



Education
Partnership
Trust

High Expectations • Commitment • Ambition

Candidate Information Pack

Assistant Headteacher

Pleckgate High School



A message from the Headteacher

“The community of Pleckgate has a local secondary school it can be proud of. It provides an excellent education for all its pupils. They flourish in a bright, positive and secure environment.”
Ofsted – January 2019

Thank you for expressing an interest in the position of **Assistant Headteacher** at Pleckgate High School.

This is a special opportunity for an outstanding, ambitious and dynamic teacher to join an outstanding school at an exciting stage of its journey. As a member of the Senior Leadership Team (SLT), you will play a vital role in leading the school to continuously improve.

This is a new post that will strengthen our existing leadership team and will, amongst other responsibilities, provide an excellent opportunity to lead and develop key areas in school including our Disadvantaged Strategy, SEND and Extra Curricular provision across the school. We are looking for a committed and hardworking professional with experience of developing high quality, inclusive teaching and learning alongside a passion for supporting the most vulnerable pupils to achieve excellent outcomes and an outstanding educational experience both inside and outside the classroom.

We are a large secondary school, part of Education Partnership Trust (EPT), situated on the northern outskirts of Blackburn with Darwen. Our school community is made up of 1300 pupils and 180 staff with excellent facilities to benefit both the school and local community. Pleckgate High School is a thriving multicultural community that places the best interests of young people at the heart of everything we do.

In January 2019, the school was judged as outstanding in all areas by Ofsted, a copy of the report can be downloaded from the school's website. Inspectors found our school to have a “great sense of industry and endeavour” and described the school as “harmonious” with a “common goal to excel”. A copy of the report can be downloaded from the school's website.

At Pleckgate everyone is committed to providing the best educational experiences and opportunities for our pupils. At the heart of the school's work is a commitment to high quality teaching and learning and achievement for all: for our pupils to be safe, happy and successful developing as individuals into caring, responsible citizens who participate fully in school life and are proud of their achievements. Every pupil at Pleckgate is encouraged to have ambitious goals and everybody is responsible for creating a culture of high expectations and academic excellence.

We are proud of our achievements – our ambitious curriculum, our examination success, opportunities for pupils' personal development, our charity work and our community involvement. We are committed to the pursuit of outstanding teaching and learning alongside the highest possible academic, personal and moral standards.

This commitment is built upon a shared belief in hard work, self-reflection and a culture of respect and support for others.

Pleckgate is a successful 11 – 16 high school and over the past three years has achieved the following:

- Judged as outstanding across all four areas: Leadership and management, quality of teaching, outcomes and personal development and welfare.
- Outcomes in 2019 continued to demonstrate excellent progress with a fifth successive year of positive Progress 8 and in the top 20% of schools nationally.
- For the past four years each year group in school has been significantly oversubscribed

To apply for this post, please follow the instructions on the 'Vacancies' page on our website. For visits to the school or any other information, please contact jferguson@pleckgate.com



A. McGinty
Headteacher



**Education
Partnership
Trust**



I am delighted that you are considering a role within the EPT.

The EPT was established in 2012 as a high performing multi academy trust and approved academy sponsor, that delivers the very best educational experience for our pupils within an ethos of collaboration and excellence.

Wishing you all the best with your application.



Sharon Roscoe
Chief Executive

Our Vision

Creating outstanding schools which transform learning, lives and communities

Our Values

High Expectations

of ourselves, our pupils and our school community

Commitment

we are dedicated to raising standards and improving opportunities

Ambition

we constantly strive to improve by setting ourselves challenging goals

Job Advertisement

Assistant Headteacher

Start Date: April 2023

Salary: Leadership Range L14 – L18

Pleckgate High School wishes to appoint an experienced, dynamic and inspiring Assistant Headteacher to join a committed and dedicated leadership team. The Senior Leadership team will consist of 7 senior leaders who are fully committed to ensuring Pleckgate High school fulfils its potential to be an outstanding school. You will play a crucial role in assisting the Headteacher to secure an outstanding education for pupils and in creating an environment where there are the highest expectations for all members of the school community. This post offers outstanding opportunities for continuous personal and professional development for a highly motivated and ambitious leader looking for career advancement.

The Job

- To play a crucial role in assisting the Headteacher to secure an outstanding education for pupils and in creating an environment where there are the highest expectations for all members of the school community.

What are the job requirements?

- An experienced leader with a range of educational experiences in different settings.
- Committed to outstanding teaching and learning practices, which result in successful outcomes for all of our pupils.
- Evidence of excellent outcomes in their own teaching.
- Able to think strategically and creatively with an excellent understanding of developments across the educational landscape.
- Able to engage, motivate and inspire pupils and colleagues.
- Enthusiastic and has a 'can do' attitude.
- Has high aspirations for themselves and others
- A successful leader with a track record of high expectations and successful outcomes.
- Committed to their own professional development, particularly with regards to SEND leadership and knowledge

Amongst the many benefits of working within the Trust you will receive:

- Employee cash back plan provided free by the Trust includes optical, dental, physio, diagnostics, health assessment, NHS prescription charges, hospital cover, discounted gym memberships plus lots more.
- 6 sessions of free counselling including CBT, wellbeing and bereavement.

- Cycle to work scheme.
- Access to government pension schemes.
- Free parking
- Training and development opportunities
- Personal development and promotion opportunities across the Trust
- Trust wide focus on staff wellbeing

Closing date: Monday 30 January 2023 at 09:00
Interview date: w/c 6 February 2023

Safeguarding

The Education Partnership Trust is committed to safeguarding its children; therefore, an enhanced DBS clearance will be undertaken for the successful applicant(s). The Trust (and its schools) are legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

Incomplete application forms will not be shortlisted, if you need to discuss a reason for being unable to complete a section, please contact the recruitment team HR@ept-uk.com

Applications for this exciting post are to be made through <https://ept.face-ed.co.uk/vacancies>

Job Description

Assistant Headteacher

Reports to: The Headteacher

All year round

Grade: Leadership Range L14 – L18

Job Purpose

- To play a crucial role in assisting the Headteacher to secure an outstanding education for pupils and in creating an environment where there are the highest expectations for all members of the school community.

Key Responsibilities and Accountabilities

To work alongside the Headteacher and Senior Leadership Team to:

- 1. Maintain the vision and direction for the school and ensure that the school's vision and values are clearly articulated, shared, understood and acted upon effectively by all.**
 - Demonstrate an unrelenting commitment to providing the best educational experiences and opportunities for all our pupils.
 - Ensure a commitment to academic excellence, high quality teaching and learning and achievement for all.
 - Undertake strategic planning, contributing to school self-evaluation sharing responsibility for developing and implementing the School Development Plan
 - Use national, local and school data effectively to analyse and evaluate pupil progress; plan and implement effective interventions to support all pupils achieving their full potential
- 2. Inspire, motivate and influence staff and pupils, maintaining the highest standards and expectations of teaching, learning and pupil well-being.**
 - Contribute to an ethos that promotes excellent teaching and learning both as a classroom teacher and within the subject areas in school
 - To provide excellent leadership and management to teams of staff, as agreed with the Headteacher
 - Identify areas for development and evaluate current practice using the school improvement plan
 - To help devise, implement and monitor strategies for raising levels of attainment and achievement
 - Ensure sustainability of practice through building successful teams
 - Ensuring rigorous on-going monitoring systems are implemented through a rigorous approach to quality assurance

- Be familiar with the changing educational environment and take account of national and local data, and the Ofsted inspection framework

3. Develop the leadership capacity of middle level leadership through coaching and challenge.

- To support and advise colleagues in the exercise of their professional duties and professional development
- Use coaching to empower and develop staff at all levels to continuously improve
- Set high performance targets and challenge and support staff to achieve these in line with performance management objectives and teacher standards.
- Model a reflective and open approach to your own development and practice and regularly participate in continuing professional development
- Actively seek feedback from all stakeholders and take effective action to address areas of development
- Take a significant role in the development and implementation of the school's performance management policy, to secure school improvement and individual professional development

4. Build a school culture and curriculum that take account of the richness and diversity of the school's communities

- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural wellbeing of young people and their families
- Be outward facing and committed to working with stakeholders and building partnerships in the local community

5. Play a key role in the day to day running of the school

- To actively demonstrate a commitment to 'whole-school' life including attendance at school events (such as extra-curricular events, parent partnerships and primary school visits) and represent the school at wider community events.
- To line manage identified staff, incorporating our Appraisal Policy and ensuring high quality teaching and learning
- Work with the Headteacher to ensure the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment
- To attend, contribute to and, when required, convene and chair meetings and working parties as appropriate
- To lead Whole-School and Year Group Assemblies as required
- To assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies
- To undertake other duties as may reasonably be requested by the Headteacher

6. Build positive relationships with all stakeholders

- Develop and maintain excellent relationships with members of the school community, Academy Trust, Governors, neighbouring schools and the wider community.
- Develop and present an accurate account of the school's performance to a range of audiences including governors
- To support and participate in the work of the Education Partnership Trust (EPT) including undertaking some tasks off-site for the Trust as agreed

Note

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your "typical working arrangements" specified in your Statement of Particulars. The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.

Person Specification

Assistant Headteacher

Reports to: The Headteacher

Grade: Leadership Range L14 – L18

No	Categories	Essential / Desirable	App Form	Interview
CORE BELIEFS				
1	A relentless approach to securing the improvement of teaching and learning	E	✓	✓
2	A commitment to establishing and maintaining honest, meaningful working relationships with children, school staff, parents, carers and the wider community	E	✓	✓
3	Having the highest expectations of both pupils and staff	E	✓	✓
QUALIFICATIONS AND TRAINING				
4	Qualified to at least degree level	E	✓	
5	Qualified Teacher Status	E	✓	
6	Experience of leading whole school initiatives	E	✓	
7	An outstanding classroom practitioner achieving excellent outcomes at KS4	E	✓	
8	Minimum of five years teaching experience in at least two different secondary schools	D	✓	
9	Experience as a middle leader or head of subject	E	✓	
10	Experience as an Assistant Head Teacher or Seconded role to leadership	D	✓	
11	Evidence of relevant and substantial CPD at a whole school level, with examples of SEND strategies and development.	E	✓	
12	National Award for SEN Coordination, or a willingness to complete it within the first year of appointment	E	✓	
KNOWLEDGE AND EXPERIENCE				
13	Experience of leading under pressure	E		✓
14	Experience of managing staff including setting performance management targets and holding to account	E	✓	
15	Evidence of leading, supporting and managing others, both individuals and teams, ensuring high quality performance	E	✓	✓

16	Experience of leading extracurricular provision across school successfully	D	✓	
17	Experience of leading the disadvantaged strategy to support the achievement of pupils	D	✓	
18	Experience of leading successful strategies for improving outcomes with specific groups of pupils such as SEND, disadvantaged, poor attendance	D	✓	✓
19	Experienced of curriculum design for supporting pupils with specific learning needs to ensure all pupils achieve well	D		✓
20	Experience of leading CPD at a whole school level on improving engagement for pupils	D	✓	
21	Good understanding of how to promote an inclusive strategy to improve the outcomes of all learners	D	✓	
22	Experience of supporting the development of pedagogy and practice which support the most vulnerable learners to achieve well.	D	✓	
23	Experience of effective and sustained school improvement	E	✓	✓
24	Experience of monitoring, evaluation and review that provide performance data that can be used to improve the quality of teaching and learning	E	✓	✓
25	Good understanding of the SEND Code of Practice and the responsibilities within it	D	✓	
26	Experience of working with the SENCO	D	✓	
27	Experience of implementing performance management and appraisal procedures	E	✓	✓
28	Experience of presenting to a wide audience including teachers, managers, governors and parents	D	✓	
29	Experience of embedding innovative strategies for improving teaching and learning in a whole school situation, particularly with an emphasis on improving working memory and retrieval of knowledge	E	✓	✓
30	Experience of managing and implementing change successfully at whole school level	E	✓	
31	Experience of using coaching as a model for ensuring ongoing professional development particularly with subject leaders	D	✓	
32	Thorough knowledge of up to date safeguarding procedures and best practice	E	✓	✓
PROFESSIONAL SKILLS AND ATTRIBUTES				
33	Evidence of continuous self-development and updated knowledge in the field of education in particular SEND	E	✓	
34	Effective written and oral skills	E	✓	✓



35	Able to demonstrate initiative and think creatively to offer solutions-based approach	E	✓	✓
PERSONAL QUALITIES AND ATTRIBUTES				
36	Enthusiasm for and commitment to the achievement of the school's overall vision for success at all levels	E	✓	✓
37	Proven track record of excellent results in examinations	E	✓	
38	Flexible, adaptable, results oriented and able to prioritise, resilient under pressure	E		✓
39	Awareness and commitment to equal opportunities and valuing diversity	E	✓	
40	Creativity and enthusiasm to promote a positive school image to the local and national community	E		✓
41	Demonstrate high standards of personal integrity, loyalty, discretion and professionalism	E		✓
42	A fair, consistent, creative and reflective leader who is prepared to take risks	E		✓
43	A strong, inspirational and dynamic leader who can demonstrate some successful experiences of leading teams	E		✓



Contact

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An Education Partnership Trust School