



The Heys School

Assistant Headteacher Recruitment Pack The Heys School



**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

Interview Date:



Maximising Potential | www.rowanlearningtrust.com

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 students 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



The Heys School is a smaller than average 11-16 mixed comprehensive school which was graded as “Good “in all areas by Ofsted in June 2024. The size of the school allows us to provide aligned and differentiated support as we strive to provide the highest standards for students and staff alike. Our core values of **Be Kind, Be Determined** and **Be Respectful** underpin the goal for all students to **maximise our potential, to be the best we 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 students 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 students in any way they can.

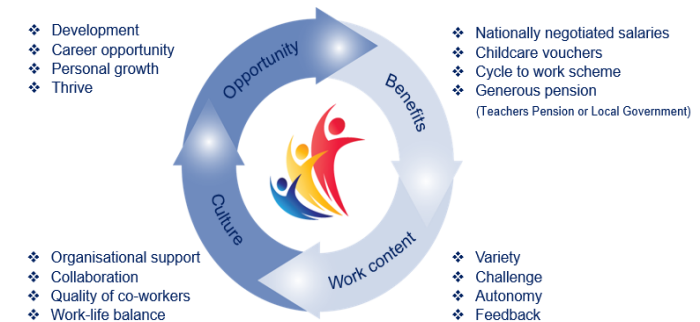
The Rowan Learning Trust

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 eleven schools: three high schools, an all-through alternative provision academy and seven 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 |
| Location: | The Heys School, Heys Road, Prestwich, Manchester, M25 1JZ |
| Salary: | Leadership Pay Scale – L12 - L16 |
| Hours: | Full time as specified within STPCD |

Overall Purpose of Post

- 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.

Teaching

- Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

Strategic / Operational Planning

- 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 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.

- 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.

Curriculum Provision

- 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 moral, social and cultural development.
- Be accountable for the development and delivery of curriculum areas as delegated by the Headteacher.

Curriculum Development

- 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 involving race relations.
- Ensure that students develop study skills to learn more effectively and with increasing independence.

Management of Resources

- 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.

Pastoral Systems

- 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.

School Ethos

- 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 Trusts corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.



Person Specification

Essential Criteria

- Evidence of successful middle leadership experience
- Evidence of further professional development in education management
- Evidence of effective pastoral leadership

It is essential that applicants should have been involved in the following whole school issues:

- Self-evaluation and improvement planning
- Staff development
- Directing and co-ordinating the work of others
- Establishing and developing successful policies and procedures
- Improving the quality of teaching and learning

The successful candidate will also demonstrate:

- A commitment to safeguarding and equality
- An empathy with children
- Outstanding teaching
- The ability to establish effective working relationships at all levels
- The ability to motivate colleagues and promote the development of an effective working team
- An understanding of students' educational development, learning and teaching methodologies.
- Appropriate management skills

Finally, short-listed candidates will be able to demonstrate at interview that they:

- Possess high level leadership qualities
- Possess high levels of motivation and commitment
- Can think analytically and innovatively
- Have an awareness of current educational development and the implications of relevant educational legislation

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 jobs@theheys.school.

Alternatively send a hard copy to:

Sean Bramah
HR Officer & Cover Lead
The Heys School
Heys Road
Prestwich
Manchester
M25 1JZ





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



Maximising Potential | www.rowanlearningtrust.com

JOB APPLICATION FORM FOR SUPPORT 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: | | Mobile No: | |
| Telephone No: | | National Insurance No: | |
| Email: | | | |

3. CURRENT POST

| | | | |
|---|--|----------------|--|
| CURRENT EMPLOYER: | | | |
| JOB TITLE: | | | |
| DATE OF APPOINTMENT: | | SALARY: | |
| NOTICE PERIOD: | | | |
| MAIN DUTIES AND RESPONSIBILITIES | | | |
| | | | |
| Reason for this application | | | |

4. PREVIOUS WORK EXPERIENCE

| NAME OF EMPLOYER | Dates of employment | | Post(s) held | 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 |
|--------|------|----|--|
| | | | |



| | | | |
|--|--|--|--|
| | | | |
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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.



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9. ADDITIONAL INFORMATION

| | |
|--|--|
| (i) | Are you related to, or a close friend of, any member of the Board of Trustees? If yes, please state relationship. |
| | |
| (ii) | Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? YES/NO. If yes, please give details, including dates, post held and employer. |
| | |
| (iii) | Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? YES/NO If yes, please give details of dates and resources. |
| | |
| (i) | Do you hold a current and valid driving licence? YES/NO Please state category..... |
| (ii) | The Rowan Learning Trust is committed to providing equal opportunities and supporting all applicants. If you require any reasonable adjustments to allow you to participate in the application process, please let us know. Do you require any reasonable adjustments? YES/NO |
| | |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? YES/NO | |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? YES/NO | |
| | |
| In line with Keeping Children Safe in Education, The Rowan Learning Trust will undertake general online searches for all shortlisted candidates which may include social media and video platforms. Online searches will only examine data which is publicly available, and the aim is to identify any incidents or issues. Any areas of concern will be discussed during the interview process. | |
| The information provided by you will be used for pre-employment recruitment monitoring and checks only and will supplement or form part of your application. | |
| To enable the check to be undertaken, it would assist if you could detail your username for the relevant social media platforms below: | |
| <ul style="list-style-type: none">- Facebook- Instagram- Twitter- LinkedIn- TikTok- Youtube | |

10. STATEMENT IN SUPPORT OF APPLICATION



Please attach a supporting statement, indicating any matters which you feel may be relevant to this application. Please head additional documentation with your name and post applied for.

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 | | | | REFEREE 2 | | | |
|--|--------------------------------------|---------------------------------------|---------------------------------------|------------------------------------|--------------------------------------|---------------------------------------|---------------------------------------|
| Please provide name and address | | | | 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

- i) In the interests of the protection of children, all posts are subject to enhanced criminal record and other relevant disclosures through the Disclosure & Barring Service (DBS). A criminal record will not necessarily prevent you from obtaining a position.
- ii) Please note that it is the policy of the Trust and the Governing Body to preclude employment of persons over the age of 65.
- iii) 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.
- iv) 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.

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:.....

