

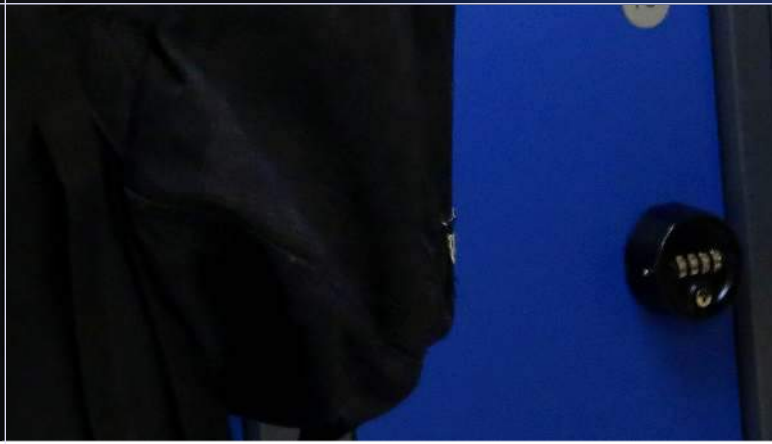
THE  
**WHITBY**  
HIGH SCHOOL



## ASSISTANT HEADTEACHER

Application Pack

**P**REPARE  
**A**CHIEVE  
**C**CARE  
**E**ENJOY





# Dear Colleague

Thank you for your interest in the post of Assistant Headteacher at The Whitby High School.

The Whitby High School is a large, popular comprehensive school situated in the town of Ellesmere Port in Cheshire. The school has 1600 students which, includes 200 in our growing Sixth Form provision. The school has been at the heart of the community for over 60 years.

The school is popular with parents and carers with applications each year exceeding our 300 Published Admissions Number. We are an inclusive school and take great pride in the support we offer all our students irrespective of background or ability.

The school constantly reviews our offer to our students in order to ensure that they can take full advantage of all the opportunities in the community and beyond, while we consider those accountability measures placed upon all schools nationally. Our inspection judgement in February 2019 was disappointing and is not a true reflection of the school in any respect, an observation acknowledged by staff, parents/carers, governors and the local authority. I believe that this is further supported by the comments in the report following the Section 8 inspection carried out in July 2019.

The school is fully staffed with talented, enthusiastic and specialist teachers which enables us to offer an extended range of courses at Level 2 and Level 3. Our extra curricular provision is impressive and includes a large cohort of youngsters who complete the Duke of Edinburgh award each year. The school has a supportive, experienced and knowledgeable Governing Body.

The successful candidate will be joining a highly focused, experienced senior leadership team with loyalty and passion for the school.





This cohesive team work as one to ensure that we do the best for our young learners tackling issues efficiently and effectively. We are seeking to appoint a Assistant Headteacher who not only has excellent teaching and management skills, but has also an understanding of how inspirational and enthusiastic leadership can enable young learners to achieve highly. We seek someone with the ideas and initiative to compliment our team further, supporting the development of our systems and approaches to an ever changing education landscape.

This is an opportunity to be part of the continuing development of a school that is valued by its diverse community. A school that bases its ethos around the word **PACE** – to **PREPARE** our students to **ACHIEVE** with **CARE** for themselves and others whilst they **ENJOY** all that education has to offer.

We have included a range of information with the pack to give you a greater sense of the school with further information available on our website. We will be offering tours of the school at 4pm on the 11th, 12th, 18th and 19th March 2020 with the deadline for applications being Wednesday 25th March 2020 (Noon). Interviews will take place on Tuesday 31st March and Wednesday 1st April 2020.

Thank you once again for your interest in this exciting opportunity. I wish you the very best of luck in your application.

Yours sincerely

Mr B Heeley  
Headteacher



# The Whitby High School

The Whitby High School is situated a short walk from Ellesmere Port town centre and near to the Cheshire Oaks retail area. The town and the surrounding area has been the subject of investment over past years and this is continuing through large-scale residential developments across a number of areas. This will see more investment in the school over time to accommodate students in what is the only non-faith school in the vicinity.

The school is easily accessed from the major M56 and M53 motorways with excellent road links from Chester, North Wales and the Wirral. Ellesmere Port is a proud town with an impressive industrial heritage, which is still dominated by the local employers of Vauxhall Motors and ESSAR Petrochemicals. However, Cheshire Oaks, TATA Steel, Airbus, Unilever and Urenco are all major employers in the community. The shift over recent years into the retail sector has offered families in the town more opportunity and diversity in terms of employment with students from the school having the same opportunities when they leave.

The school has a comprehensive intake from over twenty Primary schools and serves a diverse social demographic. Links with local Primary schools is very strong through Headteacher meetings, governance and a comprehensive range of activities offered by the school and joint working at both student and staff level.

The Whitby High School enjoys excellent working relationships with other education establishments across Cheshire West and beyond including working with five other Secondary schools through a self-review partnership. We also work closely with the local teaching school, Further Education College and the University of Chester.

The school is large and spread over two buildings with a "Pastoral Hub" at the centre. We have recently completed the construction of a new music and Design and Technology block and a redevelopment and refurbishment project within the Science and Humanities areas.

The LA has supported this with a £2.6m funding agreement to support the removal of the temporary accommodation and realign subject bases. This will also ensure that all subjects will be able to be accessed on the ground floor

This popular school has an eleven-form entry with approximately 1600 students including 200 in the Sixth Form from across the range of socio economic backgrounds. Students are placed into one of five Houses (Hanover, Stuart, Tudor, Windsor and York). Each House is led by a House Progress Manager supported by a non-teaching Assistant House Progress Manager with every House being line managed by a member of the senior leadership team under the direction of the Deputy Headteacher. The House system is very well established. In most cases, all siblings will be in the same House, which ensures a valuable link between each family and one member of staff. Our pastoral staff know our families very well. The pastoral staff are also a valuable link between the family and any outside agencies working with them. This is invaluable in fostering strong, trusted relationships with our families.

The Senior Leadership Team is constituted of Headteacher, two Deputy Head teachers, five Assistant Head teachers, Business Manager and three associates (SCLs for SEN, English and Mathematics). The current team has been established over the past eight years and works cohesively with a shared focus on developing the school to offer the very best for our students.

In total, the school has 110 teaching staff (98 FTE) and 86 support staff of which 20 are teaching assistants. The school is fully staffed with specialist teachers across ten curriculum areas (English, Mathematics, Science, Modern Foreign Languages, Humanities, Design Technology, Expressive & Performing Arts, ICT(Media & Business), Physical Education and Learning Support) all with a Senior Curriculum Leader who manages a number of associated departments. Each curriculum area and House is line managed by a member of the Senior Leadership Team.



The school operates a six period day each of fifty minutes per period.

At KS3 weekly period allocations for core subjects are:

- Year 7 – English 5, Maths 4, Science 3
- Year 8 – English 4, Maths 4, Science 4
- Year 9 – English 5, Maths 5, Science 3

At KS4 weekly period allocations for core subjects are:

- Pathway P – English 4, Maths 5, Science 6
- Pathway A – English 5, Maths 4, Science 6

At Level 2, the school offers 34 courses in addition to English and Mathematics. We offer nine Level 2 vocational qualifications.

At Key Stage 5, in Y12, each subject has five lessons per week and in Y13, they have six.

The school offers 14 GCE 2 year A' Level courses and 14 2 year Level 3 vocational courses, predominantly BTECs. All Sixth Form students have Guided Learning (supervised, registered study) periods on their timetable, ten periods in Y12 and six periods in Y13. Over the past two years, we have expanded and tailored our Sixth Form provision to support the needs of our students. This has been reflected in the curriculum offer, staffing and study provision for the Sixth Form.

Students who enter the school have an average point score close to the national average in all year groups with approximately 18% registered as Pupil Premium students, 8% registered as low scorers and 25 students with Education Health Care Plans. Many of the Sixth Form students are the first to continue into university education. (Parent surveys show that 14% of parents attended higher education).

As discussed earlier the school is fortunate to sit within an area rich with employment opportunities based around large petro-chemical, engineering and manufacturing industries plus a huge retail sector base. At The Whitby High School, we believe it important to support local employment need and opportunity through the range of vocational courses we offer at Key Stage 4 and Key Stage 5. These courses are very popular with students and are extremely successful contributing to twice the national average of students taking up quality apprenticeships after Year 11 and Year 13. This is a real success of the school

The Whitby High School offers a large range of extra-curricular activities and clubs across all subject areas but particularly in Sport, Music, Drama, Art, Science and Maths. Revision clubs operate across all subjects plus at times, specialist clubs such as Latin. We recently secured funding from MBNA to develop "Hungerball" within school to promote health and wellbeing. In addition, the school offers a hugely successful "Junior High" extra-curricular provision for Y5 and Y6 students, which is oversubscribed across all areas. It also offers "Academic High" to AG&T students from these Primary Schools

The school holds Investors in People Award, International Schools Award, Silver Arts Mark and Sainsbury's Gold Kite Mark in Sport. We now hold the Rainbow Flag Award and the Careers Award. We are an Attachment Friendly School.

As a school, we value our staff and have a number of wellbeing initiatives firmly established. We are now putting the final arrangements to a new opportunity for all our staff through the introduction of a BUPA healthcare support package.



# SLT Roles & Responsibilities

| HEAD  | DEPUTY  | DEPUTY  | BUS. MGR  |
|---|---|---|---|
| <ul style="list-style-type: none"> <li>• Strategic Leadership</li> <li>• Legal documentation</li> <li>• Finance</li> <li>• Safeguarding</li> <li>• Primary Liaison</li> <li>• Ofsted Lead</li> <li>• SEF/SIP Lead</li> <li>• Governors</li> <li>• School Improvement Partnership (SIP)</li> </ul> | <ul style="list-style-type: none"> <li>• Development of Learning and Teaching</li> <li>• SEF and SDP</li> <li>• Staff Appointment</li> <li>• Post Ofsted support (Humanities)</li> <li>• Post Ofsted support (Learning &amp; Teaching)</li> <li>• LA Targets</li> <li>• School Targets</li> <li>• Timetable</li> <li>• Options (KS4 &amp; KS5)</li> <li>• Data Analysis and dissemination</li> <li>• Internal Monitoring and Assessment Monitoring Day</li> <li>• Parents Evening</li> <li>• Reporting to Parents</li> <li>• Line Management of SCLs</li> <li>• Overview of Exams / Data</li> <li>• Overview of PP</li> </ul> | <ul style="list-style-type: none"> <li>• Development of Learning and Teaching</li> <li>• <b>SEF SDP</b></li> <li>• Post Ofsted support (Literacy)</li> <li>• Post Ofsted support (Attendance)</li> <li>• <b>Safeguard Lead</b></li> <li>• Pastoral 11 – 18 (including rewards and sanctions)</li> <li>• Child Protection</li> <li>• Rewards and Sanctions</li> <li>• Exclusions</li> <li>• Behaviour</li> <li>• CLA and New Intake</li> <li>• Pastoral Teams (HPM's) – Focus – Role of Form Tutor</li> <li>• Attendance</li> <li>• TAF Lead oversight/Strategic Lead</li> <li>• Line Management for Learning Mentor, Inclusion Centre, Study Support Centre</li> <li>• Line Management of House Progress Managers</li> <li>• Line Management of SENCo &amp; Learning Support Dept</li> <li>• Buildings, Facilities &amp; ICT Infra structure</li> </ul> | <ul style="list-style-type: none"> <li>• Development of Learning and Teaching</li> <li>• <b>SEF and SDP</b></li> <li>• Bids and securing outside funding</li> <li>• Human Resources</li> <li>• Buildings</li> <li>• Health and Safety</li> <li>• Fire Marshall</li> <li>• Transport</li> <li>• Lettings Contracts and New Business</li> <li>• Staff Attendance and R2W</li> <li>• Support staff CPD</li> <li>• Support staff appraisal (Blue Sky Staff Appraisal Co-ordinator)</li> <li>• Safeguarding and SCR</li> <li>• Manage Exams</li> <li>• Manage Financial Operations</li> <li>• Manage work of administration and support staff</li> </ul> |



| ASST. HEAD  | ASST. HEAD   | ASST. HEAD   | ASST. HEAD  | ASST. HEAD  |
|---|--|--|---|---|
| <ul style="list-style-type: none"> <li>• Development of Learning and Teaching</li> <li>• <b>SEF and SDP</b></li> <li>• School Self Evaluation Lead including Departmental inspections</li> <li>• Learning walks</li> <li>• Work scrutiny</li> <li>• Known Absence Overview</li> <li>• Blue Sky Lead</li> <li>• Oversight of Vocational Education</li> <li>• Oversight of Alternative Provision (HPM involvement etc)</li> <li>• Lead on Staff Coaching and Support Programme</li> </ul> | <ul style="list-style-type: none"> <li>• Development of Learning and Teaching</li> <li>• <b>SEF and SDP</b></li> <li>• Sixth Form Lead</li> <li>• Community Links (Development and Sustainability)</li> <li>• CPD Lead/Ofsted readiness</li> <li>• Teaching and Learning Lead</li> <li>• Marking and assessment lead</li> <li>• Work scrutiny lead</li> <li>• EFA Funding</li> <li>• KS5 Progress</li> </ul> | <ul style="list-style-type: none"> <li>• Development of Teaching and Learning</li> <li>• <b>SEF and SDP</b></li> <li>• Raising Standards Leader for KS3/4</li> <li>• Whole School Intervention (Eng/Hist Specific Groups)</li> <li>• Academic Mentoring (Eng/Hist Specific Groups)</li> <li>• Intervention Overview and impact</li> <li>• PIXL Strategic Development and Deployment</li> <li>• Achievement for All Lead Pupil Premium and Vulnerable Groups</li> <li>• Admission Appeals</li> <li>• Data Protection Officer</li> </ul> | <ul style="list-style-type: none"> <li>• Development of Teaching and Learning</li> <li>• <b>SEF and SDP</b></li> <li>• Lead on Teaching Staff Appraisal (Blue Sky Appraisal Co-ordinator)</li> <li>• Lead on CLA/Traveller provision</li> <li>• Admissions/New Intake – In-year Transfers</li> <li>• Assistant Lead on Safeguarding</li> <li>• “Attachment Friendly” Lead</li> <li>• Character Building/PiXL Edge</li> <li>• Student Leadership</li> <li>• Student Voice Overview</li> <li>• CPOMS</li> </ul> | <ul style="list-style-type: none"> <li>• Development of Learning and Teaching</li> <li>• <b>SEF and SDP</b></li> <li>• Statutory PSHE</li> <li>• Overview of ITT including MMU PGCE involvement</li> <li>• NQT/RQT Mentoring</li> <li>• Staff Information Packs</li> <li>• International Links and Partner Schools</li> <li>• Oversight of Open and Presentation Evening</li> <li>• Career Lead/Investors in Careers</li> <li>• Work Experience</li> <li>• Appeals</li> <li>• Primary School Liaison</li> <li>• Duty Rotas</li> </ul> |

## Assistant Head Roles and Responsibilities 2020

(These are reviewed annually)



# Assistant Headteacher

**Starting September 2020**

**Salary Range L9 – L13 £50,026 - £55,202**

**NOR 1600**

Are you seeking an opportunity to play an important role in further developing the culture and climate of a dynamic over subscribed school. If so, The Whitby High School is looking for an inspiring new Assistant Headteacher resulting from the appointment of the current post holder to Deputy Headship.

The appointment to Assistant Headteacher at The Whitby High School is an opportunity to join a successful leadership team, talented, committed staff, enthusiastic, friendly students and a community of supportive families and external partners within and beyond Ellesmere Port.

The Whitby High School has been at the heart of our community for over 60 years and this appointment will give the successful candidate an inspirational role in supporting approaches to teaching, learning, behaviour and inclusion across this busy school. Applicants should be excellent teachers with extensive experience of student and staff leadership with a desire to ensure every child is supported to achieve their best. We seek a suitable person with the commitment, drive, enthusiasm, knowledge and skills to support the school into the future. A person with ideas to develop this already well established school to thrive and students within to excel.

The Whitby High School is committed to the safeguarding of all our students and staff. The successful candidate will be bound by the school's safeguarding children processes, undertake safeguarding training as necessary and all appointments are subject to Enhanced Disclosure and Baring checks from the DBS. All candidates will be expected to provide sources for two professional references.

**Closing Date: Noon, Wednesday 25<sup>th</sup> March 2020.**

Full details about the school and the above post are available on the school website.

*Our school community places the highest priority on keeping our children safe. Applicants for all posts will be subject to stringent vetting and induction processes.*

*The Whitby High School is an equal opportunities employer.*





# Job Description

**JOB TITLE:** Assistant Headteacher

**RESPONSIBLE TO:** Deputy Headteacher

**JOB PURPOSE:** To provide a vision and leadership for the life and work of the School so that the School's aims are implemented in accordance with the policies of the Governing Body.

## PRINCIPAL RESPONSIBILITIES

|     |  |
|-----|--|
| 1.  | Play a major role under the overall direction of the Deputy Headteacher in;- <ul style="list-style-type: none"> <li>- Formulating the aims and objectives of the school.</li> <li>- Establishing the policies through which they are to be achieved.</li> <li>- Managing staff and resources to that end; and</li> <li>- Monitoring progress towards their achievement.</li> </ul> |
| 2.  | Undertake any professional duties of an Assistant Headteacher reasonably delegated by the Deputy Headteacher.  |
| 3.  | Undertake to the extent required by the Deputy Headteacher, Headteacher or the Governing Body, the professional duties of the Deputy Headteacher in the event of his absence from school.  |
| 4.  | Maintain and develop the ethos of the school.  |
| 5.  | Develop and operate appropriate consultative and decision making procedures so as to ensure maximum participation and commitment.  |
| 6.  | Monitor and evaluate standards of teaching, learning, resource usage and management effectiveness and implement appropriate change strategies where required.  |
| 7.  | Contribute to and where appropriate lead strategic planning and development in all aspects of the life of the school.  |
| 8.  | Manage the day to day running of key aspects of the school.  |
| 9.  | Line manage a faculty area(s), Pastoral House and other staff as appropriate.  |
| 10. | Raise standards of achievement for students by promoting best practice in teaching and learning.   |
| 11. | Ensure that the welfare of children and young people is safeguarded and promoted.  |
| 12. | Promote effective relationships with external bodies, notably parents, business and industry, primary schools, the local community and the local authority and promote a positive image of the school.   |
| 13. | Act as associate member of Governor Committees as appropriate.   |



# Person Specification

**JOB TITLE: Assistant Headteacher**

| CRITERIA                 | ESSENTIAL  | DESIRABLE  | METHOD OF ASSESSMENT  |
|--------------------------|--|--|---|
| <b>Qualifications</b>    | Good Honours Degree 2:2 or above.<br>Teaching Qualification.   | Evidence of Continuing Professional Development.<br>Achieved NPQSL/NPQH or Masters level qualification.  | Application Form.   |
| <b>Experience</b>        | Middle leadership role. Taught at 11-18 school after qualifying.<br>Has taken the lead in one or more whole school responsibilities.<br>Proven track record of raising educational standards.<br>Outstanding classroom practitioner.<br>Effective user of ICT.   | Experience of teaching in a Comprehensive school.<br>Financial, curricular and/or pastoral experience at senior management level.<br>Experience of working with partner schools.<br>Taught at more than one school after qualifying. | Application Form.<br>Letter of application.<br>Interview.<br>Reference. |
| <b>Knowledge</b>         | An understanding of how to ensure high quality teaching and effective learning.<br>An understanding of strategies and tactics to secure whole school improvement.<br>A clear understanding of the current educational agenda.<br>A clear vision of this school's future.   | Good understanding of how assessment strategies are used to inform learning in order to help students make progress.<br>Understanding of the ways in which schools are judged.   | Interview   |
| <b>Leadership Skills</b> | The ability to think strategically to build a clear vision to inspire others and carry the vision forward.<br>Ability to set clear and challenging standards.<br>Negotiate and consult effectively.<br>Good motivator.<br>Team Leader / Team builder. Can delegate but remains accountable.<br>Initiate, lead and manage change.<br>Interpret and apply current legislation and relevant education research.<br>Use data for benchmarking and target setting purposes. |  | Letter of application.<br>Interview.<br>Reference.                      |

|                                |  |                               |   |
|--------------------------------|--|-------------------------------|---|
| <b>Values</b>                  | standards of behaviour and academic excellence.<br>Responsive to the needs of all pupils of all abilities.<br>Maintenance of the diversity of curriculum.<br>Enthusiasm for developing and improving community links.  |                               | Interview.<br>Reference.                            |
| <b>Personal Qualities</b>      | Excellent attendance and punctuality record. Passionate about teaching and learning.<br>Adaptable.<br>Integrity.<br>Effective communicator and listener.<br>Approachable.<br>Decisive.<br>Consultative.<br>Prepared to take difficult decisions.<br>Demonstrate a high level of professionalism.<br>Assertive. | Sensitivity and humour.       | Letter of application.<br>Interview.<br>Reference.  |
| <b>Strengthening Community</b> | Commitment to maintaining and developing partnerships between all stakeholders.<br>Appreciation of and commitment to working in partnership towards educational improvement.   | Links to other organisations. | Letter of application.<br>References.<br>Interview. |
| <b>Safeguarding Children</b>   | Commitment to safeguarding and providing the welfare of children and young people. Understanding of 'Keeping Children Safe in Schools'.  | Child Protection training.    | Letter of application.<br>References.               |

THE  
**WHITBY**  
HIGH SCHOOL



✉ **The Whitby High School**  
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Ellesmere Port  
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☎ **0151 355 8445**

🌐 **whitbyhigh.org**

