

CANDIDATE INFORMATION PACK

Deputy Headteacher

Achievement and Standards

February 2021

Dear Colleague

Thank you for your interest in the post of Deputy Headteacher at Up Holland High School.

The information pack contains the following documents:

- Candidate Pack
- Job Description
- Person Specification
- Application Form

In addition, our website link <https://uhhs.uk/> will provide with all relevant publications in our vacancies section.

If you like what you find out about us and would like to be considered for this post, please follow the application process as follows:

- Complete the enclosed application form in full. Please do not submit a CV.
- Write a letter of application (no more than 3 sides of A4) outlining:
- The relevant experience and qualities which you can bring to this particular post, including examples of key projects and systems you have successfully led and managed.
- Your personal skills and attributes and how they are relevant to moving our school forwards towards outstanding.
- Any evidence of raising standards and improving the quality of education for students.

The closing date for applications is **9.00 am on Wednesday 24th March** and interviews will be held on Monday 26th and Tuesday 27th April.

I am sorry that we will not be able to reply personally to all unsuccessful applicants nor give feedback other than to those who have been shortlisted. However, please be assured that we will take the time and trouble to read each application carefully. Prior to shortlisting there will be an initial long listing process that will involve successful candidates being invited into school for a question and answer with the Headteacher. This meet and greet will also provide an opportunity to gather some initial intelligence about the school before the formal two-day process for those selected commences.

If you decide to apply, I look forward to hearing from you. If not, I wish you success in your search for a similar post.

Completed applications should be returned to personnel@upholland.lancs.sch.uk
For the attention of Mrs Anne McKernan Headteacher's PA and School Manager.

Yours sincerely

Mr P Scarborough
Headteacher

Start date

September 1st 2021

Salary details

The ISR range for Deputy Head at Up Holland is L17 – L22. The starting salary will be negotiated dependent on the experience of the successful candidate and progression up the pay spine will be determined within our appraisal system.

Job advertisement

**Deputy Headteacher
Achievement and Standards**
Required for September 2021
NOR 850
Salary range: L17-22

Up Holland High School is a happy and harmonious place to be where students are highly-motivated and have the opportunity to be inspired and succeed. We were recognised by Ofsted in June 2018 as a 'Good Provider' of Education across all areas of the Inspection Framework. We have the ambition, drive and capacity to be outstanding in the future, focusing our collective efforts on being 'Dedicated to Excellence' in all that we do.

We now have an exciting opportunity to appoint a Deputy Headteacher to join the leadership team of our school as it continues its journey to outstanding.

You will be:

- An experienced senior leader with a proven track record of raising standards and outcomes.
- A leader who is able to develop, nurture and build leaders of the future.
- Able to inspire and enthuse students, staff and the community.
- A professional with drive, energy, determination and an aspiration to headship.

We can offer:

- The opportunity to join the leadership team that has the ambition to be outstanding.
- An incredibly strong, talented and committed staff team.
- An ethos that places the students at the heart of the decisions it takes.
- A school that recognises the importance of developing the students LORIC skills:
- Leadership, Organisation, Resilience, Initiative and Communication.
- A delightful student community.
- Strong support from the Headteacher, leadership team and governing body.

If you wish to be considered for the post, an application pack is available on the school website <https://uhhs.uk/> or alternatively contact the Headteacher's PA, Anne McKernan.

Tel: 01695 625191 email: personnel@upholland.lancs.sch.uk

Selection process

Wednesday 24th March
Tuesday 30th March
Monday 26th April
Tuesday 27th April

Applications close at 9.00 am
Meet and Greet Q and A with the Headteacher
Day one interviews
Day two interviews

Information to Candidates

The Leadership Team

Senior leadership at Up Holland has a strong mix of experienced, and new to post, team members who all share a hunger, work ethic and ambition to be outstanding

- Paul Scarborough: Headteacher (Leadership and Management)
- Vacant Post: Deputy Head (Quality of Education and Leadership and Management)
- Kate McCann: Assistant Head (Quality of Education and Teaching and Learning)
- Rachel Bond: Director of Behaviour and Attitudes (Personal Development and B&A)
- Alison Scarborough: Associate Assistant Head (Quality of Education & Curriculum)
- Alison Williams: Associate Assistant Head (Personal Development and SEN)
- Sally Worthington: Associate Leader (Personal Development)
- Kirsty Higgs: Associate Leader (Quality of Education and Leadership and Management)

What we are looking for

The specifics of this post are included in the job description and person specification. However, it may be helpful to you to know the following:

- The successful candidate will be a key player in the development of the school. They will have a major influence on our future direction and as such will need to share our vision and have the energy, enthusiasm and organisational skills to make things happen.
- They will have a major role in how we improve the quality of education of all students, combining their experience with curriculum and teaching and learning.
- This will need high levels of organisation and time management as well as a keen eye for detail and the ability to think clearly, negotiate and persuade.
- To be effective here requires good communication skills, good interpersonal skills and the ability to juggle priorities. A sense of humour is essential too!
- The post of Deputy Head is a demanding one. We all put in long hours at times and often need to be flexible, adaptable and supportive of each other. This post requires energy, stamina, commitment and a dedication and willingness to be professional and model excellence.
- In return we can offer support and encouragement, a team where you will be valued and developed with the opportunity to gain experience across all aspects of senior leadership. As such, this post will offer excellent preparation for headship and would view it as the ultimate accolade if the successful candidate were to gain a headship within five years.

School Context and Information

- Majority of students are White British and speak English as their first language.
- Percentage of students from minority ethnic groups is well below the national average.
- Percentage of students with SEN support is below the national average.
- Percentage of students who qualify for PP is broadly in line with the national average at 32%.
- Up Holland serves the needs of three different local authorities, based in West Lancashire we also border Wigan and St Helens.
- The majority of our students come from the areas of Wigan, Up Holland and Skelmersdale.
- We are a growing school with number on roll increasing every year since I became Headteacher in September 2016, rising from 609 to 850.

- We have been oversubscribed for the last two years and have an extensive Primary Transition programme in place.
- Faculties are well-resourced and have access to modern teaching technology.
- The school has had significant investment to improve the learning environment for students.
- We have specialist accommodation to teach most subjects in their own dedicated areas.
- This year we are adding a dance studio and fitness and wellbeing centre to complement existing sports facilities

Further information about Up Holland including our prospectus which captures our values can be found on the school website at <https://uhhs.uk/>

Specific Responsibilities

To be determined on appointment dependant on strengths and experience.

However, some of the key components will include:

Raising Standards

- To lead our Raising Achievement Programme to ensure the highest academic standards in all subjects.
- To support all subjects to be in the top 30 percentile of similar schools nationally.
- To ensure we consistently achieve a Progress 8 score of zero or better.
- To develop strategies for monitoring progress and providing intervention in consultation with pastoral and curriculum leaders.
- To report to governors on statutory targets and progress of all cohorts.

Quality of Education

- To ensure that Up Holland provides consistently high-quality curriculum provision, supported by the delivery of outstanding teaching.
- To lead and line manage senior leaders responsible for improving and enhancing the Quality of Education for students at Up Holland.
- To lead our Faculty Review and Quality Assurance strategies.

General Responsibilities

- To deputise for the Headteacher in his absence.
- To play a full part in all aspects of strategic planning, implementation and review.
- To be the line manager for named curriculum areas and to work closely with these areas on raising standards.
- To be the line manager for a named year group to challenge and support all pastoral and academic issues.
- To undertake a range of routine duties such as assembly, break and lunchtime duties, walkabout, detention and bus duties.
- To teach an agreed timetable (approximately 4 hours per week)
- To maintain a high profile and visible presence around school.
- To support a broad range of out of hours activities and events.
- To model and promote a culture of professionalism, high expectations and excellence in all that you do.

Note: this is very much a working draft, indicating the key areas of the role. Specifics will be negotiated with the successful candidate depending on their own experience and levels of expertise.

Person Specification

To be assessed through application, reference and interview

		Essential	Desirable
1.	Qualifications and experience		
1.1	First degree or equivalent	✓	
1.2	Qualified teacher status	✓	
1.3	Experience of further leadership CPD		✓
1.4	Successful experience at senior leadership level	✓	
1.5	A proven track record in school improvement	✓	
1.6	Recent and relevant professional and leadership development	✓	
1.7	Successful experience of leading and managing change	✓	
1.8	Leadership experience in a range of settings		✓
1.9	Experience of working or transitioning into an Academy setting		✓
2.	Personal qualities		
2.1	First class communication skills	✓	
2.2	Excellent inter personal skills	✓	
2.3	The ability to inspire, enthuse and motivate	✓	
2.4	Presence and the ability to provide strong and visible leadership	✓	
2.5	Excellent organisational and time management skills	✓	
2.6	The ability to prioritise and multi task	✓	
2.7	Determination and the ability to cope well under pressure	✓	
2.8	Ambition for oneself, students and the school community	✓	
2.9	Empathy with young people from all backgrounds	✓	
2.10	A sense of humour and a sense of proportion	✓	
2.11	Evidence of interests outside the work place	✓	
2.12	To have an outstanding attendance and punctuality record	✓	
2.13	Potential and desire to aspire to headship	✓	
2.14	Clear evidence of developing and nurturing future leaders	✓	
2.15	To model a work ethic that demonstrates clearly a commitment to raising standards and outcomes for students at Up Holland	✓	
3.	Personal circumstances		
3.1	Willingness to attend a broad range of out of hours events	✓	
3.2	Commitment to working flexibly but with an established work life balance	✓	
3.3	Commitment and capacity to give freely of one's own time out of school hours	✓	

Continued...../

4.	Professional skills and knowledge		
4.1	Sound understanding of educational thinking, recent developments key research and teaching methodology	✓	
4.2	Ability to use a range of leadership and management styles	✓	
4.3	Commitment to collaboration and team work	✓	
4.4	Ability to develop and take forward a shared vision for the school	✓	
4.5	Ability to challenge and support all members of the school community to drive up standards	✓	
4.6	Experience of curriculum planning and the development of cross curricular working	✓	
4.7	Clear understanding of what an outstanding school looks and feels like	✓	
4.8	Ability to develop, implement and evaluate strategic plans and priorities	✓	
4.9	Ability to create and maintain effective partnerships with parents and other stakeholders	✓	
4.10	A fundamental concern for the safety, security and wellbeing of students and staff	✓	
4.11	Ability to work effectively and creatively with the Headteacher and governing body	✓	
4.12	Ability to deal effectively with young people of all backgrounds	✓	
4.13	Ability to be both a team leader and a team player	✓	
4.14	Strength in all aspects of LORIC: Leadership, Organisation, Resilience, Initiative, Communication	✓	
4.15	An unrelenting dedication to excellence in all aspects of your professional life	✓	



Some schools are
excluded as
commitment is on an
individual basis

Application Form for

Headteacher

Deputy Headteacher

Assistant Headteacher

Advanced Skills Teacher

Teaching Posts

Community and Voluntary Controlled Schools

APPLYING FOR A JOB WITH LANCASHIRE COUNTY COUNCIL

IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Your completed form is the only basis for considering your initial suitability for the post. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

SOME POINTS TO BEAR IN MIND BEFORE YOU START

- Look carefully at the job description and application form. Ask yourself why you are interested in the job. Don't copy the same application for a series of jobs.
- Read the Person Specification carefully. This outlines the type and range of skills/experience etc that we would like the candidate to possess or have the potential to develop.
- Try to complete the form in a concise, well organised and positive way.
- Please use the application form provided, continuing on a separate sheet if necessary. Please do not send standard details of your own, i.e. in the form of a curriculum vitae, unless specified in the advertisement.
- Please remember to complete the Monitoring Job Applicants Form, as this is essential for the County Council to determine whether its Equal Opportunities Policy is working with regard to employment.

Please note that we are only able to employ nationals of European Economic Area (EEA) countries, citizens of Switzerland and those legally entitled to work in the UK. Lancashire County Council does not hold a sponsorship licence and is unable to employ non-EEA nationals under tiers 2 or 5 of the points-based system. If you submit an application form and are shortlisted for interview, you will be required to produce documentary evidence of your right to work in the UK.

The Equality Act 2010 defines a disabled person as:

(Relevant to question 10 and question 6 of the Monitoring Job Applicants Form) 'A person with a physical (including sensory) or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities.' Or someone who has had such a disability but is now recovered. Or someone with a severe disfigurement.

APPLICATION FORM

The following headings correspond to some of the appropriate sections in the application form:

Post applied for:	The full job title should be completed and the relevant School shown.
Name and Address:	Make sure that your full name (including any previous names), address and telephone number are legibly written.
Present Appointment and Previous Employment	Starting with your first post, ending with your present post, list all the employers you have worked for, provide job titles and the period you worked for them. This information may be used to assess whether you meet the experience requirement for the vacancy. Check that the dates are correct and in order. Please also provide an explanation for any gaps in employment.
Education and Professional Qualifications:	Give a list of formal and informal qualifications. Information may be necessary here to assess whether you meet the required qualifications for the vacancy. Ensure that nothing important has been omitted. Please include the name of the awarding body, the grade and the date the qualification was obtained.



Lancashire County Council as an equal opportunity employer intends that no job applicant or employee will receive less favourable treatment because of their age, disability, gender identity, marriage or civil partnership status, pregnancy or maternity, sex, sexual orientation, race, or religion or belief, unless this can be objectively justified.

Application for the post of

Name of School/Service

PLEASE COMPLETE THIS SECTION IN BLOCK CAPITALS

1. Personal

Surname Forename(s)

Previous Names(s)

National Insurance number

Home Address

Postcode

Telephone Number(s) Home Preferred Mobile Preferred Work Preferred
Please indicate a preferred Method of contact.

May we contact you at work Yes No Email address
If you supply an email address you are agreeing to receive all further correspondence regarding your application via email.

Do you hold Qualified Teacher Status? Yes No (if yes, please give date of award)

QTS Certificate Number (if available)

Have you successfully completed a period of induction as a qualified teacher in this country where the Department for Education require this Yes No

If yes, please give date of completion

Teacher Reference number (eg 12/34567)

Are you subject to any conditions or prohibitions placed on you by the Teacher Regulation Agency or the General Teaching Council? Yes No

If yes, give full details

2. Present Position

Present Post Date Appointed

School/Establishment (Name, Type and Address)

Postcode

Single Sex or Mixed Age Range

Number on Roll (Total)

Spinal Column Point/Group Salary: Basic £ +£ (if applicable)

CSA or other Employer (with address)

Postcode Tel No

3. Education and Qualifications. Successful applicants will be required to provide original documentary evidence of all qualifications stated below.

A Secondary Education

Names of Schools/ Colleges/Further Education	From	To	Qualifications Obtained (<i>please indicate Level, Awarding Body, Subjects and Grades</i>)	Date of Award(s)

B Higher and Professional Education

Names of Schools/Colleges	From	To	Full Time/ Part Time	Qualifications Obtained (<i>please indicate Level, Awarding Body, Class Subjects and Grades</i>)	Date of Award(s)

4. In-service education in the last five years appropriate to your application (this section can be completed as a separate attachment).

A As a Participant

Dates of Courses		Length of Course	Details of Course	Qualification Obtained + Date of Award	Course Provider
From	To				

B As a Contributor

Dates of Courses		Length of Course	Details of Course and Your Involvement	Course Provider
From	To			

5. Additional Teaching Skills and Special Interests (relevant to this application)

6. Teaching Experience Starting with first post, ending with present post. Please include all paid and voluntary work and give exact dates and indicate the reasons for any gaps in employment record											
Employing Authority	Post Held (Incl. TLR) Reason for leaving	Full/Part Time/ Supply	Name of School/ Establishment	Type Secondary/ Primary/ Special etc	Mixed or Single Sex	No on Roll (approx)	Age Range Taught	Areas of Responsibility	Dates		Reason for Leaving
									From D M Y	To D M Y	

7. Other Employment (including part-time and voluntary work. Please give exact dates and indicate the reasons for any gaps in employment record)

Employer	Nature of Employment (Please include reason for leaving)	From	To

8. Letter of Application - You are asked to submit a letter, describing in some detail your relevant experience and achievements and their application to this post. Please include any other information you feel would be helpful. Please include all those related to the list of essential experiences, skills etc for the post set out in the Person Specification.

9. Disclosure of Criminal Background

- (a) Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Yes ☐ No ☐ *Click as appropriate.*

You may be entitled to answer 'no' to this question even if you have been convicted of a criminal offence in the past, however certain types of employment which involves contact with children and / or vulnerable adults are excluded under Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). It is therefore suggested that you take appropriate advice if you are in any doubt as to the correct answer to give.

Please note the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and 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 the Disclosure and Barring Service web site.

- (b) If you answer yes, please detail offence(s) including date(s) and sentence(s) where relevant, in a sealed envelope, marked Private and Confidential for the attention of the Chair of Governors c/o the school / establishment.
- (c) I can confirm that I am not barred from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body or subject to any on-going investigation into any matter which may bring into question my suitability for the post applied for.

Signed: _____ Date: _____

- 10. Do you consider yourself to have a disability?** Yes ☐ No ☐ *Click as appropriate*

- 11. Canvassing directly or indirectly will disqualify candidates. State whether you are related to, or have a close relationship with any existing employee or employer (including councillors and governors)**

- 12. By submitting this application form, I certify that the information contained in this application form is accurate and true. I give my explicit consent to the processing, transfer and disclosure of all information submitted by me during the recruitment process and throughout any subsequent periods of employment for pre-employment checks, equal opportunities monitoring, payroll operations and training and absence records.**

I understand that by deliberately giving false incomplete answers I will be disqualified from consideration for this post or, if I am appointed, may be liable to summary dismissal with possible referral to the police.

Signed: _____ Date: _____

Details of Referees

Please give the names of at least two referees who are able to comment on your suitability for this post. One **must** be your present or last Headteacher or employer.

For Headteacher applications one referee MUST be your present local Children's Services Authority or employer.

If you are not currently working with children but have done so in the past, one reference must be obtained from the employer who most recently employed you to work with children.

NB References will not be accepted from relatives or from people writing solely in the capacity of friends.

The CSA reserves the right to seek any further references deemed appropriate.

Name:	Name:
Position:	Position:
Address:	Address:

Postcode	Postcode
Email	Email

Tel No	Tel No

When you have completed the application form please send to the contact details as specified on the vacancy advert.

Please note that, in the interests of economy, we will not acknowledge receipt of your application. If you have not been contacted within 28 days of the closing date, you should assume your application has not been successful.

Recruitment Monitoring in Employment

MONITORING JOB APPLICANT'S FORM

All applicants for jobs must complete this monitoring form to enable us to fulfil responsibilities placed upon us under legislation in relation to the monitoring of applicants by racial group and to assist us in the elimination of unlawful discrimination, the promotion of equality of opportunity and good race relations between people of different racial groups.

Please return this form **WITH** your completed application form to the address given in the advertisement or with the job details.

This information will be treated as strictly confidential and will only be used for monitoring purposes. Details will not be available to members of the Selection Panel.

Details of the job you have applied for

Name of School: Job title

Job Ref: Grade:
(if known)

<p>1. Name (in block capitals)</p> <p>2. I am: (Please check the appropriate box)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">MALE</td> <td style="text-align: center; padding: 5px;">FEMALE</td> </tr> <tr> <td style="text-align: center; padding: 10px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 10px;"><input type="checkbox"/></td> </tr> </table> <p>3. I consider my marital status to be Please note: If you are widowed or divorced and you live alone, please check 'single'.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">Single</td> <td style="text-align: center; padding: 5px;">Married</td> </tr> <tr> <td style="text-align: center; padding: 10px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 10px;"><input type="checkbox"/></td> </tr> </table> <p>4. Date of Birth</p> 	MALE	FEMALE	<input type="checkbox"/>	<input type="checkbox"/>	Single	Married	<input type="checkbox"/>	<input type="checkbox"/>	<p>5. Please check the box which best describes your ethnic/cultural/racial origin</p> <p>(O) <input type="checkbox"/> White British</p> <p>(9) <input type="checkbox"/> White Irish</p> <p>(H) <input type="checkbox"/> Any other White background (please type in) _____</p> <p>(J) <input type="checkbox"/> Mixed White and Black Caribbean</p> <p>(K) <input type="checkbox"/> Mixed White and Black African</p> <p>(L) <input type="checkbox"/> Mixed White and Asian</p> <p>(M) <input type="checkbox"/> Any other Mixed background (please type in) _____</p> <p>(4) <input type="checkbox"/> Asian or Asian British Indian</p> <p>(5) <input type="checkbox"/> Asian or Asian British Pakistani</p> <p>(6) <input type="checkbox"/> Asian or Asian British Bangladeshi</p> <p>(8) <input type="checkbox"/> Any other Asian or Asian British background (please type in) _____</p> <p>(1) <input type="checkbox"/> Black or Black British Caribbean</p> <p>(2) <input type="checkbox"/> Black or Black British African</p> <p>(N) <input type="checkbox"/> Any other Black or Black British background (please type in) _____</p> <p>(7) <input type="checkbox"/> Chinese</p> <p>(A) <input type="checkbox"/> Any other ethnic group (please type in) _____</p>	<p>6. Do you consider yourself to have a disability or to be a deaf person? <input type="checkbox"/> YES <input type="checkbox"/> NO (Please see the definition of disability in the advice note 'How to</p> <p>7. How did you find out about this job? (Please check the appropriate box)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">Internal circular</td> <td style="text-align: center; padding: 5px;">Job centre</td> </tr> <tr> <td style="text-align: center; padding: 10px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 10px;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center; padding: 5px;">Newspaper/journal (please say which)</td> <td style="text-align: center; padding: 5px;">Internet (please say which site)</td> </tr> <tr> <td style="text-align: center; padding: 10px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 10px;"><input type="checkbox"/></td> </tr> </table> <p style="text-align: center; padding: 10px;">Thank you for your assistance. Your co-operation will help promote equality of opportunity</p>	Internal circular	Job centre	<input type="checkbox"/>	<input type="checkbox"/>	Newspaper/journal (please say which)	Internet (please say which site)	<input type="checkbox"/>	<input type="checkbox"/>
MALE	FEMALE																	
<input type="checkbox"/>	<input type="checkbox"/>																	
Single	Married																	
<input type="checkbox"/>	<input type="checkbox"/>																	
Internal circular	Job centre																	
<input type="checkbox"/>	<input type="checkbox"/>																	
Newspaper/journal (please say which)	Internet (please say which site)																	
<input type="checkbox"/>	<input type="checkbox"/>																	

DATA PROTECTION

The information you supply about yourself as part of the application procedure is handled according to the requirements specified in the data protection legislation. This includes the Data Protection Act 2018 and the General Data Protection Regulation.

Information you supply as part of the application process will be used for recruitment purposes and, if you are successful, for subsequent employment purposes. If you are unsuccessful, your application is retained for a maximum of 12 months from the closing date and then confidentially destroyed. Equal Opportunities information is anonymised and then used for statistical monitoring purposes.

The Lancashire County Council contact for data protection matters is:

The Data Protection Officer
PO Box 100, County Hall, Preston, PR1 8XJ

NB: Please do not return your completed application form to this address.

FINAL CHECKLIST

Please ensure that you have:

- ☐ Filled in all relevant parts of the form
- ☐ Signed and dated the form
- ☐ Completed the monitoring form (**this is essential if your application is to be considered**)
- ☐ Read and understood the Data Protection details above