



Proud to be part of
GREENSHAW
LEARNING TRUST



HOLMLEIGH PARK

HIGH SCHOOL



Assistant Headteacher (Raising Standards)

Start Date: 01 September 2021

Salary: L12-L18

Status: Full time and permanent

INTRODUCTION LETTER

Thank you for taking an interest in joining us as Assistant Headteacher (Raising Standards). This is an incredibly exciting and rare opportunity, which is now available following the current postholder's promotion within the Greenshaw Learning Trust. We are looking for an exceptional teacher and leader who can build on the extremely solid foundations laid down over the past two years with our exam groups, and ensure that our future cohorts achieve spectacularly good outcomes.

As a member of the Senior Leadership team, you will also be expected to play a full part in the school's decision making and daily operation. You will need exceptionally high levels of drive and a rock-solid determination to make a very significant difference to our community.

Holmleigh Park is a large and ambitious 11-18 academy located in Tuffley, Gloucester. We believe that all children have limitless potential, and are proud to offer a comprehensive education to all students in our local community. We expect all staff, students and parents to embrace our three principles - **Work Hard, Be Kind, Take Responsibility** - so that our students leave school as ambitious, confident and successful young adults with the highest standards of integrity.

Why join our SLT?

- **A high-performing team:** Our SLT always lead by example, and we reserve the highest standards in the school for ourselves. We always support each other and work as a team, taking collective responsibility for the school. As a result, 99% of staff agreed or strongly agree that the school is well led (March 2021).
- **A high performing school:** In under two years, Holmleigh Park has gone from results in the bottom 1% of the country to a school which 99% of parents believe has improved – of which 84% believed it has “improved significantly” (March 2021). Assuming exams run in 2022, we expect to be in the top 20% of English schools by Progress 8.
- **A high-performing trust:** The Greenshaw Learning Trust has a proven track record of very quickly turning round underperforming schools, with exceptional support offered to Senior Leaders. Our DDI system for teaching and learning has been adopted by schools across the country as a simple but effective way of rapidly transforming teaching and learning.

Our website provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours. We welcome visits or conversations with prospective applicants. To arrange a tour or a confidential phone call, please contact my PA, Ms Harrison (l.harrison@hphigh.co.uk).

We are committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

I look forward to hearing from you soon.



Patrick Farmbrough
Headteacher

JOB DESCRIPTION

As an Assistant Headteacher, you will be an important part of the Senior Leadership Team. You will be expected to lead the school, setting exceptionally high standards for staff and students, and ensuring they are met. You will be expected to contribute widely to all areas of the school – not just within your remit. You will need to be relentlessly positive and optimistic, hard working, and absolutely obsessive about doing things well.

As our Raising Standards Lead, you will be responsible for ensuring students have the best possible chance of success in their exams. We have a clear and simple approach to this, and you will be responsible for galvanising staff and students to ensure they make the most of every minute of every lesson – particularly in the extended school day for Year 11. You will need to build a culture amongst students of working and revising hard. You will coordinate any additional interventions, and hold middle leaders to account for ensuring they are preparing students incredibly thoroughly. While the role will primarily focus on Year 11, you will also be expected to work closely with the Assistant Headteacher for Sixth Form to ensure Year 13 preparation is just as thorough, and you will be expected to oversee raising standards work in Years 7-10 and 12.

Key Purpose

With the Headteacher and Leadership Team:

- i. Share responsibility for school policies, decision-making and strategic planning;
- ii. Develop an ethos of extremely high expectations of staff and students
- iii. Take full accountability for key areas of the school's work.
- iv. Manage staff and resources
- v. Monitor progress towards the achievement of the school's aims and objectives
- vi. Be a highly visible presence around the school and model expectations of staff and students;

Duties and responsibilities

1. Leadership

Under the direction of the Headteacher and as part of the Leadership Team:

- i. Support the Headteacher and Leadership Team in the day-to-day management of the school
- ii. Communicate the school's vision compellingly and support the Headteacher's strategic leadership
- iii. Lead by example, focusing on providing excellent education for all students
- iv. Lead on all aspects of raising standards for both staff and students
- v. Build positive relationships with members of the school community
- vi. Keep up to date with developments in education
- vii. Seek training and continuing professional development to meet own needs

2. Managing staff

Under the direction of the Headteacher and as part of the Leadership Team:

- i. Assist with the selection and recruitment of new teaching staff
- ii. Performance manage middle leaders, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance
- iii. Create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge
- iv. Commit to their own professional development, proactively identifying development opportunities

3. Modelling best practice for teachers

- i. Demonstrate excellent performance against parts one and two of the teacher's standards and the Greenshaw Principles of Teaching
- ii. Contribute to the development of our MAT by sharing effective practice, working in partnership with other schools and promoting innovation

4. Systems and processes

Under the direction of the Headteacher and as part of the Leadership Team:

- i. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- ii. Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding pupils and extremely high expectations of exemplary behaviour
- iii. Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and expecting excellent practice
- iv. Work with the governing board as appropriate
- v. Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- vi. Support distribution of leadership throughout the school

Whilst every effort has been made to explain the main duties and responsibilities for the post, the list is not exhaustive and may not identify each individual task to be undertaken. The job description, in conjunction with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

PERSON SPECIFICATION

Education

| Essential | Desirable |
|---|-----------------------------|
| Qualified teacher status | Post graduate qualification |
| Relevant Degree | Strong academic credentials |
| Evidence of continuing professional development | |

Experience

| Essential | Desirable |
|--|--|
| An outstanding classroom practitioner | Awareness and or involvement with appropriate CPD |
| Experience of implementing systems and processes to aid learning, teaching and student development | Experience of both the pastoral and academic parts of leading a year group |
| Experience of implementing whole school strategies to raise achievement | Experience of successful leadership of a department |
| Track record of exceptional results within own remit | Experience being part of a team that has led a school from one Ofsted category to another (e.g. Good to Outstanding) |
| Experience of line managing staff | |

Knowledge and skills

| Essential | Desirable |
|--|---|
| Excellent interpersonal and teamwork skills | Links to/with the wider educational community |
| Excellent communicator – clear and unambiguous but sensitive and measured | |
| An ability to establish good working relationships with a wide range of people including students, parents, governors and colleagues | |
| Knowledge of strategies to inspire and improve outcomes for students | |
| The knowledge and vision to put strategies into practice to meet current and future challenges | |
| Outstanding organisational skills to ensure efficient and effective operation | |
| Confidence and experience in the use of ICT for learning, teaching and admin | |

| Essential | Desirable |
|--|-----------|
| <p>Ambition and vision</p> <p>A commitment to sustaining and raising achievement, attainment and aspirations of all students</p> <p>Co-operative style of working</p> <p>Ability to work under pressure and remain positive, enthusiastic and resilient</p> <p>Reflective and analytical</p> <p>Unbridled optimism</p> <p>The ability to work independently, willingness to take tough decisions and face the challenges of managing change</p> <p>Potential and capacity to grow professionally</p> | |

The Application Process

1. Applications

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website www.hphigh.co.uk

The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than on **Sunday 25th April 2021**. Applications received after this date and time will not be considered.

2. Shortlisting

Shortlisting will be finalised on **Monday 26th April 2021**. Shortlisted candidates will then be invited by telephone to attend for interview. Please make sure you have given day and evening telephone numbers on which you can be reached.

3. Interview

Interviews will take place as soon as possible.

4. Notification of outcome

Candidates will be notified of the outcome as soon as possible following the interview process. Please ensure you have given day and evening telephone numbers on which you can be reached.

5. Feedback

Unsuccessful shortlisted candidates will have the opportunity for professional feedback during the week following the interviews.

6. Taking up post

The successful candidate will take up post as soon as possible.

Should you require any additional information, please contact Lin Harrison, HR Officer at l.harrison@hphigh.co.uk