



**Education
Partnership
Trust**

High Expectations • **Commitment** • **Ambition**

Candidate Information Pack

**Assistant Headteacher
(Safeguarding & SEND-Inclusion)
Burnley High School**





A message from the Headteacher

Thank you for expressing an interest in the position of Assistant Headteacher (Safeguarding) at Burnley High School. This is a special opportunity for an outstanding, ambitious and dynamic teacher to join a Good school at an exciting stage of its journey.

Burnley High School is a thriving, ambitious community that places the best interests of young people at the heart of everything we do. We are a smaller than average secondary school, part of Education Partnership Trust (EPT), serving the community of West Burnley and Padiham. As an established, successful school we have grown in size and popularity, with demand for places resulting in the school being oversubscribed. We have a fantastic student cohort and dedicated staff that thrive on a culture of high expectations.

In May 2017 and 2022, the school was judged as 'Good' 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 "polite, well-mannered students who are incredibly proud of their school", "relationships between teachers and pupils are positive and based on genuine respect and care" and that our "pupils have good attitudes to learning and are keen to succeed".

At Burnley High School, everyone is committed to providing the best educational experiences and opportunities for our students. Our vision is to ensure a world class education, addressing social disadvantage where it exists through high expectations and an ambitious curriculum. At the very 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 student at Burnley High School is encouraged to have ambitious goals and is responsible for creating a culture of high expectations and academic excellence. We support our students to become conscientious, high-achieving individuals, who are able to discover their talents and passions through the opportunities we provide. Our ethos revolves around ensuring that we provide the very best educational experiences and opportunities, both in and out of the classroom environment.

We are proud of our achievements at Burnley High School – our aspirational and exciting curriculum, our examination success, our ambitious 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.



Burnley High School is a successful 11 – 16 high school and over the past five years has achieved the following:

- Judged as Good across all four areas: Leadership and management, quality of teaching, outcomes and personal development and welfare.
- External outcomes in 2019 demonstrated good progress with a positive Progress 8 score.
- Established as the 'school of choice' in the local area, and oversubscribed in every year group.

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 hello@burnleyhigh.com



E. Lewis
Headteacher



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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.

The reduction of workload and the wellbeing of our colleagues are key priorities with Wellbeing Champions in each school and a designated trust lead.

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 (Safeguarding & SEND-Inclusion)

Hours:	Full Time
Start Date:	21st April 2025 (or following Easter holidays)
Salary:	Leadership L8 – L14 - £59,167 - £68,586

Burnley High School wishes to appoint a hardworking, enthusiastic and committed Assistant Headteacher. If you are experienced, enthusiastic, open to new ideas and have a flexible 'can do' approach, we would welcome an application from you.

The Job

The Assistant Headteacher will support the Headteacher and Deputy Headteacher in:

- Communicating the school's vision compellingly and supporting the Headteacher's strategic leadership
- The day-to-day management of the school
- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives

The Assistant Headteacher will also have a timetabled teaching commitment focusing on core subjects (English as desirable), complying with the Teachers' Standards and modelling best practice for others. They may also be required to undertake any of the duties delegated from the Headteacher.

What are the job requirements?

- Qualified Teacher Status.
- Good Honours Degree in relevant discipline
- Relevant experience and impact at middle leadership
- Experience of coaching/mentoring/supporting colleagues which has led to improvement in performance
- Knowledge and understanding of strategies to safeguard students and staff
- Knowledge of strategies to manage and improve pupil behaviour
- Excellent interpersonal & presentation skills across the spectrum of stake holders



- A high level of self-awareness – knows strengths and weaknesses and can relate to difficult personality types
- Can demonstrate understanding of how effective self-evaluation and strategic improvement planning can increase effectiveness and raise student achievement

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

- Healthcare 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.
- Electric Car Scheme (Salary Sacrifice)
- Access to Teachers' pension scheme.
- Free parking
- Training and development opportunities
- Personal development and promotion opportunities across the Trust
- Trust wide focus on staff wellbeing
- Trust wide Intranet to share knowledge and resources

Safeguarding

The Education Partnership Trust is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed.

Education Partnership Trust is also committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

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 (Safeguarding & SEND-Inclusion)

Reports to: Headteacher
Grade: Leadership L8– L14

Job Purpose

The Assistant Headteacher will support the Headteacher and Deputy Headteacher. You will:

- Lead and manage safeguarding of all pupils and staff fulfilling all requirements of a Lead DSL
- Communicate the school's vision compellingly and supporting the Headteacher's strategic leadership
- Formulate the aims and objectives of the school related to welfare and safeguarding
- Establish policies and processes for achieving these aims and objectives
- Manage safeguarding and family support staff and resources
- Line managing curriculum leads ensuring high standards of achievement
- Monitoring progress towards the achievement of the school's aims and objectives

The Assistant Headteacher will also have a timetabled teaching commitment focusing on core subjects (English is desirable), complying with the Teachers' Standards and modelling best practice for others. They may also be required to undertake any of the duties delegated from the Headteacher.

Key Responsibilities and Accountabilities School Culture and Behaviour

Under the direction of the Headteacher or deputy Headteacher, the Assistant Headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism

Teaching, curriculum and assessment

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Establish and sustain high-quality teaching across subjects and phases, based on evidence
- Ensure the teaching of a broad, structured and coherent curriculum



- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum

Additional and special educational needs and disabilities

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Performance manage middle leaders, including carrying out appraisals and holding staff to account to their performance
- Manage staff well with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs

Governance, accountability and working in partnership

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Work with the governing board as appropriate
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organization
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Safeguarding

The Assistant Headteacher will:

Lead and manage safeguarding of all pupils and staff

- Fulfil all requirements of the role of Lead DSL, following and meeting all legal and statutory requirements.
- Take ownership of the co-ordination and record keeping in relation to welfare and safeguarding, such as overseeing TAFs, FTE logs etc., ensuring this is kept accurate and up to date.
- Record, log and monitor all safeguarding actions, following up on any concerns logged by staff and external agencies.
- Liaise with all external agencies in relation to any safeguarding concerns, ensuring appropriate and meaningful actions are taken.



- Direct other staff, including deputy DSLs as to actions to be taken following safeguarding incidents or reports of concern.
- Manage safeguarding and family support staff and resources
- Record and log any actions, directions and causes for concern.

SEND

The Assistant Headteacher will:

- Support the SENCO in leading the strategic development of the SEND provision across the school, ensuring compliance with statutory requirements and alignment with the SEND Code of Practice.
- Oversee the design and implementation of an inclusive curriculum that supports the academic and personal development of students with SEND
- Analyse SEND-related data to monitor student progress, identify gaps, and implement effective strategies to improve outcomes for students with additional needs.
- Line manage and support the SENCO
- Oversee smooth transitions for SEND students, whether they are moving between year groups, key stages, or to post-16 education, ensuring appropriate support and guidance.

EXPECTATIONS OF ALL SCHOOL STAFF:

- Ensure good and better progress for all students within groups taught through the planning and preparation of high-quality lessons which engage, motivate and support learners and adhere to the schools Teaching and Learning Standard
- Strive to deliver a consistently good standard of teaching
- Take responsibility within own teaching areas and in the execution of general duties for the creation of a positive climate for learning which results in positive and respectful attitudes
- Consistently apply the school behaviour policy to support all colleagues in establishing high standards of behaviour from students, and in order that students have parity of treatment and expectations in all areas of the school
- Access, record and report on the development, progress and attainment of students within the department and school assessment and reporting policy
- In consultation with the head of department, contribute to the planning, design and production of good quality teaching materials and resources, appropriate to age and ability
- Contribute to the wider life of the school by participating in the provision of Extension, Enrichment and Enhancement activities through the planned program
- Participate in whole school, departmental and all school meetings actively contributing to the decision making and consultation procedures
- Participate fully in the school's Performance Management process, engaging in professional development activities which enhance personal performance, fulfil personal potential and contribute effectively to the implementation of the school goal to be an outstanding place of learning



- Uphold the professional standards of dress, behaviour, attitudes and team spirit which will ensure that Burnley High School is a pleasant, positive place to learn and work

Equal Opportunities:

- To promote equal opportunities in education in order that all children and families will gain optimum benefit from the service provided.
- To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing

Generic Staff Requirements:

- Uphold the professional standards expected of every member of the school staff in all dealings with colleagues, students, parents/carers and the wider community
- Adhere to the principles expressed in the aims of the school and its mission statement
- Actively contribute to the continued development of the school by attending training, participating in relevant meetings and putting forward ideas for improvement
- Be a positive, collaborative team member
- Apply all school policies in all aspects of the role
- Keep up to date with all aspects of the safeguarding policy and familiar with Keeping Children Safe in Education document

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.

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 (Safeguarding & SEND-Inclusion)

Reports to: Headteacher

Grade: Leadership L8 – L14

No	Categories	Essential / Desirable	App form	Interview
Qualifications and Training				
1.	Qualified Teacher Status.	E	✓	
2.	Good Honours Degree in relevant discipline	E	✓	
3.	Recent and relevant CPD activities	E	✓	✓
4.	Relevant experience and impact at middle leadership	D	✓	✓
5.	Consistently good/outstanding teacher as measured by student outcomes	E	✓	✓
6.	Knowledge and understanding of strategies to improve Teaching and Learning	E	✓	✓
7.	Knowledge and full understanding of statutory, policy, guidance and strategies to safeguard students and staff	E	✓	✓
8.	Excellent interpersonal & presentation skills across the spectrum of stake holders	E		✓
9.	Can demonstrate understanding of how effective self- evaluation and strategic improvement planning can increase effectiveness and raise student achievement	E		✓
Leading and Developing				
1.	Shows commitment to own and other's professional and self-development	E	✓	✓
2.	Experience of coaching/mentoring/supporting colleagues which has led to improvement in performance	E	✓	✓
3.	Experience of performance management	D	✓	✓
4.	Ability to delegate effectively and manage the performance of others	D	✓	✓
5.	Track record in leading and managing staff including contribution towards building a successful team	D	✓	✓
6.	Excellent influencing skills and the ability to engage others in new ideas. Understand aims and vision of the school and is able to inspire, challenge and motivate others	E	✓	✓

Teamwork				
1.	Ability to promote and develop positive relationships within and beyond the school	E	✓	✓
2.	Understands the need for effective relationships with parents, carers, partners and the community which enhance and support students learning	E	✓	✓
3.	A high level of self-awareness – knows strengths and weaknesses and can relate to difficult personality types well	E	✓	✓
4.	Flexible approach to changing work tasks	E	✓	✓
Creative Thinking				
1.	Has a good understanding of the wider educational agenda	E		✓
2.	Open minded and flexible	E		✓
3.	Excellent organisational skills with the ability to work under pressure and re-prioritise workload when needed	E	✓	
Technical				
1.	Excellent ICT skills for teaching and leadership	E	✓	
2.	Has significant knowledge and understanding of safeguarding and child protection	E	✓	✓
3.	Effective use of ICT in management and data handling	E	✓	
4.	Has knowledge and understanding of SEND			



Contact

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An Education Partnership Trust School