



Assistant Headteacher

Recruitment Pack

**MAXIMISE OUR POTENTIAL, TO BE
THE BEST WE CAN BE, EVERY DAY.**





How to Apply

Please submit the enclosed 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.

Applications should be returned electronically to S.Bramah@theheys.school

Closing Date: 16th October 2023

Interview Date: To be confirmed

Welcome



Dear Applicant,

Thank you for your interest in the post.

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

We promote a culture of high expectations, within a supportive environment, based upon our core values of, 'Be Respectful, Be Kind, Be Determined'. These core values are intrinsic to the school; they form the basis of how we work together as a family and how pupils are rewarded for the fantastic things they do.

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 The Heys School and The Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver our vision to **maximise our potential, to be the best we can be, every day**, then we would be delighted to receive an application from you.

Visits to our school are welcome and can be arranged by contacting Sean Bramah on 0161 773 2052 or email s.bramah@theheys.school.

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,

Mr P McKendrick

**Headteacher
The Heys School**



The Heys School



We are a smaller than average school with a family feel. We know our students' well and do all we can to ensure they have every opportunity to make the most of themselves and **maximise their potential, to be the best they can be, every day.**

At The Heys School, we focus on students' academic progress and believe that it is important to develop the child as a whole. We offer several different pathways to support our students and work with a number of local providers to ensure they have every opportunity available to them. We are passionate about developing well rounded students who have a clear focus on their future goals.

The Heys School is a diverse and exciting place to work and learn and our students always see this as a strength of the school. Our students believe that at the Heys everyone is treated equally.

We have a clear focus on ensuring that our students make good and sustained progress, regardless of their starting point. We are so proud of the amazing things that our students achieve every day, and we are constantly looking for new ways to celebrate their successes.

We believe that education is a journey, and we are committed to ensuring every student has the skills to meet the obstacles they face head on. We believe in the importance of grit, perseverance, and resilience and of showing our pupils the value of getting back up and trying again if they don't succeed the first-time round.

In the Heys family we value determination, respect and above all kindness. We are looking for committed staff who value the sense of family and are determined to support our pupils in any way they can.

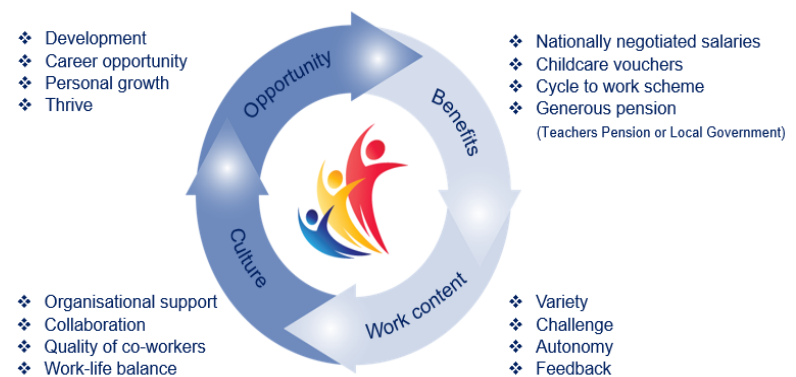
The Rowan Learning Trust

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 and to support them in their journey to become outstanding.

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

- Mutual respect
- Fairness
- Equality of opportunity
- Individual growth
- Kindness

We believe in an inclusive workplace – one that is built on fairness, merit and respect to help our employees perform to their greatest potential.



Job Description

Assistant Headteacher

Reports to: Headteacher/Deputy Headteacher

Location: Heys Road, Prestwich

Salary: Leadership Scale L12 – L16

Hours: Full time

Generic and Specific Responsibilities

- Under the reasonable direction of the Headteacher, carry out the professional duties of a schoolteacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- Help to formulate and review the aims and objectives of the school.
- Establish policies to promote high standards.
- Manage staff and resources.
- Monitor and evaluate the progress of policies.
- Undertake professional duties of the Headteacher as delegated.
- Provide leadership to ensure high quality education for all and improved standards of learning and achievement.
- Support the aims and objectives of the school.
- Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- Assist the Headteacher in leading and managing the creation and implementation of a strategic plan for securing school improvement which identifies priorities and targets for ensuring that students achieve high standards and make progress.
- Create a positive ethos and provide educational vision and direction, which secures effective teaching, successful learning, achievement by students and sustained improvement in their development, to maximise their value-added attainment.
- Ensure that students have access to a broad, balanced and relevant curriculum, which contributes to their development and provides appropriate preparation for adult life.
- Develop, implement and review the school's policies appropriate to the delegated areas of responsibility.
- Ensure that effective systems are in place to meet the needs of the students and that they are co-ordinated, monitored, evaluated, and reviewed.
- Lead by example, provide inspiration and motivation, vision, and purpose in line with the aims of the school.
- Support the Headteacher in ensuring that all those involved in the school are committed to its aims and are accountable in meeting objectives and targets which secure the educational success of the school.
- Lead on the day-to-day management within school, including the effective deployment of staff and physical resources.
- Analyse and interpret relevant data, research, and inspection evidence to inform the Headteacher and other audiences.
- Provide information, objective advice, and support to the Headteacher and Local Governing Body.
- Liaise with managers to ensure the delivery of appropriate, comprehensive, high quality and cost-effective curriculum programmes which complement the School Development Plan.
- Ensure opportunities to promote students' spiritual, moral, social and cultural development.
- Be accountable for the development and delivery of curriculum areas as delegated by the Headteacher.
- Create and maintain a climate to secure good teaching, effective learning, high standards of achievement, good behaviour and enable teachers and other staff to meet standards.
- Assist the Headteacher in determining, organising and implementing the curriculum and its assessment as well as monitoring and evaluating them.
- Monitor and evaluate the quality of teaching and standards achieved by all students, within delegated areas and meet challenging and realistic targets for improvement.
- Create and promote strategies for developing inclusion practice, including those relating to equality and diversity.
- Ensure that students develop study skills to learn more effectively and with increasing independence.
- Assist the Headteacher in monitoring, evaluating, and reviewing the effects of policies, priorities and targets of the school in practice, and take action as necessary.
- Assist the Headteacher in monitoring, evaluating, and reviewing the effects of the school improvement plan to secure progress and school improvement.
- Ensure the effective operation of quality control systems.
- Contribute to the school procedures for lesson observation.
- Implement school quality assurance procedures and to ensure adherence to those as delegated by the Headteacher.
- Assist the Headteacher in developing, implementing, and reviewing the monitoring and evaluation of the curriculum in line with agreed school procedures including evaluation against quality standards and performance criteria.



- Support the Headteacher in ensuring that resourcing and staffing are dedicated to promoting the highest standards of achievement for all students.
- Think creatively and imaginatively to anticipate and solve problems, identify opportunities, and implement modification and improvement where required.
- Make explicit to all stakeholders the school's high expectations that all students can succeed.
- Seek and use national, local and school data, Ofsted evidence and research findings in professional and school development.
- Provide information to support the school's SEF.
- Ensure the maintenance of accurate and up-to-date information on the management information system.
- Ensure and monitor the use of comparative data about students' prior attainment, to establish benchmarks and set targets for improvement.
- Assist in the use of performance data analyses and evaluations.
- Produce reports on examination performance, including the use of value-added data.
- Provide the Headteacher and the Local Governing Body with information relating to delegated areas of responsibility concerning performance and developments.
- Account for the efficiency and effectiveness of the delegated areas of responsibility to the Headteacher, Local Governing Body and other relevant stakeholders.
- Develop and maintain effective partnerships between parents and the wider community to support and improve student development and achievement.
- Develop and maintain effective relationships with the community, including business and industry, to enhance the curriculum and teaching and learning.
- Liaise with partner schools, further education and external agencies related to student welfare and achievement.
- Chair reviews, case conferences and meetings, as delegated.
- Judge when to make decisions, and when to consult with others, including external agencies.
- Assist the Headteacher in presenting an account of the school's performance in a form appropriate to a range of audiences, including the Governing Body.
- Support the Headteacher in ensuring that parents and students are well-informed about curriculum, attainment and progress, and about their contribution to achieving the school's targets for improvement.
- Contribute to communication and liaison events.
- Assist the Headteacher to recruit staff of the highest quality.
- Work with senior colleagues to deploy all staff effectively to improve the quality of education provided.
- Advise the Headteacher and Local Governing Body of likely priorities for expenditure.
- Support the Headteacher in managing and organising accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Manage, monitor, and review the range, quality and quantity and use of all available resources, within the delegated areas of responsibility, to meet the policies and objectives of the school, maximise students' achievements and ensure value for money.
- Maintain existing resources and explore opportunities to develop or incorporate new resources from sources inside and outside the school.
- Support the Headteacher in ensuring that effective mentoring systems are in place to support student progress and achievement.
- Support the monitoring of student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to, and that appropriate action is taken where necessary.
- As delegated by the Headteacher, lead and manage teams of managers to develop and implement pastoral systems.
- Contribute to the Personal Development Curriculum according to the school policy.
- Implement the behaviour management policy so that effective learning can take place.
- Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.



Person Specification

Essential

- A well-qualified person with Qualified Teacher Status.
- Excellent subject knowledge and related pedagogy.
- Ability to teach to KS3 and KS4.
- A passionate interest in all aspects of your subject specialism.
- An interest in promoting the subject outside the classroom.
- Highly professional standards in the classroom and when working with colleagues.
- Energy, enthusiasm, and a concern for quality in all aspects of work
- A capacity to work successfully as part of a team.
- Excellent classroom teaching & management skills
- The ability to enthuse, excite and engage students.
- An awareness of diversity and inclusion issues, and a determination to promote equal opportunities.
- The ability to use assessment data to identify underperformance and advise reactive strategies within your subject specialism.
- A passion for inclusive education and a drive to ensure every student has the opportunity to maximise their potential, to be the best they can be, every day.
- The ability to command the respect of staff and students alike.
- The ability to work as a supportive team member.
- A commitment to continued professional development.

- A willingness to share best practice and learn from others.
- A desire and willingness to explore innovative methods of curriculum delivery to capture the imagination of students.

Desirable

- Proven track record as a highly effective classroom teacher.
- Previous experience as a school leader.





The Trust 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.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.



The Rowan Learning Trust

Registered Office: Carr Lane, Wigan, WN3 5NY

Company Number 8010464



The Heys School

THE HEYS SCHOOL



JOB APPLICATION FORM FOR TEACHING STAFF IN SCHOOLS

The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.

HEYS ROAD,
PRESTWICH,
MANCHESTER.
M25 1JZ

TELEPHONE: 0161 773 2052

EMAIL: jobs@theheys.school

1. POST APPLIED FOR

Post Applied For:			
School:	The Heys School, Heys Road, Prestwich, Manchester. M25 1JZ		
As advertised in:		On date:	

2. PERSONAL DETAILS

SURNAME:		FORENAMES:	
TITLE: (Optional)		Date of Birth: (Optional)	
ADDRESS			
POSTCODE:		DfE NUMBER:	
TELEPHONE NUMBER:		NATIONAL INSURANCE NUMBER:	
MOBILE NUMBER:		EMAIL ADDRESS:	

3. CURRENT POST

SCHOOL/SERVICE:	
LOCAL EDUCATION AUTHORITY:	



JOB TITLE:			
DATE OF APPOINTMENT:		SALARY:	
TLR/ Recruitment and Retention Allowance (please specify as applicable)			
MAIN DUTIES AND RESPONSIBILITIES			
Reason for this application			

4. PREVIOUS TEACHING EXPERIENCE

Name of school, type of school and number on roll	Dates of employment		Post(s) held indicating salary points / allowances	Reasons for leaving
	From	To		

5. OTHER RELEVANT WORK EXPERIENCE



Post	Dates		Employer	Grade/Salary	Reason for Leaving
	From	To			

6. GENERAL EDUCATION

School	From	To	Qualifications – Grades, awarding bodies and dates

7. FURTHER AND HIGHER EDUCATION



Name of College/ University	From	To	Qualifications – Grades, awarding bodies & dates

8. ANY OTHER RELEVANT QUALIFICATIONS

Please give details of any other relevant qualifications you have for this post.

--

9. ADDITIONAL INFORMATION

Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school? <i>(If yes, please state relationship)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? <i>(If yes, please give details)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? <i>(If yes, please give details)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you hold a current and valid driving licence? <i>(if yes, please state the category)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>



Please indicate if you have any special requirements to allow you to participate fully in an interview.	
---	--

10. Criminal convictions or cautions

You should note that the disclosure of any offence will not necessarily prevent the Rowan Learning Trust from employing you, but we reserve the right to consider its significance in relation to working with children.

Work at the school is exempt under the Rehabilitation of Offender Act 1974. Any offer of appointment will be dependent upon the successful completion of the Disclosure and Barring Service (DBS) check at the Enhanced level.

Where serious concerns as to an individual's suitability to work with children are expressed, the facts will be reported to the relevant authorities.

Do you have any unspent criminal convictions, cautions or bind-overs? If yes, please forward details (date, offence and sentence) with a covering letter, in a sealed envelope marked "Addressee Only – Headteacher".	Yes <input type="checkbox"/> No <input type="checkbox"/>
--	--

11. REFERENCES

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer.** In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

REFEREE 1 Please provide name and address				REFEREE 2 Please provide name and address			
TELEPHONE NUMBER:				TELEPHONE NUMBER:			
EMAIL:				EMAIL:			
Reference Type: (Please circle)	Employer <input type="checkbox"/>	Education <input type="checkbox"/>	Character <input type="checkbox"/>	Reference Type: (Please circle)	Employer <input type="checkbox"/>	Education <input type="checkbox"/>	Character <input type="checkbox"/>
Please note that we will contact these referees if you are short-listed for this post and seek reference before interview.							

12. FURTHER INFORMATION FOR CANDIDATES

- * You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.
- * Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.

- * To comply with the Asylum and Immigration Act 1996 (as amended by S.147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK. If you are appointed to the post you will be provided with further information detailing what documents will be required.

THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT

13. DECLARATION

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:

Date:

