



**GREAT
HEIGHTS**
ACADEMY TRUST



**COLNE VALLEY
HIGH SCHOOL**

Deputy Principal Quality of Education

CANDIDATE INFORMATION PACK

Welcome to Colne Valley High School where we are currently looking to appoint a new Deputy Principal Quality of Education. Colne Valley High School is on an exciting journey of renewal and transformation as part of Great Heights Academy Trust. Our recent **Ofsted report** highlighted our ambitious curriculum, strong staff-student relationships, and improving behaviour and attendance. While areas for further development remain, we are already making great strides in strengthening parental engagement, ensuring consistency in teaching and learning and embedding high expectations across all aspects of school life. This is a fantastic time to join our dedicated leadership team as Deputy Principal, playing a pivotal role in shaping the school's future and driving excellence for our students, staff, and community.

Great Heights Academy Trust strive to always provide an inspirational, positive, and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm, and mutual respect. We aim to nurture academic, personal, spiritual, and social development in a caring and professional manner so that all can achieve their full potential, and all can reach GREAT heights.

At Colne Valley High School we are a warm, welcoming community that works together to achieve the best possible outcomes for every single child in our community.



A broad & strong 2-18
offer for West Yorkshire



**COLNE VALLEY
HIGH SCHOOL**



Welcome

Dear Colleague,

Thank you for your interest in Colne Valley High School. It is a pleasure to welcome you to a school community that is ambitious, reflective and committed to continuous improvement in the service of our young people.

Colne Valley High School is on an exciting journey of development. We are building a school where every student is known, valued and challenged to be the very best they can be — academically, socially and personally. At the heart of everything we do are our shared values of **Respect, Integrity, Teamwork and Aspiration (RITA)**. These values are not simply words on a page; they shape our culture, guide our decisions and define how we work together as a community.

Respect underpins all relationships in our school. We believe deeply in the worth of every individual and are committed to creating a culture where students and staff feel safe, supported and able to flourish. Integrity drives our professional standards — we are honest, reflective and committed to doing what is right for our students, even when that is challenging. Teamwork reflects our belief that we are strongest when we work together: staff, students, families and partners united in a shared purpose. Aspiration fuels our ambition — we want every young person to aim high, believe in themselves and leave us prepared for a successful and fulfilling future.

We believe that **high expectations lead to high achievement**, and our recent improvements are rooted in this principle. We are developing a rigorous, broad and balanced curriculum that challenges students to think deeply, apply knowledge confidently and grow as learners and individuals. Our approach is inclusive and ambitious: every student is challenged, every student is supported, and every student is encouraged to take pride in their progress. Where additional support is needed, we have dedicated and skilled teams who work tirelessly to ensure that no child is left behind.

Our staff are central to our success. We are proud of the commitment, care and professionalism shown by colleagues every day in the service of our community. As part of **Great Heights Academy Trust (GHAT)**, staff at Colne Valley High School benefit from rich professional development opportunities informed by the latest educational research. Through our Research School, English Hub and SCITT, we support teachers to develop their practice, grow their expertise and build fulfilling careers in education. We believe strongly in investing in our people, because great schools are built by great staff.

We also recognise that education is a partnership. We value the vital role of parents and carers and actively seek to work alongside them to support the young people in our care. We are proud to serve our local community and are committed to working collaboratively with local organisations and partners to enrich experiences and improve outcomes for all.

If you choose to join Colne Valley High School, you will become part of a team that is reflective, ambitious and deeply committed to making a difference. You will be supported, challenged and valued — and, most importantly, you will help us to achieve excellence.

We very much hope that you will consider becoming part of our journey.

Yours sincerely,

Chris Alker

Principal

► Overview of the Position for Colne Valley High School

Colne Valley High School are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have a successful background in working with young people and who are capable of playing a major role in our evolving plan to deliver exceptional 2-18 provision for the pupils in our growing MAT.

We want to hear from individuals who have the qualities and drive to make the most of this unique moment in time. The successful applicants should have a strong track record of impact and share the Trust's vision. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students and young people at all levels.

► About the Trust

The Trust currently comprises of seven primary schools: three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and three in Kirklees (Carlinghow Academy, Marsden Junior School and Nields Academy). We currently have two secondary schools (The Mirfield Free Grammar and Colne Valley High School). We also have a Trust Head Office based at Riverside Mills in Elland.

To find out more about our Trust, please view our website: greatheightstrust.org.uk

The successful candidates will join a highly collaborative network of leaders and managers. Each academy is different, reflecting the particular aspirations and leadership style of its Principal and local community needs.

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974: pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.



▶ Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

▶ We aim to

- ✓ Develop an effective partnership of schools that share a commitment to raising standards.
- ✓ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✓ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✓ Share expertise – both best practice and best practitioners.
- ✓ Develop all teachers and leaders through effective professional development.
- ✓ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

▶ Our Vision and Values Statement

The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.

Current Trust Academies and Designations

Our mantra across our partnerships embraces the following themes:

G

Great teaching and learning opportunities for all in the partnership

R

Real life opportunities to develop an understanding of the wider world

E

Enthuse a love of learning and mutual respect

A

Academic development to nurture potential for all

T

Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.



JOB DESCRIPTION

Position: Deputy Principal - Quality of Education

Department: SLT

Pay range: L21-25

Responsible to: Principal

Prime Objectives of the Post

Carrying out the professional duties of a Deputy Principal set out in the Teachers' Pay and Conditions Document as directed by the Principal within the context of the job description set out below.

Line management responsibility for at least one Faculty/Department (core)

To teach (main subject) and other subjects as appropriate throughout the school to students aged 11 to 16.

To be responsible for the leadership, management and organisation of the functions identified within this job description.

To play a full and meaningful role as a member of the Senior Leadership Team under the overall direction of the Principal.

To deputise for the Principal as and when required.

Statutory Requirements

- This job description reflects the standards built upon the **Teaching Standards** which apply to all teachers.
- It is aligned to the **School Teacher's Pay and Conditions**, set out in the statutory guidance.

Membership of the Trust:

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, policies, processes and procedures are adhered to as requested from the Trust post holders.



Strategic Leadership and Development of Quality of Education

- To be responsible for the strategic direction of Quality of Education in developing an ambitious and inclusive curriculum that is effectively implemented through a shared understanding of high-quality teaching and learning. Responsibility for embedding continuous quality assurance processes and taking necessary steps to secure sustained improvement. Responsibility for the educational outcomes of all students.
- To lead the development of the Academy curriculum to ensure it is inclusive and ambitious for all.
- To be responsible for effective curriculum-led financial planning (CLFP).
- To support curriculum leaders in coherently planning and sequencing the curriculum in their respective subject, utilising current research.
- To develop a common approach to teaching and learning across the Academy, utilising current research, and be responsible for ensuring this is shared, understood, and embedded.
- To implement effective and robust continuous quality assurance processes to drive improvement in all subjects.
- To support colleagues to improve their practice through effective professional development opportunities, both whole school and subject specific, utilising current research.
- To develop and embed effective assessment of the curriculum and feedback.
- To develop and embed recording and reporting systems and processes.
- To be accountable for pupil outcomes.
- To establish strong links with primary schools to ensure effective curriculum progression between Key Stages 2-4.

**Leadership of the Appraisal/Performance Development Process**

- To promote the professional development of all staff a vehicle to drive for continuous quality improvement.
- Working with the Director of HR to plan, monitor and evaluate all Performance Development processes, making evidence-based recommendations to the Principal where pay progression is appropriate;
- To lead robust procedures for challenging underperforming staff, including the co-ordination of specific and bespoke professional development, support and, where required, capability proceedings.
- Leadership of Continuous Professional Development
- To lead on the strategic overview of professional development requirements and co-ordinate the planning and delivery of the whole-school CPD offer.
- To have strategic oversight of the training, development, and induction of Early Career Teachers (ECT) and be the lead contact for ITT and SCITT providers.
- To effectively manage the professional development budget.

Strategic Direction and Development of the Academy

- To work with and support the Principal in robust and accurate self-evaluation, identification of school improvement priorities and implementation of improvement strategies through the Academy Development Plan.
- To be a high-profile leader in the Academy, thus securing the commitment of parents/carers and the wider community to the vision and direction of the Academy.
- To deputise for the Principal as required.

Leading and Managing Staff

- To demonstrate the ability to lead, motivate and develop all staff within the Academy for which they are accountable for.
- To support the Academy with succession planning through coaching and mentoring.

The Community

- To contribute to the writing of reports for LGB meetings.
- To promote links with the local community, primary schools, and further education providers.
- To promote the positive image of the Academy.
- To plan, attend and support parents' evenings, and other events, as required;

General Duties

- To ensure the smooth running of the Academy.
- To deliver assemblies to all year groups as appropriate.

**General:**

- To uphold the Nolan principles of public life.
- To take part in any CPD activities appropriate to the role.
- Attend school events as required.
- Assist in school emergencies, as required.
- Attend relevant meetings and training sessions.
- To undertake any other professional duties as required by the CEO/Board/Principal

Safeguarding

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people, and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse, and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Notes:

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year, and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Person Specification: Deputy Principal Quality of Education****Key to identification: A = Application I = Interview R = Reference**

Qualifications/Training	Essential	Desirable	A/I/R
Qualified Teacher Status	✓		A/I/R
Relevant professional development undertaken within last 2 years	✓		A/I/R
Working towards a recognised senior leadership qualification		✓	A/I/R
Experience and Leadership	Essential	Desirable	A/I/R
Recent experience and evidence of impact within a Vice/Deputy Principal role	✓		A/I/R
A proven track record as a successful classroom practitioner consistently demonstrating a positive impact on pupil outcomes.	✓		A/I/R
Experience of successfully leading whole school strategic development and change management leading to improved standards.	✓		A/I/R
Experience of successfully leading whole school curriculum development and/ or implementation (teaching and learning), resulting in improved student engagement and outcomes.	✓		A/I/R
Experience of leading quality assurance processes to ensure consistently high standards within the classroom.	✓		A/I/R
Experience of coaching and developing others to improve their practice.	✓		A/I/R
Understanding of the effective use of assessment to refine and improve teaching.	✓		A/I/R
Experience of financial/budget management		✓	A/I/R
Knowledge and Understanding	Essential	Desirable	A/I/R
Detailed knowledge of curriculum planning and development.	✓		A/I/R
Good knowledge of the local, national, and political landscape for the curriculum specifically and education generally.	✓		A/I/R
Understanding of the Ofsted requirements for the quality of education.	✓		A/I/R
Able to demonstrate a detailed knowledge of how pupils learn.	✓		A/I/R
Knowledge of how to use, collect and analyse qualitative and quantitative data to identify strengths, areas for development and set challenging targets and goals to secure future improvement.	✓		A/I/R



Detailed working knowledge of how to monitor the performance of staff, hold them to account and deal proficiently with underperformance achieving the best outcomes for all parties.	✓		A/I/R
Able to demonstrate an understanding of how to support all pupils with their learning and progress, especially those from disadvantaged backgrounds and/ or with special educational needs and/ or disabilities.	✓		A/I/R
Skills and Abilities			
Creativity and innovation	✓		A/I/R
Implementing change	✓		A/I/R
Leading others	✓		A/I/R
Monitoring and evaluation	✓		A/I/R



Reasons to work at Colne Valley High School



A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



Career Opportunities

Career opportunities across the MAT.



Cycle to work scheme

Tax free cycle scheme.



Holiday package

The Trust provides staff with a generous holiday entitlement.



Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

