



Application Pack

Assistant Head of History

Required as soon as possible



Leverhuime
Church of England and Community Trust





March 2023

Dear Applicant

Thank you for your interest in the **Assistant Head of History** position at Harper Green High School.

Harper Green is a large secondary school situated in the South of Bolton and serves a varied community and is a part of Leverhulme Academy Trust. In our most recent Ofsted in January 2023 we were judged as a Good school, in all areas.

Our vision is to ensure that all students achieve the highest possible standards in all they do. At Harper Green we aim to develop well rounded individuals who have the academic success and personal qualities to enable them to be whatever they chose when they leave us. We develop our young people's social, emotional and mental health, we teach them how to be resilient lifelong learners and we encourage and motivate our students to achieve their full potential. Our school climate is calm, supportive and purposeful. We respect the rights and needs of all individuals and support them so that they are able to acquire the necessary skills to be successful adults and world citizens.

We continuously strive to improve outcomes for students. Harper Green School has created an ethos and culture around 'we are HARPER', where students feel a sense of purpose and belonging in our school community. We embrace all things HARPER, we are proud to be HARPER and these are the values by which we behave to enable us to be the best version of ourselves.

Harper Green offers a challenging, yet appropriate curriculum for our young people which supports them to go onto transform their futures.

This is a fantastic opportunity to be part of our History Department who have a drive and determination to make Harper Green Historians into scholars. They do this by upholding high expectations and delivery of a knowledge rich curriculum through high quality teaching and learning.

If you are excited by what you read and share our vision, I would welcome your application and I look forward to meeting you.

Yours faithfully

Sally Heppenstall
Head of School



**Welcome to
Leverhulme**
Church of England and Community Trust

Harper Green High School

Part of Leverhulme Academy Trust

As a school, we are proud of the achievements of our students and the successes they achieve. Our highly professional, motivated and creative staff are dedicated to ensuring each child flourishes in a safe and happy environment. Our beliefs are simple: each individual leaves Harper Green with the qualifications and skills needed to realise their ambitions. At Harper Green, we challenge students to explore the furthest reaches of their intellectual, creative, physical and emotional capabilities so that they realise their own infinite potential.

Students at Harper Green foster a love of learning that stays with them beyond leaving the school after year 11. All our staff share a relentless commitment to ensuring that every lesson is engaging, challenging and suited to the learning needs of each individual. This is underpinned by a strong pastoral team that creates an inclusive environment where every child feels supported, safe, happy and valued.

Our Ethos and Values

At Harper Green, we recognise that all students are unique with individual talents and needs. As a community, we identify, nurture and develop these talents in an atmosphere of trust and mutual respect. Our students leave Harper Green with the qualifications needed to realise their ambitions and foster a love of learning that remains with them into their adult life. Students of Harper Green make valuable contributions to society as well-rounded citizens.

As a successful school, we challenge students to explore the furthest reaches of their intellectual, creative, physical, and emotional capabilities to realise their own infinite potential. Our students see learning as a lifelong challenge, enabled by a philosophy of boundless opportunities; students take a responsibility to be central to their own development, striving for constant improvement in a safe environment that fosters strong spiritual and cultural understanding and respect.

Harper Green is the platform for young people to develop into global citizens that can make a valued contribution to society. It is the learning, social and cultural experiences our young students have at Harper Green that are pivotal in shaping the people they become and provides them with the aptitude, achievements, and opportunities to access life beyond school.

Ofsted 2023

I am delighted that Ofsted has recognised all that we do here together at Harper Green for our students and community, and that our values underpin who we are and what we stand for.

Ofsted recognised the quality of relationships and strength of our community and fed back how well our staff know our students as individuals, acknowledging that positive relationships are at the heart of all we do. The Ofsted team recognised that what they saw throughout the two days spent with us is what happens day in, day out at our school.

Harper Green is a caring community, and this well-deserved judgment is a culmination of the hard work, dedication and collaboration of our staff; the pride and 'we are HARPER' attitudes of our fantastic children: [Link to Ofsted Report](#)

“I’ve grown by working with excellent practitioners.”

Outgoing Head of Department



Leverhulme
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“Discovering dreams, achieving ambitions, and transforming lives.”

Harper Green High School is part of Leverhulme Academy Trust with Rivington and Blackrod High School and Sixth Form. As a Trust, we work together to ensure that all students receive an excellent education irrespective of their starting point. We relish the opportunity to be a part of the much-needed regeneration of areas we work in and wish to play a full role in the wider community.

Vision

The vision of Leverhulme Academy Trust is to provide the highest quality of education that creates a community of happy, successful and well-rounded individuals who can flourish and make a difference in our world.

Mission

Discovering dreams, achieving ambitions, and transforming lives.

Staff Values

Our values underpin our mission and provide the basis on which we will achieve our vision.

- **Students First:** We put our students at the heart of all our decisions
- **High Expectations:** We have high expectations of both ourselves and others
- **Integrity:** We do the right thing

Student Values

- **Take part**
- **Work hard**
- **Do the right thing**

Mr Paul Roach

CEO

Leverhulme Academy Trust

“An outstanding community school which has had a massively positive impact on the local community.”

Outgoing Assistant Headteacher



Working for Leverhulme Academy Trust is rewarding in lots of ways. In addition to a competitive salary, we offer a wide range of benefits to support your career development, health and wellbeing, finances and family.

Pension

We offer an excellent pension scheme with the Local Government Pension Scheme and Teachers Pension Scheme.

Continuous Service

Continuous service will be honoured for candidates moving from local authorities.

Enhanced Family Leave

We offer an enhanced family leave scheme to support our employees.

Enhanced Contractual Sick Pay

We offer enhanced contractual sick pay in line with the Burgundy Book and Green Book.

Salary Sacrifice Scheme

Employees can benefit from salary sacrifice schemes, including Cycle to Work scheme and a healthcare cash plan.

Support Services

We provide access to an occupational health provider for advice and support.

Excellent Career Development

We are committed to providing excellent CPD with access to further training and the opportunity to stretch your abilities and advance your career.

Free Parking on Site

Employees can enjoy the benefits of free car parking across our sites.

Free Access to Office 365

We have a dedicated IT Support Team to assist with any IT related queries.

Free Flu Vaccinations

We offer free flu vaccinations on an annual basis to all staff.

Trade Unions and Professional Associations

We recognise all of the leading trade unions and professional associations in the education sector and share the common objective of maintaining good employee relations.

“The support staff give to students is incredible.”

Outgoing Head of Department



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Job Description

Job title: Assistant Head of History

Grade: Mainscale T1 – T9 plus TLR 2C

Reports to: Head of Department

Principal Responsibilities:

- to have responsibility for the leadership of the department in liaison with the Head of Department and to deputise when necessary;
- to be lead member of staff in History.
- to be accountable for the History achievement of all students in conjunction with the Head of Department;
- to lead, develop and enhance the teaching practice of History teaching staff to ensure good learning takes place consistently;
- to take Line Management responsibility for staff belonging or linked to the History Department as directed by the Head of Department;
- to help the Head of Department with the smooth-running of the Department within the school;

Key Duties and Responsibilities, in collaboration with the Head of Department:

- to be responsible for defining the clear aims and objectives of the Department;
- in conjunction with the Head of Department to be responsible for producing a well sequenced and challenging curriculum and subsequent schemes of work;
- to pursue the highest possible academic standards within the Department, and to establish and implement structures which will provide early identification of underachieving students and to establish structures to improve progress;
- Quality Assure the implementation of the curriculum
- to ensure that appropriate cover work is provided for students when a subject teacher is absent;
- to take responsibility for the achievement of all students in History
- to ensure good student behaviour in the Department;
- to be involved as a Team Leader in appraisal issues;
- to ensure that all staff follow all agreed school and Department procedures;
- to ensure that the Department adheres to all Trust and school policy and procedures consistently;
- to take responsibility for all internal examination or assessments;
- to take responsibility for external examination entries in consultation with the relevant Assistant Headteacher;
- to take shared responsibility for the ordering, receiving, checking, recording and safe-keeping of all stock, equipment and teaching aids;
- to take shared responsibility for the care of the fabric in Department areas; the appearance of rooms and corridors and responsibility for the standards of display in rooms and corridors;
- where appropriate to attend all other relevant meetings and to contribute to policies across the curriculum;
- to contribute to the Department SEF and improvement plan

The above duties are not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Leadership Team.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Leadership Team as required. Trade union representation will be welcomed in any such discussions



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Person Specification

Job title: Assistant Head of History

Qualifications and training	Essential	Desirable
Qualified teacher status	✓	
Evidence of appropriate ongoing professional development.	✓	

Experience, knowledge and skills	Essential	Desirable
A track record of Good or Outstanding teaching	✓	
Experience of teaching the subject at KS3, KS4	✓	
Good knowledge of current developments in pedagogy and in the curriculum	✓	
Vision for the development of the curriculum area	✓	
Previous experience in the line management of staff	✓	
Proven successful experience being a Head of Department		✓
The ability to use ICT effectively to engage students	✓	
The ability to differentiate materials to meet the needs of learners	✓	
The ability to use effective behaviour management strategies	✓	
Extensive of how to use assessment to inform planning for good teaching/learning	✓	
An understanding of academic data at school, local and national level, and the ability to use it to identify and rectify underperformance	✓	
Ability to listen and effectively communicate and negotiate with a variety of audiences	✓	
Diplomatic, with the ability to develop and maintain effective relationships	✓	
Ability to act quickly and sensitively under pressure, and to manage own and others' workloads appropriately	✓	
A team player with the ability to work collaboratively.	✓	
Knowledge and understanding current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people.	✓	
Knowledge and experience of improving outcomes in your curriculum area.	✓	



Personal attributes	Essential	Desirable
Always prepared to put the students' needs first	✓	
High expectations of students' progress, outcomes and behaviour	✓	
Responsibility for own professional development and be willing to partake in further development.	✓	
A team player with energy, commitment, enthusiasm and resilience.	✓	
A commitment to equality and diversity policies.	✓	
A commitment to Health and Safety.	✓	
A commitment to child protection and safeguarding.	✓	
An understanding of child protection and safeguarding.	✓	

Special requirements	Essential	Desirable
Right to work in the UK.	✓	
Satisfactory enhanced DBS certificate.	✓	
Medical clearance.	✓	
2 satisfactory references.	✓	
Full UK driving license and access to a car during working hours.		✓

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS). The school is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.