



Education
Partnership
Trust

High Expectations • Commitment • Ambition

Candidate Information Pack

Assistant Head Teacher
(Personal Development, Pedagogy & Outcomes)
Coal Clough Academy



A message from the Headteacher

“Coal Clough Academy gives pupils the support that they need to put the past behind them and to focus on the future. Pupils respond well to the school’s high expectations for their achievement. Pupils thrive and excel as individuals and in their learning. Pupils benefit from the happy family atmosphere in school.” Ofsted 2024

Thank you for expressing an interest in the position of Assistant Head Teacher at Coal Clough Academy.

This is a special opportunity for an outstanding, ambitious and dynamic teacher to join a Good school at an exciting stage of its journey. As a member of the Senior Leadership Team, you will play a crucial role in leading Personal Development, Pedagogy and Outcomes at Coal Clough Academy.

We are a successful Pupil Referral Unit for 11-16 year olds situated in the heart of Burnley, with places for up to 140 Key stage 3 and 4 pupils, and part of the Education Partnership Trust (EPT).

Coal Clough Academy is a thriving, ambitious community that places the best interests of young people at the heart of everything we do. 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.

Within our setting, ‘pupils re-engage with learning and make good progress in developing skills, knowledge and understanding across a range of subjects.’ We pride ourselves on supporting and reviewing all pupils on an individual basis, this is supported by our academic and non-academic curriculum.

In January 2024, the school was judged as ‘Good’ in all areas by Ofsted. This result epitomised the hard work and school improvements made since joining the Education Partnership Trust. Inspectors found our school to allow “The school has designed a curriculum that considers the wide range of pupils’ needs. This includes the high number of pupils who join the school throughout the academic year. The school identifies and meets the needs of pupils with special educational needs and/or disabilities (SEND) effectively.” A copy of the report can be downloaded from the school’s website.

At Coal Clough Academy our vision and values are supported by us working hard to achieve happy and healthy pupils who can achieve well based on their individual performance. 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 Coal Clough Academy and expect high standards of behaviour and academic effort. Every student at Coal Clough Academy 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 Coal Clough Academy, 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.

Over the past eight years, Coal Clough Academy 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 for the school include success in GCSE English, Maths and Science for all pupils.
- Established as the 'school of choice' for alternative provision in the local area.
- The school has successfully achieved the SENDIA Award for additional support and guidance we provide our pupils with to reach their full potential.
- Parental support is welcomed by the school and we have been recognised for transforming lives of pupils who once disengaged with education.

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 scarter@coalclough.org



Mrs Holly Clarke
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.

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 Head Teacher – Personal Development, Pedagogy & Outcomes

Hours: Full Time
Start Date: 1st September 2025
Salary: Leadership Range L1 – L9

Coal Clough Academy wishes to appoint a hardworking, enthusiastic and committed Assistant Head teacher to join an already committed and dedicated leadership team. We are looking for an excellent classroom practitioner who will join our current leaders to fulfil the school's full potential.

You will play a key role in the school in assisting the Headteacher to secure positive relationships, create an environment of the highest expectations for all members of the school community. This post offers outstanding opportunities for continuous personal and professional development for a highly motivated and ambitious leader looking for career development.

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 play a crucial role in assisting the Headteacher in continuing to secure an outstanding education for pupils and in creating an environment where there are the highest expectations for all members of the school community.
- This role would suit someone who has an interest and investment in leading the Personal Development of both pupils in the school and professional development of the staff who work here.
- The successful candidate will bring a solid background of teaching to their leadership experience that will support and develop staff within the school through carefully planned out CPD.

What are the job requirements?

- Qualified Teacher Status
- An experienced leader with a range of educational experiences in different settings
- An excellent understanding of Alternative Provision and the flexible nature of working in this environment
- Excellent knowledge of research, pedagogy, and curricula for supporting all pupils within our setting

- Lead the school extracurricular / enrichment activities
- Understanding the principles of an inclusive education
- Committed to outstanding teaching and learning practices, which result in successful outcomes
- Evidence of excellent outcomes in your own teaching
- Able to think strategically and creatively with an excellent understanding of developments across the educational landscape
- Ability to design, lead and deliver CPD
- Able to engage, motivate and inspire pupils and colleagues
- Enthusiastic and has a 'can do' attitude
- Has high aspirations for yourself and others
- A successful leader with a track record of high expectations and successful outcomes.
- Committed to your own professional development

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: 22nd April 2025

Interview date: 29th April 2025



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 Head Teacher - Personal Development, Pedagogy & Outcomes

Reports to: Deputy Head Teacher
Grade: L1 – L9

Job Purpose

- To play a crucial role in assisting the Headteacher to secure an outstanding education for pupils 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 and Senior Leadership Team to:

- 1. 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 all our pupils.
 - Ensure a commitment to academic excellence, high quality teaching and learning and achievement for all.
 - 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 pupil progress; plan and implement effective interventions to support all pupils achieving their full potential
- 2. Inspire, motivate and influence staff and pupils, maintaining the highest standards and expectations of teaching, learning and pupil well-being.**
 - Contribute to an ethos that promotes excellent teaching and learning both as a classroom teacher and within the subject areas in school
 - To provide excellent leadership and management to teams of staff, as agreed with the Headteacher
 - Identify areas for development and evaluate current practice using the school improvement plan

- To help devise, implement and monitor strategies for raising levels of attainment and achievement
- Ensure sustainability of practice through building successful teams
- Ensuring rigorous on-going monitoring systems are implemented through a rigorous approach to quality assurance
- Be familiar with the changing educational environment and take account of national and local data, and the Ofsted inspection framework

3. Develop the leadership capacity of 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 to continuously improve
- Set high performance targets and challenge and support staff to achieve these in line with performance management objectives and teacher standards.
- Model a reflective and open approach to your own development and practice and regularly participate in continuing professional development
- Actively seek feedback from all stakeholders and take effective action to address areas of development
- Take a significant role in the development and implementation of the school's performance management policy, to secure school improvement and individual professional development

4. 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 facing and committed to working with stakeholders and building partnerships in the local community

5. Play a key role in the day to day running of the school

- To actively demonstrate a commitment to 'whole-school' life including attendance at school events (such as extra-curricular events, parent partnerships and primary school visits) and represent the school at wider community events.
- To line manage identified staff, incorporating our Appraisal Policy and ensuring high quality teaching and learning
- Work with the Headteacher to ensure the school and the people and resources within it are organised 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

6. 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

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

Assistant Head Teacher - Personal Development, Pedagogy & Outcomes

Reports to: Deputy Head Teacher
Grade: Leadership Range L1 – L9

No	Categories	Essential / Desirable	App Form	Interview
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 pupils and staff	E	✓	✓
4	Understanding and commitment to the principles of an inclusive education	E	✓	
QUALIFICATIONS AND TRAINING				
5	Qualified to at least degree level	E	✓	
6	Qualified Teacher Status	E	✓	
7	Experience of leading whole school initiatives, particularly associated with raising achievement or closing gaps	E	✓	
7	An outstanding classroom practitioner achieving excellent outcomes at KS4	E	✓	
8	Minimum of five years teaching experience in at least two different secondary schools	D	✓	
9	Experience as a successful middle leader or head of subject with proven impact	E	✓	
10	Experience as an Assistant Head Teacher or Seconded role to leadership	D	✓	
11	Evidence of relevant and substantial CPD at a whole school level, with examples of SEND strategies and development.	E	✓	
12	Excellent knowledge and understanding of SEND	E	✓	
12	National Award for SEN Coordination, or a willingness to complete it within the first year of appointment	E	✓	

KNOWLEDGE AND EXPERIENCE				
13	Experience of leading under pressure	E		✓
14	Experience of managing staff including setting performance management targets and holding to account	E	✓	
15	Evidence of leading, supporting and managing others, both individuals and teams, ensuring high quality performance	E	✓	✓
16	Experience of leading extracurricular provision across school successfully	D	✓	
17	Experience of leading the disadvantaged strategy to support the achievement of pupils	D	✓	
18	Experience of leading successful strategies for improving outcomes with specific groups of pupils such as SEND, disadvantaged, poor attendance	E	✓	✓
19	Experienced of curriculum design for supporting pupils with specific learning needs to ensure all pupils achieve well	E		✓
20	Experience of leading CPD at a whole school level on improving engagement for pupils	E	✓	
21	Good understanding of how to promote an inclusive strategy to improve the outcomes of all learners	E	✓	
22	Experience of supporting the development of pedagogy and practice which support the most vulnerable learners to achieve well.	E	✓	
23	Experience of effective and sustained school improvement	E	✓	✓
24	Experience of monitoring, evaluation and review that provide performance data that can be used to improve the quality of teaching and learning	E	✓	✓
25	Good understanding of the SEND Code of Practice and the responsibilities within it	E	✓	
26	Experience of working with or line management of the SENCO	D	✓	
27	Experience of implementing performance management and appraisal procedures	E	✓	✓
28	Experience of presenting to a wide audience including teachers, managers, governors and parents	D	✓	
29	Experience of embedding innovative strategies for improving teaching and learning in a whole school situation, particularly with an emphasis on improving working memory and retrieval of knowledge	E	✓	✓
30	Experience of managing and implementing change successfully at whole school level	E	✓	

31	Experience of using coaching as a model for ensuring ongoing professional development particularly with subject leaders	D	✓	
32	Thorough knowledge of up to date safeguarding procedures and best practice	E	✓	✓
PROFESSIONAL SKILLS AND ATTRIBUTES				
33	Evidence of continuous self-development and updated knowledge in the field of education in particular SEND	E	✓	
34	Effective written and oral skills	E	✓	✓
35	Able to demonstrate initiative and think creatively to offer solutions-based approach	E	✓	✓
PERSONAL QUALITIES AND ATTRIBUTES				
36	Enthusiasm for and commitment to the achievement of the school's overall vision for success at all levels	E	✓	✓
37	Proven track record of excellent results in examinations	E	✓	
38	Flexible, adaptable, results oriented and able to prioritise, resilient under pressure	E		✓
39	Awareness and commitment to equal opportunities and valuing diversity	E	✓	
40	Creativity and enthusiasm to promote a positive school image to the local and national community	E		✓
41	Demonstrate high standards of personal integrity, loyalty, discretion and professionalism	E		✓
42	A fair, consistent, creative and reflective leader who is prepared to take risks	E		✓
43	A strong, inspirational and dynamic leader who can demonstrate some successful experiences of leading teams	E		✓
44	Hard working member of a strong team	E		✓



Contact

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