



Education  
Partnership  
Trust

High Expectations • Commitment • Ambition

# Candidate Information Pack

**Assistant Headteacher – Behaviour & Attitudes**  
**Atherton High School**



## A message from the Headteacher

Thank you for expressing an interest in the position of Assistant Headteacher for Behaviour & Attitudes at Atherton High School.

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

We are a smaller than average secondary school, part of Education Partnership Trust (EPT), situated on the Wigan, Bolton and Salford corridor. Our school community is made up of 550 pupils and 60 staff and has a culture built around our values of 'respect, responsibility and ambition'; with our aims clearly being driven by decisions that if our education is not good enough for our own families then it is simply not good enough. Something we call the 'Law of EVE' (Everyone Values Education).

In October 2021, the school was judged as requires improvement for Quality of Education but good in leadership & management, good in personal development and good for behaviour & attitudes. This result epitomised the hard work and school improvements made since our last Ofsted in 2018. A copy of the report can be downloaded from the School's website. Inspectors found our school to have a "an ambitious curriculum" and parents stated that their children 'have never been happier'.

We promote our values of respect, responsibility and ambition through a strong, knowledge rich curriculum, which is built around our expectations that all pupils develop their depth of understanding across a wide range of subjects, to secure an ambitious education for all.

We aim high at Atherton and expect high standards of behaviour and academic effort from all our pupils. We believe in encouraging our pupils to take responsibility for their actions, decisions and their future education to foster a culture of commitment to lifelong learning. We believe every pupil is an individual that can achieve extraordinary goals and we work hard for them to achieve these; however, we expect our pupils to work even harder for their future. This is their responsibility that we will support them with every step of the way.

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.

We expose our pupils to culture beyond their experience to build opportunities and develop a strong sense of self-worth and humility to make positive contributions now, and in the future, to the communities to which they belong.

Atherton High is a successful 11 – 16 school and over the past three years has achieved the following:

- Judged as 'Good' for Leadership and management, Behaviour and attitudes and Personal Development in October 2021.
- 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 [rwilson@athertonhigh.com](mailto:rwilson@athertonhigh.com)



**B. Layzell**  
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

# Assistant Headteacher – Behaviour & Attitudes

**Hours:** Full- Time  
**Contract:** 2 Years Fixed Term (with the possibility of permanent)  
**Start Date:** 1<sup>st</sup> April 2024  
**Salary:** L5 – L9 (£52,074 – £57,482)

Atherton High School wishes to appoint a hardworking, enthusiastic and committed Assistant Headteacher for Behaviour & Attitudes on a full time basis. This is a fixed term contract for two years, with the potential of becoming a permanent role. 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 the strategic development and improvement of the teaching and learning, with the primary focus on Behaviour & Attitudes.
- To develop and enhance the way Middle Leadership operates in school to raise their profile and to contribute to the continual professional development of middle leaders to develop strong leadership across the school.
- To lead the whole school approach to support behaviour changes in school, with a particular focus on repeat behaviours.
- To drive school improvement priorities, to secure the very best outcomes for students at Atherton High School.
- To work with staff to promote whole school events, both in school and external to the school.

## What are the job requirements?

- Qualified teacher status
- Recent and relevant involvement in professional development
- Demonstrate a clear understanding of leadership in a school setting
- Demonstrate a clear understanding of safeguarding for pupils
- Effectively analyse, prioritise and action plan
- Able to set clear targets, track progress and adopt strategies to achieve them

**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:** 15<sup>th</sup> January 2024

**Interview date:** 18/19<sup>th</sup> January 2024

**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

# Assistant Headteacher

**Reports to:** Headteacher

**Grade:** L5 – L9

### JOB PURPOSE

- To lead the strategic development and improvement of the teaching and learning, with the primary focus on Behaviour & Attitudes.
- To develop and enhance the way Middle Leadership operates in school to raise their profile and to contribute to the continual professional development of middle leaders to develop strong leadership across the school.
- To lead the whole school approach to support behaviour changes in school, with a particular focus on repeat behaviours.
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- To work with staff to promote whole school events, both in school and external to the school.

### KEY ROLES & RESPONSIBILITIES

- Plan strategically to ensure that all students attend well, behave respectfully, make good progress across the curriculum and secure high levels of attainment in Behaviour & Attitudes
- As a member of the leadership team share responsibility for strategic planning policy initiation and day to day running of the school
- Attend leadership team meetings in addition to other calendared meetings
- Attend, where relevant, Governor meetings, Governor Scrutiny meetings and provide briefing papers as requested by Headteacher to support work of Governors
- To manage and organise a team of staff across a number of Pastoral areas, including to ensure they can complete their role to the best of their ability and develop new ways of working
- To coordinate specific statutory requirements including policies and procedures, provision and website documentation
- To manage the budget for key subject departments
- To lead on links with academic advisors and consultants to support personalised programmes for students

- Develop, lead and manage innovative approaches to our quality of education improvement in liaison with other senior leaders
- Organise and deliver training in all areas within described responsibilities
- To maintain and develop a range of strategies for staff to use when enhancing the quality of education in the school
- To continually review the planned curriculum to ensure sequential development of knowledge to drive academic ambition, with particular reference to Behaviour & Attitudes.
- To report to Governors, parents, senior leaders and others on the quality of education and professional development towards their effectiveness across the school
- To coordinate overall monitoring and evaluation of strategies to raise achievement in areas of responsibility
- Take part in other monitoring and evaluation as part of the senior leadership team
- To develop the CPD plan for staff each term in link with the School Improvement Plan
- Maintain an up-to-date knowledge of statutory responsibilities and good practice
- Share lunchtime supervision duties with other colleagues in the leadership team
- Support whole school functions
- To promote the safeguarding of children
- To carry out the duties of the post, in accordance with the school's Health and Safety policy and other relevant Health and Safety Guidance and Legislation.

### **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

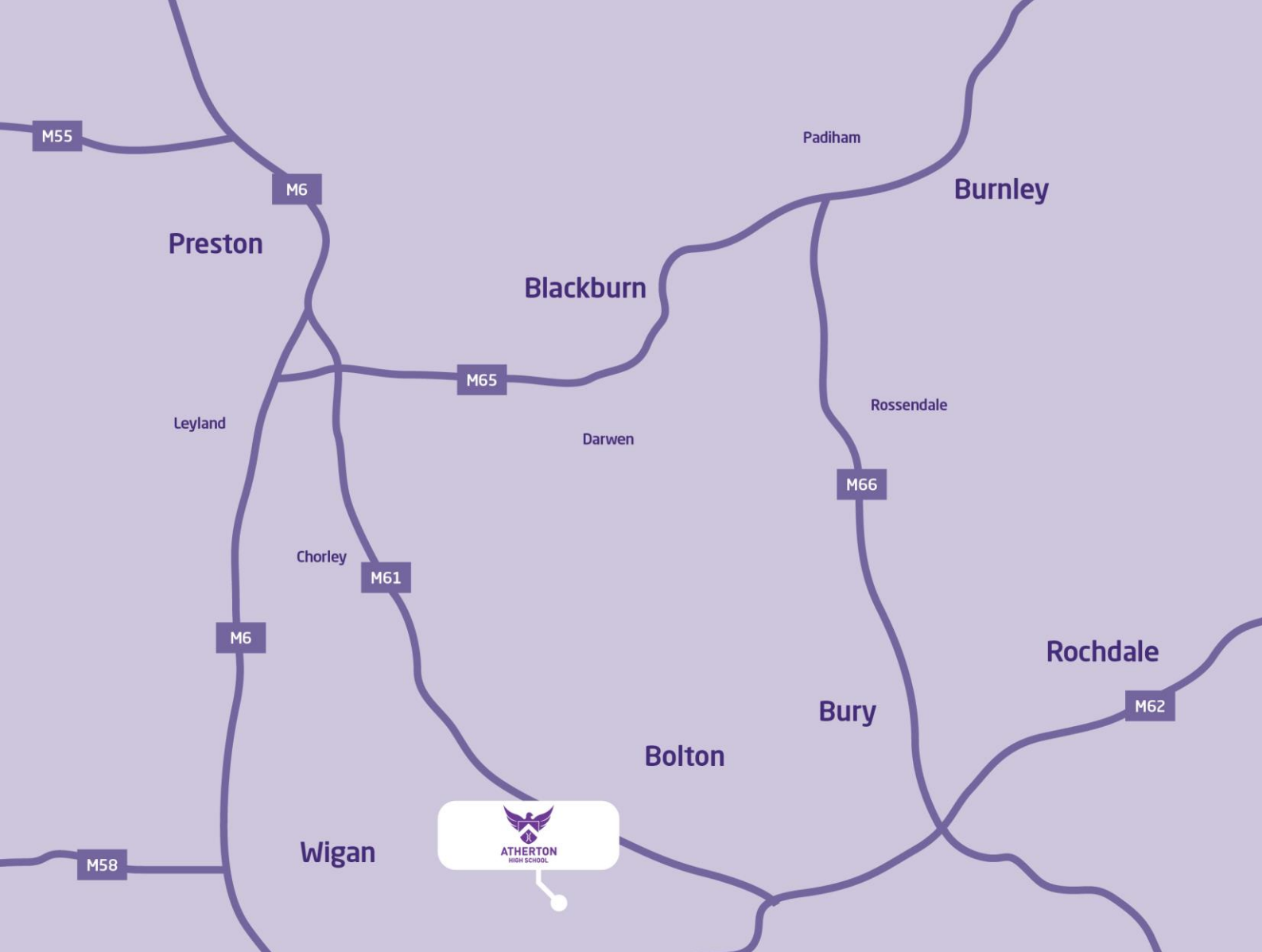
# Assistant Headteacher

Reports to: Headteacher

Grade: L5 – L9

No	CATEGORIES	Essential / Desirable	App Form	Interview /Task
<b>1. QUALIFICATIONS</b>				
1.1	Qualified teacher status	E	x	
1.2	Participation in recognised leadership/management training, in-service or study	D	x	
<b>2. EXPERIENCE</b>				
2.1	A minimum of 3 years teaching experience	D	x	
2.2	Recent and relevant involvement in professional development	E	x	
2.3	Demonstrate a clear understanding of leadership in a school setting	E	x	
2.4	Competence in the use of IT relevant to the post	E	x	
2.5	Able to analyse and evaluate curriculum data across key stages	E	x	x
2.6	Awareness of development in national policy for education	E	x	
2.7	Demonstrate a clear understanding of safeguarding for pupils	E		x

2.8	Effectively analyse, prioritise and action plan	E		x
2.9	Evidence that you have made an impact on improving pupil outcomes	E	x	
2.10	Able to set clear targets, track progress and adopt strategies to achieve them	E		x
2.11	Track record of a commitment to inclusion & overcoming barriers to learning & progress	E	x	
2.12	Demonstrate a clear understanding of the SEN code of practice and Education Health Care Plans	E	x	
<b>3. PERSONAL QUALITIES</b>				
3.1	Able to form appropriate relationships with pupils through positive discipline	E	x	
3.2	Able to form professional relationships with the wider school community	E		x
3.3	Able to work under own initiative as well as part of a team	E		x
3.4	Able to work to deadlines	E		x
3.5	Able to communicate effectively, verbally and in writing with all school stakeholders, including parents and carers	E	x	
3.6	Maintain confidentiality	E		x
3.7	Listen to, reflect and act on feedback	E		x
3.8	To contribute to the distinct values of Atherton High School which embraces respect, responsibility and ambition.	E		x
3.9	A clear passion for Pastoral Care and Behaviour strategies	E	x	x



# Contact

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