

# CANDIDATE INFORMATION PACK



Heckmondwike  
Grammar School

## JOB TITLE Curriculum Supervisor

Are you an organised and approachable individual?

### SALARY

Range 15 (15-19)  
SCP15 £23,541 pro rata  
(£19,004.65 actual salary)

Then this will be the job for you.

### TERM/ HOURS

35 hours per week.  
Term Time only  
7.45am to 3.30pm Monday  
to Friday.

This post provides a unique opportunity to work within a high-performing and growing 11 to 18 grammar school with a large sixth-form and exceptional students.

### CLOSING DATE

9am Monday 10th January  
2022



**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.

# CANDIDATE INFORMATION PACK



**HECKMONDWIKE**  
GRAMMAR SCHOOL

## Curriculum Supervisor

### Department Information

The department consists of a Senior Curriculum Supervisor and two Curriculum Supervisors. The team provide cover for staff absence in classrooms and also provide support across all curriculum areas and key stages in terms of the production of resources to support learning and displays.

The Curriculum Supervision department is an active part of the school community and as such participates in school events, supporting House activities (each member is allocated to a House) as well as contributing to whole school and specific departmental events, such as open evenings, Duke of Edinburgh trips, Year 7 induction activities and trips, school concerts and performances, and various other events throughout the year.

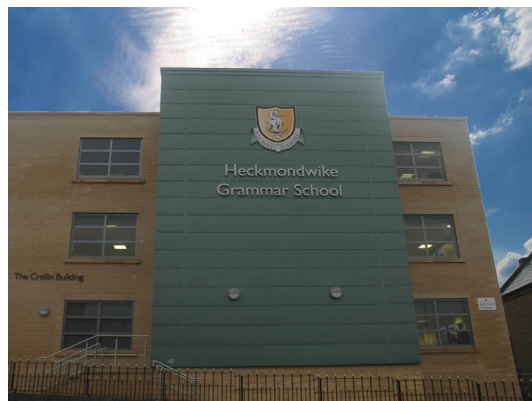
This is an important team in the school that helps to ensure that the quality of teaching provision and the progress of students throughout the school is maintained in times of teaching staff absence. It also helps ensure the working environment provides visual stimulation for students and showcases some of their best work around the building for all to see.

#### The Role:

You will be part of a team, providing cover across the curriculum for absent staff and supporting the production of departmental support resources as directed by the Subject Leader via the Senior Curriculum Supervisor.

Experience of working in a school is not essential, but would be desirable, however previous experience of working in a front-facing or customer services type role is a must.

You will be able to work with young people of all ages and have the ability to maintain appropriate relationships at all levels.



#### You will need:

- to believe in our school values of Respect, Responsibility and Excellence and follow our school ethos embedded in our motto of 'Nil Sine Labore' - Nothing Without Work
- a positive, can-do attitude
- the ability to be flexible and able to work in a fast moving environment
- good communication skills, both written and spoken
- a commitment to supporting the academic and pastoral development of young people
- knowledge of the use of basic IT systems, such as Word, Excel and Powerpoint as well as email
- an interest in working in a busy and demanding education environment
- the ability to take initiative and work independently as well as part of a team
- energy and enthusiasm
- suitability to work with children

#### Responsibilities

Specific responsibilities are set out in a detailed job description.

#### In return we can offer:

- interesting work as a key member of a creative and supportive team
- a learning-centred school where the best possible practice is the priority
- the opportunity to develop personally and professionally
- a vibrant, supportive community of like-minded individuals

# CANDIDATE INFORMATION PACK

## 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 our 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. Excellent relationships between staff and students are the norm, expectations are high and students perform very well as a consequence.

We also offer a competitive salary and membership to a Local Government pension scheme.

## How Should You Apply?

If you are interested in this position then please visit the vacancies section of our website [www.heckgrammar.co.uk/vacancies](http://www.heckgrammar.co.uk/vacancies).

Completed applications should be sent by email to: [recruitment@heckgrammar.co.uk](mailto:recruitment@heckgrammar.co.uk).

Further information about the school is available on the school website [www.heckgrammar.co.uk](http://www.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.



**HECKMONDWIKE**  
GRAMMAR SCHOOL