



Education
Partnership
Trust

High Expectations • Commitment • Ambition

Candidate Information Pack

Deputy Headteacher
Burnley High School





A message from the Headteacher

Thank you for expressing an interest in the position of Deputy Headteacher at Burnley High School. This is a special opportunity for an outstanding, ambitious leader 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



**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 Advert

Deputy Headteacher

Hours:	Full time
Weeks Worked:	Term time
Start Date:	1st January 2025
Salary:	Leadership Pay Range 15 - 19

Burnley High School wishes to appoint a hardworking, enthusiastic and committed Deputy Headteacher who play a crucial role in assisting the Headteacher to maintain an outstanding education for students and in creating an environment where there are the highest expectations for all members of the school community.

You will already work within a Senior Leadership Team with an ambition to take on further responsibility in a pivotal role. As well as being an outstanding classroom practitioner you will have experience of strong performance management, providing a positive and welcoming leadership style, whilst ensuring accountability for student progress.

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 role will include:

- 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 our students.
- Ensure a commitment to academic excellence, high quality teaching and learning and achievement for all.
- To 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 student progress; plan and implement effective interventions to support students.
- Inspire, motivate and influence staff and students, maintaining the highest standards and expectations of teaching, learning and student well-being.

What are the job requirements?

- Qualified Teacher Status
- Qualified to at least degree level
- Experience at Assistant Head/Deputy Head or equivalent



- Evidence of relevant and substantial CPD
- A relentless approach to securing the improvement of teaching and learning
- A commitment to establishing and maintaining honest, meaningful working relationships with children, school staff, parents, carers and the wider community
- Proven track record of excellent results in examinations

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.

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

Deputy Headteacher

Reports to: Headteacher

Salary: Leadership Pay Range 15 - 19

JOB PURPOSE:

To play a crucial role in assisting the Headteacher to maintain an outstanding education for students 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 to:

- 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 our students.
- Ensure a commitment to academic excellence, high quality teaching and learning and achievement for all.
- To 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 student progress; plan and implement effective interventions to support students.
- Inspire, motivate and influence staff and students, maintaining the highest standards and expectations of teaching, learning and student well-being.
- Contribute to an ethos that promotes excellent teaching and learning
- To provide excellent leadership and management to teams of staff, as agreed with the Headteacher
- Identify areas for development and evaluate current practice
- To help devise, implement and monitor strategies for raising levels of achievement
- Ensure sustainability of practice through building teams
- Ensuring rigorous on-going monitoring systems are implemented
- Be aware of the changing educational environment and take account of national and local data, and the Ofsted inspection framework
- Develop the leadership capacity of both senior and 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
- Set high performance targets and challenge and support staff to achieve these
- Model a reflective and open approach to your own development and practice
- Actively seek feedback from all stakeholders and take effective action
- To take a significant role in the development and implementation of the school's performance management policy, to secure school improvement and individual professional development



- 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 looking and committed to working with stakeholders and building partnerships in the local community
- To be responsible for the oversight of quality assurance across the school
- To be responsible for the CPD programme organisation and implementation
- Play a key role in the day to day running of the school
- To deputise for the headteacher in her absence from school
- To actively demonstrate a commitment to 'whole-school' life including attendance at school events (such as concerts and plays) and represent the school at wider community events.
- To line manage identified staff, incorporating our Appraisal Policy and ensuring high quality teaching and learning
- To carry out the whole school timetabling
- Work with the Headteacher to ensure the school and the people and resources within it are organized 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
- 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
- Build positive relationships with all stakeholders
- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced DBS criminal record check.

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

Deputy Headteacher

Reports to: Headteacher

Salary: Leadership Pay Range 15 - 19

No	CATEGORIES	Essential / Desirable	App Form	Interview / Task
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 students and staff	E	√	√
QUALIFICATIONS AND TRAINING				
4.	Qualified to at least degree level	E	√	√
5.	Qualified teacher status	E	√	√
6.	Experience at Assistant Head/Deputy Head or equivalent	E	√	√
7.	Experience in a secondary mainstream school	E	√	√
8.	Evidence of relevant and substantial CPD	E	√	√
KNOWLEDGE AND EXPERIENCE				
9.	Experience of leading under pressure	E	√	√
10.	Experience of managing staff including setting performance management targets and holding to account	E	√	√
11.	Experience of delivering high quality INSET to teaching staff	E	√	√
12.	Proven success of raising achievement as a subject leader across at least two key stages	E	√	√
13.	Evidence of leading, supporting and managing others, both individuals and teams, ensuring high quality performance	E	√	√
14.	Experience of effective school improvement	E	√	√
15.	Experience of monitoring, evaluation and review that provide performance data that can be used to improve the quality of teaching and learning	E	√	√

16.	Recent experience of involvement in innovative curriculum development	D	√	√
17.	Experience in leading curriculum and timetabling	D	√	√
18.	Experience in leading teaching and learning	D	√	√
19.	Experience of implementing performance management and appraisal procedures	E	√	√
20.	Experience of presenting to a wide audience including teachers, managers, governors and parents	D	√	√
21.	Experience of embedding innovative strategies for improving teaching and learning in a whole school situation	E	√	√
22.	Experience of managing and implementing change successfully at whole school level	E	√	√
23.	Experience of using coaching as a model for ensuring ongoing professional development particularly with subject leaders	D	√	√
24.	Thorough knowledge of up-to-date safeguarding procedures and best practice	E	√	√
PROFESSIONAL SKILLS & ATTRIBUTES				
25.	Evidence of continuous self-development and updated knowledge in the field of education, particularly in the areas of responsibility for this post	E	√	√
26.	Effective written and oral skills	E	√	
PERSONAL QUALITIES & ATTRIBUTES				
27.	Enthusiasm for and commitment to the achievement of the school's overall vision for success at all levels	E		√
28.	Proven track record of excellent results in examinations	E	√	
29.	Flexible, adaptable, results orientated and able to prioritise, resilient under pressure	E		√
30.	Awareness and commitment to equal opportunities and valuing diversity	E	√	
31.	Creativity and enthusiasm to promote a positive school image to the local and national community	E		√
32.	Demonstrate high standards of personal integrity, loyalty, discretion and professionalism	E		√
33.	A fair, consistent, creative and reflective leader who is prepared to take risks	E		√
34.	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