



The Brooksbank School

Candidate Information Pack

**Head of Faculty
Business/ICT**

TLR 2C (£7,017)

Welcome from the Headteacher

Dear Applicant,

Many thanks for your interest in the vacancy here at The Brooksbank School. This information pack will provide you with the basic detail of the role for which you are considering applying and I would urge you to undertake greater research into the school and its community to make sure that this is a role in which you can make a significant, positive impact on the lives of our students'.

My belief is that teaching, and learning is the foundation on which school improvement is made. Experiences have shown me that standards and outcomes will not improve sufficiently unless student learning is consistently stretched, underpinned by effective 'Good' or better daily teaching. It is my responsibility to provide students with a curriculum that not only engages them but offers them the opportunity to maximise their potential achievement or outcomes through an inspirational teaching and learning environment that allows individuals to maximise their own social, emotional, academic, and moral development.

In terms of moving the school forward, there is also a fundamental need for the school to work with its parents / local community and secure a joint vision for the students. The truly inclusive ethos that I firmly believe in, and we have here at Brooksbank School, can only happen if the partnership between school and its community exists.

All the staff at Brooksbank School are passionate about the potential offered by school and the positive impact on the lives of our young people. We have an outstanding commitment to success, underpinned by strong moral values and unrelentingly high expectations.

Vision Statement

Our aim at Brooksbank is to provide an outstanding educational experience for every one of our students. We take a holistic approach towards developing talented and personable young people, so that they will go on to live happy and successful lives, contribute positively to society and forge rewarding and successful careers.

This is underpinned by our vision for all students to:

Aspire and Achieve

The principles of our vision are:

- Develop as talented and personable young people who will go on to live happy and successful lives, contribute positively to society and forge rewarding and successful careers
- Be equipped with the knowledge and skills required to play an active and successful role in a highly competitive and fast-changing 21st Century world
- Participate in the widest possible range of exciting learning opportunities which maximise students' potential
- Encounter a culture where every student is encouraged and supported and their learning and achievements are celebrated
- Experience equality of opportunity for all and know that they can overcome any barriers

Andrew Taylor
Headteacher

Information

Within this pack you will find information about the post and the school as well as an application form.

If you would like to be considered for the post please fill in the enclosed application form in full and send us a letter of application, no more than 2 sides (Arial 11pt), outlining your relevant experience to date and the contribution you feel you could make to our school and our partners.

Please be assured that we take time to read and consider all applications we receive. However, due to the large number of applications we are currently receiving it is not possible to give feedback to candidates who have not been shortlisted.

Closing date: Monday 13th December 2021

Interviews will be held: w/c 13th December 2021

Completed application forms should be returned to: cwashington@bbs.calderdale.sch.uk

Note: Applications will only be considered on the school's application form from individuals, third party introductions will not be accepted



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Head of Faculty - Business / ICT TLR 2C £7,017

The Brooksbank School is a large, popular and successful comprehensive school and specialist Sports College. It is an oversubscribed 11 to 18 co-educational school with over 1800 students on role. The Brooksbank School was judged as a GOOD school by OFSTED in 2016. We continue to be a forward thinking and outward facing school and are recognised for the excellent practice being undertaken. The school is currently undergoing change under new headship and so this opportunity affords the successful candidate to significantly contribute to the strategies and policies of the school moving forward, whilst having specific responsibility for the behaviour and welfare of students and the impact this has on their education, success and outcomes. The successful applicant will join a strong and committed leadership team and will also be able to support change and improvement in the school over the coming years.

Our success with regard to our exam results improved last year and student outcomes, reflecting the hard work of both the students and staff alike were some of the best for several years. This gave everyone (students and staff alike) an immense pride in what we, the Brooksbank family have managed to achieve together.

We are looking for someone who:

- Is a talented and effective classroom practitioner.
- Has relevant experience in secondary schools.
- Has very good ICT and data management skills.
- Has vision, flair and creativity as well as the energy and determination to bring about change.
- Is a strong team player and works effectively with young people, colleagues and the wider community.
- Has the energy, stamina and commitment to make a difference and create the best possible educational opportunities for the young people at Brooksbank School.
- Is likely to be an existing successful teacher with significant skills, knowledge and experience of delivering high quality lessons.

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Further details and an information pack for all posts are available on the school's website: www.bbs.calderdale.sch.uk

School and Local Information

The Brooksbank School is the largest comprehensive secondary school in Calderdale with over 1,800 students currently on roll including over 300 in the Sixth Form. The school is popular with parents and is heavily oversubscribed.

Elland is situated in Calderdale and neighboured by the towns of Halifax and Huddersfield. It is conveniently placed for access to the M62 and lies within 15 miles of Leeds and 20 miles of Manchester. Some of the most attractive countryside in Britain – the Yorkshire Dales – is but a short distance way, whilst the Lakes, Peak District and North Yorkshire Moors are also easily accessible.

We became an Academy in October 2011 having previously been a grant maintained and then foundation school. The Academy Trust owns the site and buildings and employs the staff. The school employs over 110 teaching staff and a further 70 support staff to enable the successful delivery of a comprehensive and differentiated curriculum to ensure that all our students aspire and achieve.

Departments are well resourced for running expenses with a further opportunity to bid for extra funds for special projects. Every classroom has access to an interactive whiteboard and there are over 1,600 PCs/laptops across the campus. Alongside a hard-wired network that covers the whole site. All areas have access to the school Wi-Fi.

We have a large campus with sufficient specialist accommodation to teach all subjects in their own dedicated areas. Recently we have added a new post-16 art facility as well as investing in dining and student social areas. In addition we have excellent sports facilities including a four-court sports hall, fitness suite, two gyms, a dance studio and a number of football and rugby pitches. A new sports park has recently been developed which includes a closed track for cycle training and youth racing and we have recently opened a brand new 3G (artificial grass) football and rugby pitch. Our campus is used outside school hours by many community groups throughout the year. School staff have free access to the fitness suite before and after school.

The school is entering a new phase in its development, following the appointment of a new Headteacher from September 2020, the previous incumbent having retired. The school will be consolidating the wealth of excellent practices it currently undertakes aligned to new and exciting strategies that will drive the incessant push for maximising student outcomes and success both academically, socially and culturally. It clearly is an exciting opportunity for the right candidate to help drive forward, at pace the whole school improvement agenda.

The Brooksbank School was also a founder and is a current member of the Valley Learning Partnership. The Valley Learning is a Strategic Learning Partnership created to formalise collaboration between groups of schools in Calderdale and neighbouring areas. The work of Valley Learning Partnership falls into 3 broad categories:

- School Improvement
- Staff training and development
- Business and efficiency

Further information about the school including main school and Sixth Form prospectus may be found on the school website at www.bbs.calderdale.sch.uk

Job Description

As a Middle Leader (working with your line manager) at Brooksbank School you will:

- Create an effective climate for change, inspiring and enthusing colleagues
- Under your line manager, lead and manage staff and resources effectively - Support, guide, organise and motivate teams
- Develop strategies and policies for school improvement, communicate and implement - Inform and communicate priorities and targets and ensure they have impact
- Secure performance consistency across own leadership area and develop personal, team and student learning
- Monitor consistency and evaluate standards across the curriculum and against the School Improvement Plan (SIP) / OFSTED AFIs etc
- Oversee sustainable improvements and raise standards through Leadership Team and line management structures - Support and challenge Middle Leaders to achieve targets in line with the SIP etc
- Evaluate the effectiveness and progress towards targets for students and staff
- Strive to establish productive and supportive partnerships with parents and carers
- Maintain and contribute to the development of Brooksbank policies
- Take a leading role in Faculty and whole school enrichment programmes
- Support the rewards, positive behaviour policy and inclusion agenda within the Faculty.
- Take a pro-active approach to enhancing / play a full part in the Faculties extra – curricular provision
- Assist with the effective leadership of Faculty and pastoral teams, individually and with others by:
 - Leading on new developments in schemes of work, resources, teaching and learning strategies
 - Making a leading contribution to team review, monitoring and evaluation and the development of working practices
 - Taking a lead role in working groups and projects
 - Leading in other professional development activities
 - Providing regular feedback and updates to senior leadership team
- Be able and willing to teach in other subject areas as required. Follow and uphold all guidelines on health and safety and security
- Assist with the effective leadership of teams, individually and with others by:
 - Having oversight / leading on new developments including learning strategies
 - Making a leading contribution to team review, monitoring and evaluation and the development of working practices
 - Taking a lead role in working groups and projects
 - Lead professional development activities
 - Providing regular feedback to your line manager and updates to senior leadership team on the effectiveness and progress towards targets for students and staff
- Lead sustainable improvements and raise standards through Leadership Team and first line leader partnerships
- Plan for progression and raise expectations by creating and developing a climate of learning
- Secure performance consistency across own leadership area and develop personal, team and student learning
- Lead and manage staff and resources effectively
- Celebrate successes of team members – both work related achievements and life events.
- To undertake whole school Leadership responsibilities such as assemblies, duties.
- To undertake a host of other exciting and as yet undiscovered opportunities and responsibilities!

Strategic Direction and Development of the Team

- Drive the raising of attainment through high expectations for staff and students across all key stages
- Identify priorities for development of Faculty attainment and ensure plans are developed, implemented, have impact and are reviewed.
- Review, develop and promote the positive behaviour ethos across the faculty through high expectations for staff and students
- Ensure that whole-school policies are incorporated into relevant documentation, implemented and reviewed.
- Liaise with other Faculties and Pastoral staff when required
- Be responsible for Quality Assurance processes and procedures across the team, and be responsible for driving improvements that ensue from findings.

Leading Attainment and Behaviour

- Work in conjunction with the faculty to plan, implement and review the positive behaviour management policy across the School to ensure it is applied consistently and a positive climate for learning is supported across the school at all times
- Support faculty staff with the management of student behaviour across the school. (eg detentions etc.)
- Promote a positive behaviour ethos in Faculty classes.
- Support Faculty staff with the management of student progress.
- To encourage links with the community and local industry to develop appropriate contexts for applied learning.
- Ensure that appropriate systems are in place to record and monitor behaviour, attainment and intervention strategies and that these are both regular and thorough.
- Take a leading role in driving the vision for Inclusion with staff and students.
- Further develop the inclusion agenda by ensuring that the faculty for all KS3, KS4 & KS5 students have clear programmes of interventions and strategies to support their learning.
- Develop a range of systems and procedures to ensure that barriers to learning are identified, addresses and monitored.

Leading And Managing Staff

- Lead staff in line with School's high expectations.
- Monitor performance of all staff and act to ensure high standards of performance and professionalism.
- Promote the development and training of the Faculty members, including participation in performance review arrangements and the supervision of newly appointed team members.
- Ensure that effective formal and informal communication channels are maintained.
- Work with others to create a positive climate and shared culture of mutual support.
- Hold regular Faculty meetings, twilights and other support meetings.
- Monitor the effectiveness and hold to account other members of the team, negotiating and implementing an improvement plan where appropriate.
- Build an effective team through effective delegation of appropriate tasks, department responsibilities and duties.
- Manage own workload and that of others to allow an appropriate work/life balance.
- Ensure all team members are treated with equity and respect and be proactive in supporting all team members regardless of their need.
- Take time to listen to the views of team members.
- Celebrate successes of team members – both work related achievements and life events.
- Have highest aspirations for staff and students.

As a colleague at Brooksbank School you will:

- Teach pupils across the full age and ability range, aiming always for the highest possible standards of pupil achievement, personal development and well-being.
- Develop and foster links with the school's partners, stakeholders and other outside agencies.
- Support the vision and values of the school
- Put the well-being, development and progress of students first
- Demonstrate respect for diversity and promote equality
- Work effectively as part of whole-school teams
- Take responsibility for maintaining the quality of teaching practice
- Cooperate professionally with other colleagues
- Help students to become confident and successful learners
- Strive to establish productive and supportive partnerships with parents and carers
- Demonstrate honesty, integrity and uphold public trust and confidence in the teaching profession
- Within Brooksbank:

- Effectively teach in the Faculty
- Set appropriate homework
- Mark work, assess, record and report student progress
- Create a stimulating learning environment
- Follow and uphold all guidelines on health and safety and security
- Be able and willing to teach in other subject areas as required.
- To undertake any other duty as specified in the Teaching Standards.
- To undertake any other duty as deemed appropriate and to comply with any reasonable request from the headteacher / Line Manager to undertake work of a similar level that is not specified in the job description.

Additional professional Responsibilities

- Be knowledgeable about role
- Have a clear vision in your area of responsibility
- Be knowledgeable about subject and responsibility
- Be accountable for standards in subject/responsibility
- Evaluate impact
- Be up to date on current issues/legislation/initiatives etc
- Collect, analyse and action data
- Be an example of the highest quality in all facets of school life
- Have well developed interpersonal skills
- Have a variety of strategies to ensure good communication
- Understand issues of successful teamwork
- Keep deadlines
- Be organised and efficient
- Be an excellent ambassador with all parties associated with school life
- Be active in supporting all policies across the school
- Have an accurate awareness of what is happening
- Resolve misunderstandings and misinformation
- Report and make judgements on relevant issues
- Develop and maintain a clear and shared vision
- Be reliable and confident
- Keep high expectations
- Be a good role model for others to aspire to
- Dress appropriately
- Fulfil duties as required within job description
- Reinforcing the Faculty's behaviour policy by helping to monitor students on the referral system

Note: The information within this document including the Job Description, indicates the key areas of the role. Specifics may be further negotiated with the successful candidate.

Candidates need to be aware that they also will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level not specified in this job description.

Person specification

To be assessed through application, reference and interview

1.	Qualifications and experience	Essential	Desirable
1.1	First degree or equivalent and PGCE, or equivalent in Secondary Education. <ul style="list-style-type: none"> Significant experience in of leading on Child protection and Safeguarding within school. Significant experience of working multi-agencies, with regard to Child Protection and Safeguarding. 	✓	
1.2	Qualified teacher status	✓	
1.3	Successful experience at senior leadership level.	✓	
1.4	A proven track record in school improvement.	✓	
1.5	Recent and relevant professional and leadership development.	✓	
1.6	Successful leadership on whole school behaviour for learning.	✓	
1.7	Successful experience of leading and managing change.	✓	
1.7	Leadership experience in an 11-18 context.		✓
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	Resilience, 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	Potential and desire to aspire to headship.		✓
2.13	An excellent classroom practitioner who can act as a role model for others.	✓	
2.14	Good presentational skills and the ability to communicate effectively to a range of audiences both verbally and in writing.	✓	
3.	Personal circumstances		
3.1	Willingness to attend a broad range of out of hours events and activities.	✓	
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.	✓	
4.	Professional skills and knowledge		
4.1	Sound understanding of educational thinking, recent developments and key initiatives.	✓	
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	Ability to develop, implement and evaluate strategic plans and priorities.	✓	
4.7	Ability to create and maintain effective partnerships with parents and other stakeholders.	✓	
4.8	A fundamental concern for the safety, security and well being of students and staff.	✓	
4.9	Ability to work effectively and creatively with the Headteacher and governing body.	✓	
4.10	Ability to deal effectively with young people of all backgrounds.	✓	
4.11	Ability to be both a team leader and a team player.	✓	
4.12	Experience of developing partnership work.		✓