

## Woodhey High School

### Assistant Headteacher – Inclusion (Personal Development, Enrichment & Vulnerable Groups)

#### Person Specification

**Job Title:** Assistant Headteacher – Personal Development, Enrichment & Vulnerable Groups

**Salary:** L14-18

**Responsible to:** Headteacher

**Responsible for:** Performing in accordance with the provisions of the School Teacher's Pay and Conditions Document and within the range of teachers' duties set out in that document.

#### **Statement of Purpose**

To take responsibility for leading Personal Development across the school which includes: SMSC, FBV, Careers Education, PSHE and RSE. In addition the post-holder will coordinate and monitor enrichment and holistic development activities across the school, ensuring that all students, including vulnerable groups, are accessing the wider curriculum. The role will require the post-holder to work closely with the Assistant Headteacher for Inclusion (Safeguarding & Pastoral) to ensure that our school follows inclusive practices and that safeguarding practices are robust. As such, you will be the Deputy Designated Safeguarding Lead. You will be the lead teacher for looked after children and other vulnerable groups, helping to ensure that all students are supported to develop into courteous, empathetic individuals who are fully prepared for a positive life in modern Britain.

#### **Professional duties:**

The successful candidate, in addition to carrying out the professional duties of a teacher and those duties particularly assigned by the headteacher, must:

- Play a major role under the overall direction of the Headteacher in:
  - Formulating the aims and objectives of the school;
  - Establishing the policies through which they are to be achieved;
  - Managing staff and resources to that end;
  - Monitoring progress towards their achievement;
- Undertake day to day operational duties commensurate with the role;
- Undertake any professional duties of the headteacher reasonably delegated by the headteacher.

**Brian Roadnight Headteacher**

Bolton Road West, Ramsbottom, Bury, Lancashire, BL0 9QZ

**Tel:** 01706 82 5215 **Email:** woodhey@bury.gov.uk **Online:** www.woodhey.bury.sch.uk

The Shaw Education Trust Limited is a company limited by guarantee, registered in England (no 09067175)  
Registered address: Shaw Education Trust Head Office, Kidsgrove Secondary School, Gloucester Road, Kidsgrove,  
ST7 4DL.

The details of our academies registered as business names can be found at [www.shaw-education.org.uk](http://www.shaw-education.org.uk).

- Lead by example, providing inspiration and motivation and embody for all students, staff, academy councillors and parents, the vision, purpose and leadership of the school.

#### **Main responsibilities:**

- SMSC and FBV
- Lead strategically the school's approaches to PSHE and RSE;
- Lead strategically the school's approaches to CEIAG;
- Be fully DSL trained and be the Deputy Designated Safeguarding Lead
- Assembly coordination;
- Transition (including Open Day);
- Alternative Provision;
- Equality of Opportunity;
- Lead on the co-ordination of extra-curricular activities and monitoring take-up
- Sharing leadership of pastoral staff in relevant areas;
- Student Voice, including school council;
- Looked After Children;
- Student medical conditions
- Reporting to Academy Council and the Shaw Education Trust.

#### **Line Management:**

- PHSE/CEIAG Co-ordinator.
- Form Tutors in their role of teaching PSHE/RSE
- Sharing leadership of pastoral staff in relevant areas;

#### **Principle Duties:**

- To ensure that the school develops responsible, respectful and active citizens who are able to play their part and become actively involved in public life as adult
- To ensure that the school provides students with appropriate experiences for their Spiritual, Moral, Social and Cultural Development; to map out and monitor the provision across the school
- To ensure that students understand the fundamental British values; to map out and monitor the provision across the school
- To promote the equality of opportunity so that all students can thrive together, understanding that difference is a positive, not a negative, and that individual characteristics make people unique; formulate policies and ensure that they are enacted
- To promote an inclusive environment that meets the needs of all students, irrespective of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation; provide opportunities student voice, and where appropriate specific activities, for students with different characteristics
- To ensure that the school develops students' character

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- To ensure that the school develops students' confidence, resilience and knowledge so that they can keep themselves mentally healthy
- To ensure that the school develops students' understanding of how to keep physically healthy, eat healthily and maintain an active lifestyle,
- To ensure that the school gives a significant and well-balanced extra-curricular offer
- To develop students' age-appropriate understanding of healthy relationships through appropriate relationships and sex education
- To support students with the readiness for their next phase of education, training or employment so that students are equipped to make the transition successfully
- To ensure that the school provides effective careers information, education, advice and guidance (CIEAG), in line with the statutory guidance;
- To oversee and monitor the quality of unbiased careers advice and guidance provided to students
- To ensure that school makes appropriate progress against use of the Gatsby Benchmarks
- To leading the school's relationships, sex and health education curriculum
- Ensure that channels of communication are used effectively within the school with regards to area of responsibilities and that students and parents are well informed
- To regularly evaluate the effectiveness of systems within area of responsibilities.
- To lead on school assembly organisation including ensuring along with key staff that students' achievement is recognised and celebrated through a coordinated approach of assemblies and activities.
- Ensure that there is a range, quality and take-up of extra-curricular activities offered by the school; monitor the take-up by students of the opportunities provided by the school, including by pupil group
- To be accountable with Pastoral Leaders, with reviewing relevant school data to identify potential disaffection, underachievement and any trends in progress, either positive or negative.
- To ensure relevant staff identify students for whom curriculum diversification, vocational provision, focused work experience, additional motivational provision might be appropriate, and to work alongside key staff in supporting the implementation of any alternative curriculum.
- To be one of the lead professionals in matters of Safeguarding, including Child Protection, being aware of, and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.
- To lead transition programmes with key staff.
- To provide the Headteacher and Academy Council with relevant information relating to performance, progress and development as required.
- To attend and report to the Standards Academy Council Committee.

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## PERSON SPECIFICATION

### Qualifications

- PGCE (Secondary) Essential
- Degree or equivalent in related subject areas Essential
- Further Relevant Qualifications or equivalent Desirable
- Relevant in service training during the last three years Essential

### Experience

- Significant, successful teaching experience Essential
- Significant leadership and management experience Essential
- Significant, recent, effective pastoral Leadership and Management Essential
- Evidence of work which has led directly to positive outcomes for students Essential
- Be an excellent classroom practitioner Essential
- Experience in more than one school Desirable
- Experience of leading a successful whole school, cross school initiative Desirable
- Experience of working with external agencies Desirable
- Evidence of wider school effectiveness Desirable

### Knowledge & Skills

- Ability to articulate a sound educational philosophy consistent with the school's aims Essential
- Enthusiasm for learning Essential
- Empathy with young people Essential
- Be committed to having a positive impact on the learning and teaching of students in your charge Essential
- Excellent ICT skills which have been deployed to support student learning Desirable
- Understanding of effective practice in the teaching of all areas of the curriculum and cross-curricular themes Desirable

### Personal Qualities

- Inspirational Leadership skills Essential
- Ability to work on own initiative Essential
- Ability and willingness to work with a wide range of people Essential
- Excellent interpersonal skills Essential
- Displays a professional and efficient approach Essential
- Experience of leading a team and working within a team Essential

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- Displays a positive and decisive approach to problem solving Essential
- Displays ambition and is keen to contribute to whole school development Essential

**THIS SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT.**

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