓	
Good honours subject degree		✓
Evidence of continued personal and professional development	✓	
<b>Experience</b>		
Proven ability with students across the secondary age range	✓	
Recent proven experience in raising students' attainment	✓	
Experience of tracking and analysing student progress data to initiate student intervention to raise student attainment	✓	
Experience of planning interventions to improve student attainment		✓
<b>Leadership Skills and Role</b>		
Experience of assisting with the establishment and development of successful policies and procedures	✓	
Experience of managing or working in a setting where an inclusive approach underpins practice	✓	
Evidence of leadership to improve the quality of provision	✓	
Initiate and manage strategic and continued improvement		
Prioritise, plan, organise and evaluate the work of the school	✓	
Direct and co-ordinate the work of others, devolving responsibilities and delegating tasks	✓	
Work as part of a team	✓	
Motivate and inspire students, staff, parents, governors and the wider community	✓	
Deal sensitively with people and resolve conflicts	✓	
Develop new ways of working	✓	
Commitment to a clear vision for pastoral care and school	✓	
<b>Capability to assist in effectively:</b>		
Selective development of staff	✓	
Developing the school reputation and role in the community	✓	
Planning and delivering training and development activities	✓	
Lead by example	✓	
<b>Communication Skills</b>		
<b>The successful candidate will be able to:</b>		
Communicate effectively, orally and in writing for a range of audiences and purposes	✓	
Manage good communications systems	✓	
<b>Corporate Responsibility</b>		

Commitment to comply with the school's policies i.e. Equal Opportunities, Health & Safety	✓	
Commitment to continue personal development in relevant area	✓	
Commitment to participate in the staff review and development process	✓	
Commitment to raising standards for all students	✓	
<b>PERSONAL QUALITIES</b>		
Tact and a sense of humour	✓	
Resilience	✓	
<b>APPLICATION</b>		
Letter which addresses person specification and job description	✓	
Technically accurate in terms of spelling, punctuation and grammar	✓	

**Note:** Knowledge and skills may have been acquired through training or experience.

## How to apply

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Teaching staff application forms and further details of the post are available to download from the school website: <https://www.uhhs.uk/about-our-school/vacancies>

Completed application forms together with a letter of application no more than 2 sides of A4 in 12 pitch should be emailed to [j.harrison@uphollandhigh.org.uk](mailto:j.harrison@uphollandhigh.org.uk) marked for the attention of Mr P Scarborough, Headteacher.

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## Guidance

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**Applicant Privacy Notices can be found on our website using the following link.**

<https://www.uhhs.uk/ckfinder/userfiles/files/Vacancies/PrivacyNoticeforJobApplicants2025PDF.pdf>