

## **Assistant progress Leader - Science** **Permanent - Role to commence from 1 January 2024**

We seek an enthusiastic, dedicated and outstanding Assistant Progress Leader, who is ready for a leadership position in a highly ambitious school.

You will need to be a practitioner who consistently delivers high quality teaching to both key stages with the ability to inspire, engage and motivate students. You will also need to have excellent communication skills, demonstrate initiative and be a strong team player. If appointed you would be joining a science leadership team that already has a Progress Leader and Assistant Progress Leader. The appointment would therefore increase the level of capacity in driving forward science outcomes.

Up Holland High School is a happy and harmonious place to be where students are highly-motivated and have the opportunity to be inspired and succeed. We were recognised in May 2023 by Ofsted as 'Good' in all areas of school, but with the capacity to improve still further. We believe that our strong collaboration with students, staff, parent/carers and governors continues to contribute towards the success of the school. This is the third successive 'Good' judgment the school has secured. The school aspires to move from 'Good' to 'Great' and we are seeking a professional that shares that level of ambition, a professional that can model our Dedication to Excellence in all that they do.

We consider the education of our students to be about developing the whole child, preparing them for life beyond school. Not only providing them with a good level of attainment in examination subjects but also helping them to develop the skills, values and attributes which will enable them to be strong, successful citizens when they move on from Up Holland, ready to contribute to their local community and the wider world. This philosophy is captured in our vision statement.

### **Personal Development**

The five key skills and values that we promote through LORIC are those that employers' colleges and universities consider to be most desirable:

- **Leadership**
- **Organisation**
- **Resilience**
- **Initiative**
- **Communication**

Students develop their LORIC skills and values through our 'Character and Culture' programme. This begins in Y7 and continues through to Y11, with students participating in a range of activities and experiences. These activities are promoted and undertaken in personal development time, curriculum lessons, character and culture days and enrichment opportunities. We believe that the 'Character and Culture' programme enhances the development of the whole child, preparing them for life beyond Up Holland High School.

If appointed you can expect full-support and continuing professional development, as we promote a model of leadership at all levels and a bespoke and tailored CPD programme. We offer a professionally stimulating working environment where teachers have the opportunity to progress and most critically to positively impact on the lives of our students.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance, including checks with past employers. Please note that in line with Keeping Children Safe in Education 2022 an online search will be carried out as part of our due diligence on shortlisted candidates.

Application forms and further details of the post are available to download from the school website:  
<https://www.uhhs.uk/about-our-school/vacancies>

Completed application forms together with a letter of application no more than 3 sides of A4 in 12 pitch should be emailed to [a.mckernan@upholland.lancs.sch.uk](mailto:a.mckernan@upholland.lancs.sch.uk) marked for the attention of Mr P Scarborough, Headteacher.

Closing Date: 29<sup>th</sup> September 2023, 9.00 am

Interview Date: To be advised, but will take place as soon as possible after closing date.

**UP HOLLAND HIGH SCHOOL**

Sandbrook Road, Orrell, Wigan, Lancs WN5 7AL

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Website: [uhhs.uk](http://uhhs.uk)

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**UP HOLLAND HIGH SCHOOL  
ASSISTANT PROGRESS LEADER - SCIENCE  
JOB DESCRIPTION**

<b>Job purpose:</b>	<ul style="list-style-type: none"> <li>• Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document</li> <li>• The support the Progress Leader in providing professional leadership of students' progress in order to secure high quality educational experiences and improving standards of learning and attainment.</li> </ul>
<b>Reporting to:</b>	Progress Leader for Faculty
<b>Liaising with:</b>	SLT, teachers and other stake holders
<b>Salary:</b>	<b>Existing basic salary plus TLR 2.2 (£5024)</b>
<b>Working Hours</b>	195 days
<b>Disclosure level:</b>	Enhanced
<b>Main Duties</b>	
<ul style="list-style-type: none"> <li>• To ensure that all students and staff are safe within the Faculty and take any necessary steps to ensure a safe working environment, as necessary, in accordance with legislation and school policy.</li> <li>• To ensure that all pupils make progress in line with the school's expectations in specific courses taught, as delegated by the Progress Leader</li> <li>• To support the Progress Leader in carrying out monitoring activities to ensure that the quality of provision within the Faculty in line with the school's expectations, including the quality of teaching and standards of behaviour.</li> <li>• To ensure effective organisation of schemes of learning for identified courses taught and the deployment of teaching resources to support high quality course delivery.</li> <li>• To support the Progress Leader in the formulation of Faculty policies, in accordance with school policies, and the formulation of a Faculty development plan which supports and supplements the school development plan.</li> <li>• To manage the performance of identified staff within the Faculty, and carry out the role of appraisal team leader for designated staff.</li> <li>• To work alongside the existing science leadership team.</li> <li>• To deputise for the Progress Leader, as required.</li> <li>• To support the Progress Leader in developing enrichment activities as part of the Healthy Schools' agenda and to motivate students.</li> <li>• To carry out other duties as may be agreed with the Head teacher from time to time.</li> </ul>	
<b>School Ethos</b>	
<ul style="list-style-type: none"> <li>• Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.</li> <li>• Promote actively the school's corporate policies.</li> <li>• Comply with the school health and safety policy and undertake risk assessments as appropriate.</li> </ul>	
<b>Signatures</b>	
<p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.</p>	

## PERSON SPECIFICATION

### ASSISTANT PROGRESS LEADER – SCIENCE

Selection Criteria	Essential	Desirable
<b>Qualifications</b>		
Qualified Teacher status	✓	
Good honours subject degree		✓
Evidence of continued personal and professional development	✓	
<b>Experience</b>		
Proven ability with students across the secondary age range	✓	
Recent proven experience in raising students' attainment	✓	
Experience of tracking and analysing student progress data to initiate student intervention to raise student attainment	✓	
Experience of planning interventions to improve student's attendance		✓
<b>Leadership Skills and Role</b>		
Experience of assisting with the establishment and development of successful policies and procedures	✓	
Experience of managing or working in a setting where an inclusive approach under-pins practice	✓	
Evidence of leading a team to improve the quality of provision	✓	
Initiate and manage strategic and continued improvement		
Prioritise, plan, organise and evaluate the work of the school	✓	
Direct and co-ordinate the work of others, devolving responsibilities and delegating tasks	✓	
Work as part of a team	✓	
Motivate and inspire students, staff, parents, governors and the wider community	✓	
Deal sensitively with people and resolve conflicts	✓	
Develop new ways of working	✓	
Commitment to a clear vision for pastoral care and school	✓	
<b>Capability to assist in effectively:</b>		
Selective development of staff	✓	
Developing the school reputation and role in the community	✓	
Planning and delivering training and development activities	✓	
Lead by example	✓	
<b>Communication Skills</b>		
<b>The successful candidate will be able to:</b>		
Communicate effectively, orally and in writing for a range of audiences and purposes	✓	
Manage good communications systems	✓	
<b>Corporate Responsibility</b>		
Commitment to comply with the school's policies i.e. Equal Opportunities, Health & Safety	✓	
Commitment to continue personal development in relevant area	✓	
Commitment to participate in the staff review and development process	✓	
Commitment to raising standards for all students	✓	

<b>PERSONAL QUALITIES</b>		
Tact and a sense of humour	✓	
Resilience	✓	
<b>APPLICATION</b>		
Letter which addresses person specification and job description	✓	
Technically accurate in terms of spelling, punctuation and grammar	✓	

**Note: Knowledge and skills may have been acquired through training or experience.**



## School Priorities 2023-2025

- Developing a **culture of excellence** through high expectations of all staff and students
- Consistently delivering **high quality teaching** within a challenging curriculum
- Improving the **attitude to learning** and promoting the **resilience** of students
- Improving the **attendance** of students, particularly those that are persistently absent

## Vision Statement

We continually strive to:

- Provide outstanding educational standards and outcomes, driven by our Dedication to Excellence.
- Develop the whole child, enhancing their character through our LORIC skills and core values.
- Promote a culture of inclusion, equality, and diversity.