



Education  
Partnership  
Trust

High Expectations • Commitment • Ambition

# Candidate Information Pack

Lead teacher for RE, PSHE & Citizenship

The Heights Burnley





## A message from the Headteacher

Thank you for expressing an interest in the position of Lead teacher for RE, PSHE & Citizenship at The Heights, Burnley.

This is a special opportunity for an outstanding, ambitious and dynamic teacher to join a newly opened school at an exciting stage of its journey.

We are an age 5-16, 150 place alternative provision school in Burnley. The Heights, Burnley is a thriving, ambitious community that places the best interests of young people at the heart of everything we do. We are a 150 place school, part of the Education Partnership Trust (EPT), serving the community of Burnley, Pendle, Rossendale, Hyndburn and The Ribble Valley. We have a fantastic student cohort and dedicated staff that thrive on a culture of high expectations.

At The Heights, Burnley, we are proud to provide a safe and inclusive learning environment: promoting positive attitudes and respect. Through instilling our PRIDE values of Perseverance, Respect, Initiative, Drive and Excellence, we aim to nurture our students' character, self-esteem, personal and social development. We are 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.

We aim high at The Heights, Burnley and expect high standards of behaviour and academic effort. Every student at The Heights, Burnley 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 The Heights, Burnley 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.

The Heights, Burnley is a successful age 5-16, 150 place alternative provision and over the past three years has achieved the following:

- 96% of our year 11 cohort moved into further education, employment or training.
- 98% of respite students successfully transitioned into their next phase of education.
- Established working relationships with over 40 mainstream schools.
- Established as the 'school of choice' for alternative provision in the local area.

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 the School Business Manager [dbury@theheightsburnley.com](mailto:dbury@theheightsburnley.com)



**N. Lewis**  
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

# Job Title

**Hours: 32.25 hrs**

**Weeks Worked: Full Year 39 weeks**

**Start Date: 04/09/2023**

**Salary: MPS/UPS**

The Heights, Burnley wishes to appoint a hardworking, enthusiastic and committed Lead teacher for RE, PSHE & Citizenship.

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

- To lead PSHE, SRE, RE and Citizenship provision in school and ensure that all statutory requirements are met for each pupil. To design, lead and implement the PSHE curriculum to ensure that it reflects the needs and priorities of the pupils, the school and the local community.
- Support all staff to successfully deliver all aspects of the school's PSHE curriculum and how to relate learning to SMSC development, so that pupils are respectful and tolerant in both school and wider society.

## What are the job requirements?

- Qualified teacher status
- Qualified to at least degree level in an RE based subject/or adequate post degree conversion course
- Ability to deliver consistently high quality lessons in this subject to pupils of all ages and abilities
- Up to date knowledge of PSHE/RSE/RE and Citizenship curriculum and developments for PSHE
- Experience of leading a team such as form tutors in the development and implementation of a curriculum initiative that had a sustained and demonstrable impact on pupil progress
- Experience of delivering staff training and undertaking the professional development of other teachers, in particular with regard to high quality teaching, assessment, marking and feedback, questioning, lesson planning and scheme of work writing, and other elements of exceptional subject leadership for PSHE

**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

**Closing date: 16<sup>th</sup> June 2023**

**Interview date: w/c 19<sup>th</sup> June 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](mailto:HR@ept-uk.com)

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



## Job Description

# Teaching lead for RE, PSHE & Citizenship

Reports to: Head teacher

Grade: MPS/UPS

## Job Purpose

- To lead PSHE, SRE, RE and Citizenship provision in school and ensure that all statutory requirements are met for each pupil. To design, lead and implement the PSHE curriculum to ensure that it reflects the needs and priorities of the pupils, the school and the local community.
- Support all staff to successfully deliver all aspects of the school's PSHE curriculum and how to relate learning to SMSC development, so that pupils are respectful and tolerant in both school and wider society.
- Work closely with Heads of Department to ensure that their subject curricular reflects opportunities to refer to PSHE, SMSC and the Gatsby Benchmarks.

## Key Responsibilities and Accountabilities

- To lead PSHE, SRE, RE and Citizenship provision in school and ensure that all statutory requirements are met for each pupil.
- To undertake any and all duties as laid out in the School Teachers' Pay and Conditions Document and meet the professional Standards for practicing Teachers
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area.
- To organize and plan 6 'drop down days' throughout the academic year.
- To plan and prepare lessons, schemes of work and assessment materials for both tutors and teachers who deliver PSHE.
- To teach, according to their educational needs, pupils assigned to allocated classes, utilising key skills as appropriate;
- To control and oversee the storage of books and other resources required for class usage;
- To ensure positive behaviour management in accordance with agreed school policies, including the administration of rewards;
- To set homework in accordance with agreed whole school and departmental policies;
- To monitor and assess pupil performance so that targets can be set for individual pupil improvement, including IEPs;

- To report to parents in accordance with the whole school policy;
- To take registers for each lesson;
- To contribute to departmental meetings, discussions and management systems necessary to coordinate the work of the department and integrate this into the work of the whole school;
- To participate in the Performance Management Review cycle as per the school policy.
- To monitor and evaluate the quality of learning and teaching; standards of attainment and performance within the department;
- To be accountable for standards across all key stages, providing accurate and consistent assessment data;
- To be accountable for raising and sustaining the quality of teaching and learning within the department;
- To write departmental self-evaluations and improvement plans as per school policy;
- To conduct lesson observations as a means of sharing best practice and coaching;
- To ensure a positive climate for learning;
- To have high expectations of self, staff and pupils;
- To use data analysis to track pupil performance and that of teachers;
- To ensure marking and assessment is consistent across the department to ensure this follows whole school policies;
- To ensure reporting complies with whole school policies;
- To lead the planning of schemes of work at all key stages to maximise the learning opportunities of pupils of all abilities;
- To identify training needs of staff within the department;
- To organise the structure of teaching throughout the department;
- To meet the needs of pupils, including the management of behaviour and its impact on learning within the department;
- To plan and implement educational enhancement opportunities, including 'revision classes' and 'visits' etc.
- To line manage members of the departmental team and monitor the totality of performance;
- To use comparative data to identify trends in performance;
- To ensure up-to-date knowledge in terms of teaching pedagogy, subject specific and national strategies to enhance pupil achievement;
- To ensure all statutory requirements are met; and
- To demonstrate a clear commitment to own professional development
- To participate in the selection of new staff (where appropriate);
- To delegate duties and responsibilities to ensure staff development and value for money;



- To provide a positive role model to pupils and staff;
- To take a strong lead on pedagogy/methodology;
- To support, guide and motivate departmental team and support staff;
- To secure the commitment of the departmental team through effective leadership; and
- To chair meetings and embrace teamwork.

### **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

# Teaching lead for RE, PSHE & Citizenship

Reports to: Head teacher

Grade: MPS/UPS

No	CATEGORIES	Essential/ Desirable
<b>QUALIFICATIONS AND TRAINING</b>		
1.	Qualified teacher status	E
2.	Qualified to at least degree level in an RE based subject/or adequate post degree conversion course	E
3.	Evidence of relevant CPD	E
<b>KNOWLEDGE, SKILLS AND ABILITY</b>		
4.	Ability to deliver consistently high quality lessons in this subject to pupils of all ages and abilities	E
5.	Up to date knowledge of PSHE/RSE/RE and Citizenship curriculum and developments for PSHE	E
6.	Proven commitment to continued professional development and a readiness to reflect and self-evaluate to change, improve and develop.	E
7.	Excellent interpersonal and listening skills and a high degree of emotional intelligence	E
8.	A proven ability to use data confidently to inform and diagnose weaknesses that need addressing, and an ability to plan effectively in order to raise individuals' and cohorts' attainment	E
9.	The ability to lead, coach and motivate staff within a performance management framework, providing professional development and effectively challenging and managing any underperformance, whilst developing the leadership skills of others	E
10.	To successfully organise staff who are responsible for supporting the organisation and administration of CEIAG	E
11.	Member of the PSHE Association	E
12.	Good knowledge of key aspects of PSHE including how to stay safe, healthy mind and body and healthy relationships	E
13.	Good knowledge and experience of designing, leading and implementing CEIAG in school and working with partners such as local colleges and employers	E
14.	An understanding of the strategies needed to establish consistently high aspirations and academic / behavioural standards and a commitment to relentlessly implementing these strategies.	E

EXPERIENCE		
15.	Experience of leading a team such as form tutors in the development and implementation of a curriculum initiative that had a sustained and demonstrable impact on pupil progress	E
16.	Experience of delivering staff training and undertaking the professional development of other teachers, in particular with regard to high quality teaching, assessment, marking and feedback, questioning, lesson planning and scheme of work writing, and other elements of exceptional subject leadership for PSHE	E
17.	Experience of having designed, implemented and evaluated effective, imaginative and stimulating schemes of work for PSHE	D
18.	Experience of teaching PSHE in a secondary school	E
PERSONAL QUALITIES & ATTRIBUTES		
19.	A clear passion for PSHE/RE and Citizenship	E
20.	The ability to develop positive relationships with all young people	E
21.	An effective leadership and management style that encourages participation, innovation and develops colleagues' confidence	E
22.	The ability to enthuse and inspire others.	E
23.	Well-developed planning and organising skills including time management, prioritisation, delegation and administration. To lead by example.	E
24.	Passion, resilience, maturity and optimism to lead through day-to-day challenges while maintaining a clear strategic vision and direction.	E
25.	Confidence and self-motivation to work well and be decisive under pressure	E
26.	A high level of honesty and integrity	E
27.	A firm and constant belief in the unlimited potential of every pupil and a commitment to inclusive educational provision	E
28.	A relentless approach to securing the improvement of teaching and learning	E
29.	A commitment to establishing and maintaining honest, meaningful working relationships with children, school staff, parents, carers and the wider community	E
30.	Committed to team work and working collaboratively with colleagues	E
31.	Clear vision of what you want to achieve with the department, aligned to the School's vision and values	E
32.	A commitment to the safeguarding and welfare of all pupils.	E



# Contact

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An Education Partnership Trust School