



**THE CONSORTIUM**  
ACADEMY TRUST

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Shaping Positive Futures



## **Appointment of Deputy Headteacher Howden School**



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# Executive Summary

**The Consortium Academy Trust ('the Trust') is seeking to appoint a Deputy Headteacher at Howden School, who will take up the post in September.**

The postholder will play an integral role in the leadership of the school, overseeing the development, implementation and evaluation of the school's curriculum and assessment.

This candidate pack sets out the role description and person specification. It also provides background information regarding the Trust.



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# Message from the Chief Executive Officer

## Thank you for your interest in the position of Deputy Headteacher at Howden School.

Here at The Consortium Academy Trust, we are ambitious about the future - creating learning environments and excellence in teaching and learning that provide our children and young people with the best chance at a successful future. Coupled with this is the commitment, care and investment in our people who we believe are our greatest asset.

Our vision is Shaping Positive Futures as we strongly believe our sole purpose is supporting children and young people to achieve their ambitions. This vision gives us a shared sense of purpose and direction and is something we are all proud to be a part of.

Across our community of nine schools our people are doing remarkable things by being fully engaged in work that transforms lives, supporting children and young people to grow in confidence and develop into citizens we are proud of.

Our community of leaders, teachers and support staff work collaboratively to tackle some of society's most critical challenges.

Our values – aspiration, respect, integrity and responsibility – harness our belief that it is not just what we do, but how we do it that makes a difference. These values reflect who we are and how we work to create a culture for success, as we continue to evolve to ensure that we meet the needs of our children and young people, colleagues and partners both now and in the future.

With a strong focus on performance and delivering high standards in all that we do, we are looking for inspirational leaders who want to make a difference to drive forward our ambitions – leaders who will work collaboratively with colleagues, children and young people and partners to ensure each child and young person is able to excel and achieve their ambitions. This is a great time to join the Trust as we progress at pace in our next stage of development.

We very much look forward to receiving your application for what will be a stimulating, challenging and professionally fulfilling role. Please do not hesitate to let us know if you require more information.

Yours sincerely,

**Lizann Lawson**, Chief Executive Officer



*Our vision is Shaping Positive Futures as we strongly believe our sole purpose is supporting children and young people to achieve their ambitions.*





# Welcome to Howden School

## **Howden School is seeking to appoint a Deputy Headteacher to join our school in September 2024.**

As part of The Consortium Academy Trust, we are ambitious about the future – creating learning environments and excellence in teaching and learning that provide our children and young people with the best chance at a successful future. Coupled with this is the commitment, care and investment in our people, who we believe are our greatest asset.

As Deputy Headteacher at Howden, you will play an integral role in the leadership of the school, providing inspirational and highly effective leadership overseeing the development, implementation, and evaluation of the school's curriculum and assessment thus ensuring excellent student outcomes.

We are looking for a dynamic, ambitious, and experienced leader who is a good team player to be instrumental in our drive to enhance the curriculum for our students. As a key member of the Leadership Team, the post-holder will actively support the vision and values of the School and Trust and will deputise for the Headteacher as required.

It is crucial that the successful candidate has a real passion for curriculum development and possesses a number of qualities including a relentless drive for continued school improvement. A track record of successfully implementing whole school initiatives is imperative, as is the ability to cultivate and maintain good working relationships with staff, students and parents.

If you are a team player who is looking for a varied and interesting leadership opportunity with a focus on curriculum development, then we want to hear from you!

The Consortium Academy Trust –

# a place to transform lives



Number of schools



Children and young people aged 3 to 18



Total operating income



Current staffing

**The Consortium Academy Trust combines six secondary schools and three primary schools, two of which form an all-through school.**

The Trust supports over 8,000 children and young people aged 3 to 18 and has a total operating income of in excess of £50 million. The current staffing base consists of almost 1,100 staff. Together, Headteachers, the Central Team, Local Governing Body and the Board of Trustees work to ensure an excellent education and learning experience is provided for each and every child and young person.

## Our Vision:

Shaping Positive Futures

## Our Mission:

We put our children and young people first. We have a supportive, yet challenging environment to allow everyone in our Trust community to:

- flourish and believe that they have every chance of success.
- work together so that they can achieve more than can be done individually.
- work within a supportive culture where taking appropriate risk is seen as a strength.
- be proud of themselves, their peers, our schools, and our local communities.

## Our Strategic Priorities:



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## Our Values:

### Aspiration

We are ambitious, we aim high for ourselves and for others and we believe that we can make a real difference.

### Respect

We respect ourselves and each other. We respect our diverse environment and community.

### Integrity

We are honest with ourselves and each other. We do things for the right reasons.

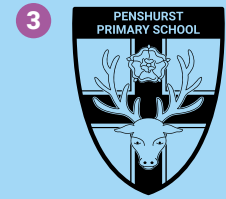
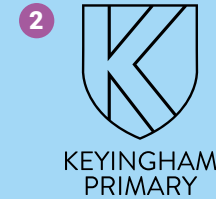
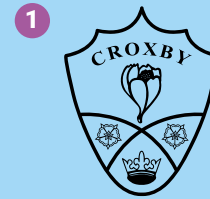
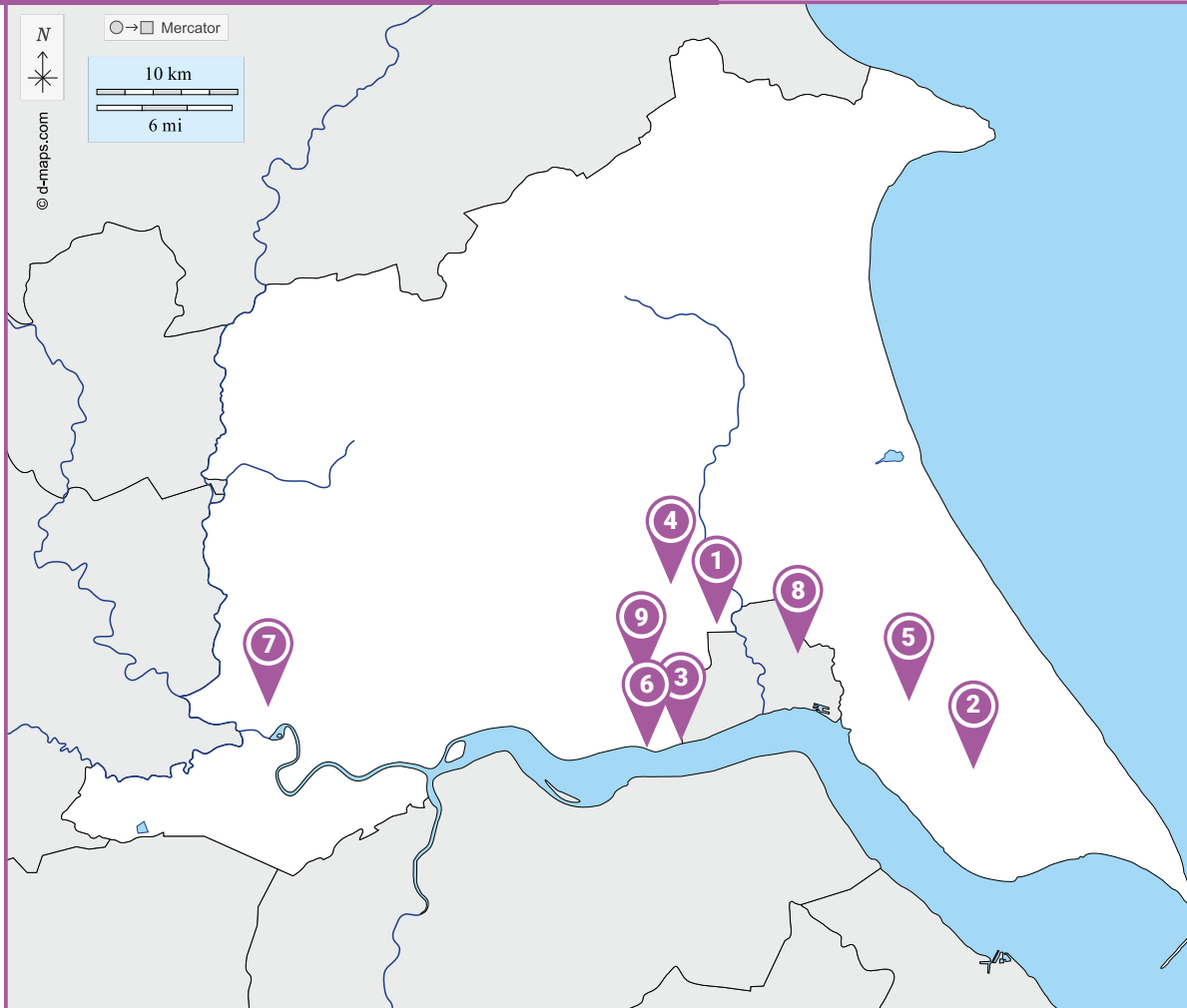
### Responsibility

We take responsibility for everything we do and see mistakes as an opportunity to improve and to get things right next time.

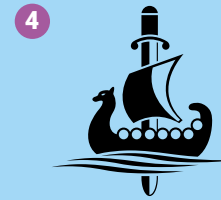
# Our schools are located across Hull and the East Riding.

This geographical spread creates accessible opportunities for staff across the Trust to share expertise, practice and resources.

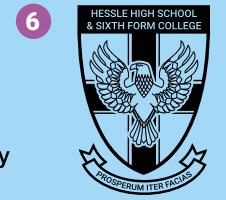
There is a critical agenda in raising the aspirations and attainment levels of children and young people across Yorkshire and the Humber, and the concentration of contribution our Trust provides, in providing children and young people with an excellent education and learning, is integral to achieving this agenda.



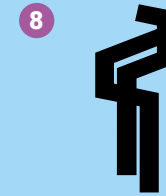
Part of the Hesse Academy



Holderness Academy & Sixth Form College



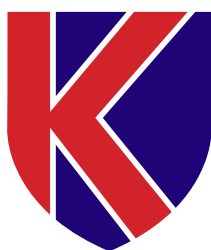
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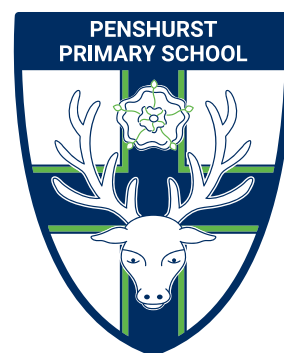


Learn and discover more about our schools through their website.

### Primary Schools



KEYINGHAM  
PRIMARY



*Part of the Hessle Academy*

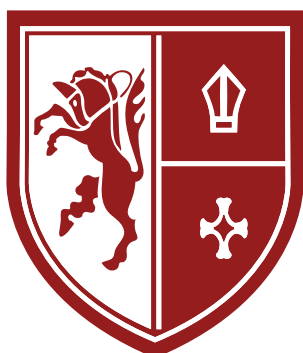
### Secondary Schools



Holderness Academy  
& Sixth Form College



*Part of the Hessle Academy*



# Working and learning at the Trust

Our Trust community is rich in knowledge. The diverse, inclusive and aspirant nature of it fosters a desire to learn and develop.

In considering whether you wish to be part of our community, it is important you hear from our members.



*Mental health and well-being is massively valued by the Trust. Making people feel wanted, valued, engaged and cared for.*



*- Teacher*



*I do what I do because I believe children deserve the best start in life and I think education is such a powerful tool.*

*- EYFS Lead*



*Within the Trust, we have access to very readily available and high-quality support services. We can, and do, just pick up the phone and get the help we need there and then.*

*- Headteacher*

*The Trust to me is a really positive place to work. You're with like-minded people, the culture is a positive one and it's a forward thinking one.*

*- School Improvement Lead*



**"I do what I do because I think children deserve the best start in life and I think education is such a powerful tool."**

**Listen to our colleagues talk about what it means to be part of our Trust [HERE](#)**



The Wider

# Leadership Team



*Our 'one organisation' culture is fostered through inclusive leadership approaches and collaboration across the central services, school improvement and school leadership teams.*



**It is an exciting time to join the Trust; with the integration of a number of key appointments strengthening our school improvement offer and strategic governance, the Trust continues to move from strength to strength.**

Our 'one organisation' culture is fostered through inclusive leadership approaches and collaboration across the central services, school improvement and school leadership teams.

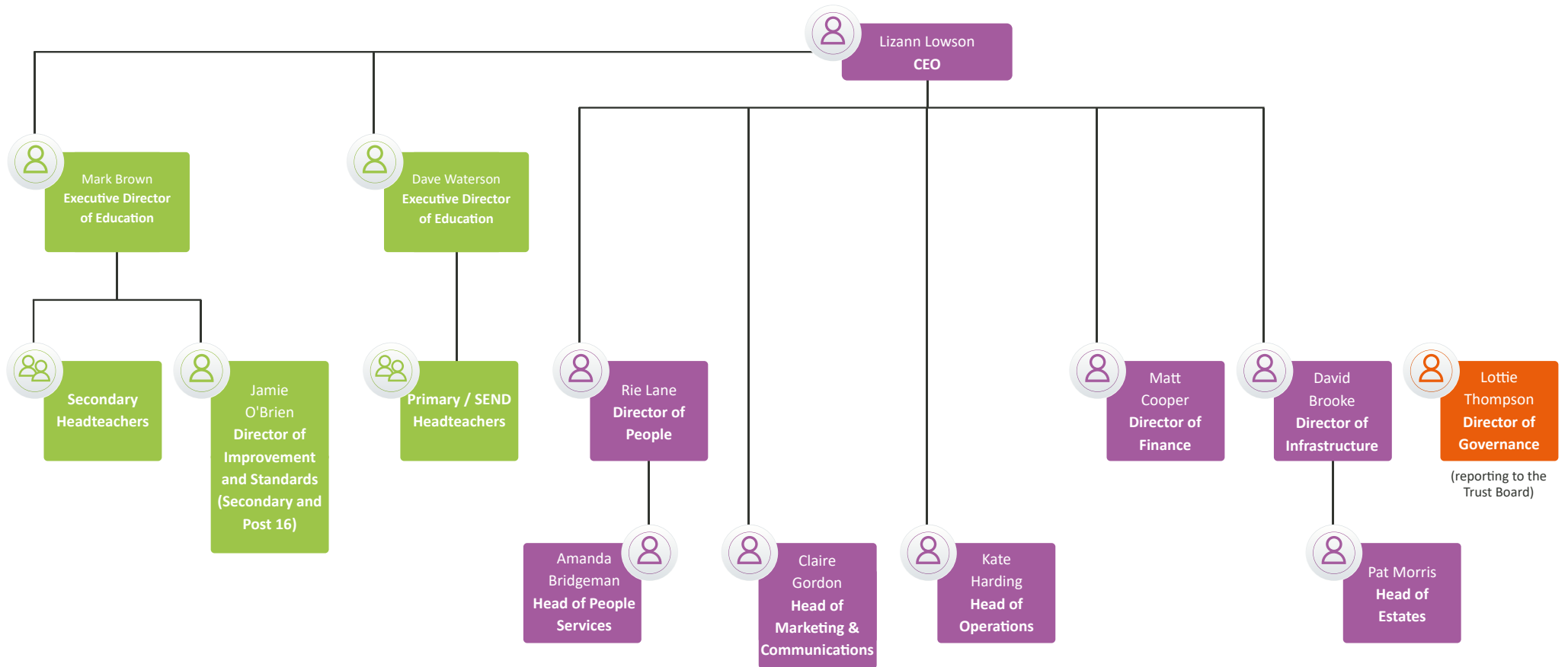
We are keen to ensure our central services and school improvement functions are of the highest quality, meeting the needs of each of our schools. This team-based approach to service delivery is central to our desire to be innovative, agile and process light to ensure our time is spent on the most impactful activities.

We expect our wider leadership team to be visible and approachable and to manage in a transparent and confident way. The Trust is a people-based business where communication and active staff management is key to success.

# Leadership Team Structure



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# Deputy Headteacher

## Howden School

**We know from experience that things change throughout the lifetime of a role and so this Job Description is not a list of everything you will do – this gives our people the chance to play to their strengths.**

### How you will make an impact:

- Help maintain the ethos of The Consortium Academy Trust by driving our organisational culture forward using every opportunity to embed our values.
- Taking responsibility for your own development - that way we can make the biggest impact!
- We are always looking for someone who can contribute to our growth.
- More than anything, we are looking for a team player who puts their heart in to their work. We have some core values that run through everything we do, and we'd love it if they resonate with you too.

### About the role:

#### Main purpose of the role:

The post-holder will play an integral role in the leadership of the school, providing inspirational and highly effective leadership overseeing the development, implementation, and evaluation of the school's curriculum and assessment thus ensuring student outcomes.

### Key accountabilities:

- Develop and maintain a dynamic and inclusive curriculum, designed to reflect the best current educational thinking, practice and research.
- To lead the strategic development, implementation, and evaluation of the curriculum throughout the school so that excellent progress is seen over time.
- Ensure the teaching of a broad, structured and coherent curriculum.
- To have an expert knowledge of national curriculum trends, issues and changes and actively monitor and respond to curriculum development and initiatives at national, regional, and local levels.
- To support the development of appropriate curriculum plans, syllabi, resources, SoW, assessment policies, in collaboration with AHT for Teaching and Learning.
- To maintain accreditation with the relevant examination and validating bodies.
- To provide the strategic leadership for the development and attainment of the specialist provision within the curriculum area.
- To support the development of effective subject links with partner schools and the community; attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
- To support the establishment and maintenance of a robust target-setting process in all curriculum areas.
- To ensure the maintenance of accurate and up-to-date information concerning the whole curriculum area school MIS.
- Give regular feedback to colleagues in a way which recognises good practice and supports their progress against professional and performance management objectives, resulting in a tangible impact on students' learning.
- To evaluate the performance data provided and take appropriate action on issues arising - setting realistic deadlines where necessary and reviewing progress on the action taken.
- To produce reports on examination performance, including the use of value-added data.

- To provide all relevant bodies with robust information relating to the development of the curriculum and performance – internal and external.
- To lead, implement and evaluate the strategy of formative and summative assessment to ensure that timely, efficient data enables staff to reshape the curriculum and leads to students gaining confidence in their knowledge and skills.
- To lead on reporting to parents' processes including reports and parents' evenings.
- To be responsible for the Guided Choices in Year 9.
- To lead on the Integrated Curriculum Financial Planning (ICFP) process so that the curriculum and timetable is cost effective.
- To be responsible for the school timetable process so that it supports high quality learning.
- Lead on curriculum planning, modelling, and the development of an appropriately rich and flexible curriculum to ensure excellent student achievement, linked to accountability measures.
- Undertake a teaching commitment at a level consistent with the needs of the school and the demands of the post.

## Strategic Leadership and Management:

- To assist the Headteacher and SLT in the leadership and management of the school.
- To assist the Headteacher in maintaining and developing high standards of education at the school in accordance with local and national policies.
- To work with the Headteacher, Governors and members of the Senior Leadership Team to develop a strategic view for the school, setting aims and objectives and formulating the School Development Plan.
- To maintain a commitment to a shared vision for the school and Trust which reflects our ethos and values.
- To assist in school self-review and evaluation and in the effective planning and management of school resources to secure improvements.
- To line manage a group of subjects, including oversight of departmental progress, policies, and procedures.
- To play a lead role in the Performance Management of staff.
- To contribute to the maintenance of high standards of student progress, welfare and behaviour.
- To take full responsibility for leading and managing significant aspects of the school, under the overall direction of the Head teacher.
- To be a presence around the school, providing an excellent role model for staff and students in all aspects of school life.
- To represent the school and contribute to the involvement of students, parents, carers, and the community in the life of the school.
- To deliver whole school assemblies and to support other staff with assemblies.
- To prepare and present reports, as required to governors, the Trust, Local Authority officers, parents, and external agencies.
- To attend school events and occasional meetings during evening hours, at weekends or in school holidays, by negotiation.
- To carry out teaching duties, as required, in accordance with the school's schemes of work and national requirements.
- To undertake other responsibilities as requested by the Headteacher in line with the School Teachers' Pay and Conditions Document.

## Leadership and Management:

- Work in very close partnership with and support the Headteacher and SLT in the effective day to day management of the school and school community including recruiting and inducting staff, developing and implementing health and safety policies, leading assemblies and staff meetings, arranging cover for absent staff or staff on PPA / training, hosting and organising whole school events such as open days and parents evening, and responding to the views, needs and requests of children, staff, parents, governors and visitors.
- Work with the Headteacher and SLT, staff and governors in the development, implementation and review of school improvement plans including regular monitoring and evaluation of standards and quality of provision supporting school governance by attending meetings where appropriate and ensuring that all governors are able to play an active and informed part in school management and development.
- Work with the whole staff to develop a strong learning environment that has at its centre high expectations of learning, work, performance, academic achievement and behaviour.
- Work with the Headteacher and SLT in the school's achievement reviews and target setting processes by assisting with assessment procedures.

- Lead teachers and subject leaders to ensure that all teaching and learning and assessment policies and protocols are in place and up to date.
- Assist in the line management of classroom-based personnel to ensure the provision of high-quality interventions and support for children's progress, achievement, wellbeing, and good behaviour.
- Promote achievement and wellbeing and, with the Headteacher and SLT, effectively manage the school resources to achieve the schools stated aims, meet its targets, and sustain high achievement.
- Work with the leadership team in setting, nurturing, promoting, and maintaining a very high standard of behaviour and mutual respect throughout the school ensuring that all staff play an active role in the pursuit of these standards.

## Other

- Undertake specific, significant roles in the leadership and management of the school.
- Develop, organise and hold colleagues accountable in their roles at all levels.
- Ensure that the management of the school through designated roles is efficient and effective.
- Develop and promote policies and procedures that ensure the school's distinctive ethos is reflected in all activities.
- Promote the School's ethos and culture to the broader community and beyond.
- Represent the School in appropriate forums locally, regionally and/or nationally.
- Assume the appropriate level of responsibility for safeguarding and promoting the welfare of children.
- Manage funding or budgets related to areas of responsibility.
- Compliance with the Trust's Health and Safety policy.
- Other duties that might reasonably be required of a Deputy Headteacher.
- The post holder will be expected to work within the schools' policies and procedures.
- The above duties are not exhaustive and the post holder may be required to perform other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

## As a member of staff of the Trust

- Role model appropriate behaviours within a professional environment including conduct, communication, and personal appearance
- Role model high levels of literacy and numeracy including modelling appropriate language
- Aspire to develop own professional skills and qualifications
- Use all forms of social media appropriately
- Take responsibility for the reputational management of all sites across the Trust
- Contribute to systems of evaluation and performance of the organisation positively

## About you...

**This is the job for you if you hold the following qualifications, experience, knowledge, skills and values:**

### Qualifications and Training

#### Essential

- Qualified teacher status.
- Educated to degree level.

#### Desirable

- NPQH, NPQSL or other leadership qualification (completed or in progress).
- Additional safeguarding training (or willingness to complete).

### Experience, Knowledge and Skills

#### Essential

- Substantial and successful senior leadership level experience in education.
- Substantial, successful teaching experience in the secondary setting.
- Experience of having led, or significantly contributed to the success of a school through its leadership, ethos, pastoral provision, teaching and learning and results.



- Experience of and ability to monitor and use data and/or evidence to inform decision making and address weaknesses.
- Experience of leading a team and/or working to support the success of others including CPD and management of performance.
- Experience of effective line management and ability to hold staff to account.
- Ability to lead self-evaluation and improvement planning in areas of responsibility.
- Good understanding of current education landscape and legislation.
- A developed knowledge of child protection procedures, equal opportunities and protected characteristics.
- Experience of securing professionally effective relationships with students, parents and a wide range of internal and external colleagues.
- Ability to think and act strategically.
- Experience of working with other agencies / organisations / schools.
- Evidence of a commitment to self-improvement as a professional.

## **Values and Personal Competencies**

### **Essential**

- Deep commitment to the values and vision of Howden School and the Trust.
- Genuine passion and belief in the potential of every student.
- Lead by example and be a strong presence, with high visibility in the school environment.
- Excellent interpersonal, communication, planning and organisational skills.
- Emotional intelligence and a reflective practitioner.
- Personal resilience, confidence and commitment to act with integrity.
- Team focused with the ability to work independently and take initiative.
- Commitment to ongoing professional development.
- Commitment to the safeguarding and welfare of all students.
- Committed to equality, diversity and inclusion.
- Strong morals, ethics and sound judgement.
- A role model of the school and Trust's values.

# Further information



## Remuneration

Full time £65,010 - £71,729

## Pension

The pension scheme is the Teachers' Pension Scheme.

## Continuous Professional Development

The Trust is keen to develop its people and through the annual staff performance and development review, professional development opportunities are explored.

## Appointment Process

Please complete the application form found on our website, using the supporting statement to address the criteria in the role information.

Closing date for receipt of applications is 9 am on **Monday 10 May 2024**.

Interviews will take place on **Wednesday 15 May 2024**. Further details will be sent to shortlisted candidates in due course.

An appointment will be made subject to satisfactory references, in line with the usual terms and conditions of employment at The Consortium Academy Trust.

## Recruitment Statement

We hope that the details provided here will allow you to make an informed decision to allow you to pursue your application for this position and continue with the recruitment process.



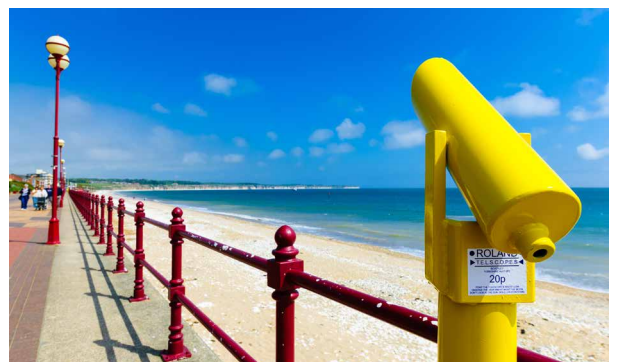
# Your life in East Yorkshire

**Renowned for its rural and coastal character, making it the ideal place to live if you crave the outdoors, East Yorkshire is a ceremonial county blessed with dramatic coastline and rolling chalk hills.**

Although predominantly rural, it's becoming increasingly known as a hotspot for culture. Hull was named as the UK's City of Culture 2017.

East Yorkshire has a strong rural and seaside character. Its coastline has several golden-sand beaches and traditional seaside towns with piers, promenades and fish and chip shops. Towns tend to be small and traditional with period architecture, often with plenty of boutiques, cafés and historical coaching inns. Hull's Old Town also still has its cobbled streets, but redevelopment has filled the rest of the city with new apartment blocks, museums and restaurants.

Beyond the towns is rolling countryside marked by long-distance walking and cycling routes. Locals can also visit the Yorkshire Nature Triangle, the go-to location for spotting wildlife.



Find out more about the region at:  
[www.marketinghumber.com/region](http://www.marketinghumber.com/region)



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