



PENDLE COMMUNITY HIGH SCHOOL & COLLEGE



APPLICATION PACK

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APPLICATION PACK – ASSISTANT HEADTEACHER (TAs, Operational Management, PD)

Pendle Community High School and College (PCHS&C) is an outstanding community special school for students with generic learning difficulties. We currently have 162 students on roll (ages 11 -19), with a variety of special educational needs including autistic spectrum disorders, speech, language and communication needs, and physical, medical and/or sensory needs.

PCHS&C moved into our purpose-built accommodation in 2008, where it is co-located with a mainstream secondary school. Our school and college provide an exciting and enriching environment, with a range of opportunities for social and educational inclusion.

Dear Candidate,

Thank you for requesting more information about the vacancy of **Assistant Headteacher for TAs, Operational Management, Personal Development** at Pendle Community High School & College (PCHSC). At PCHSC our core values are at the HEART of everything we do:

Honesty

Embrace diversity

Ambition

Respect

Togetherness

We are delighted that you have shown an interest in joining our thriving community. If you decide to pursue your application and are successful in securing a job with us, you will be joining a highly committed and dynamic staff team who all play a part in making a real difference to the lives of families, carers and young people with special educational needs.

In addition to this, we also offer a number of staff benefits which includes but is not limited to:

- Enrolment into the Local Government Pension Scheme
- Access to Employee Assistance Program
- Free use of our on-site gym
- Free on-site parking
- Access to the National College and regular CPD opportunities
- Access to the School's Wellbeing programme.

For more information about our school & college, please visit our website www.pchs.lancs.sch.uk.

The post you are applying for is covered by the Rehabilitation of Offenders (Exceptions) Act 1975. If successful, you will be required to apply to the Disclosure and Barring Service for an enhanced disclosure. Please note that if shortlisted, we will seek references before you attend the interview. Please also be aware 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 can be downloaded online, please see link to school website to apply, [Every Candidate Portal - Vacancies](#)

We wish you all the best with your application.



D Grogan, Head Teacher

WELCOME LETTER FROM THE HEAD TEACHER

Dear Prospective Candidate,

As the Headteacher of Pendle Community High School & College I would like to thank you for your interest in the post of Assistant Headteacher for TAs, Operational Management, Personal Development. We believe that PCHS&C is an amazing place to work where we ensure that our young people and our values are at the heart of everything that we do. We are therefore, looking for that special person who recognises how unique our school is, and who will share our passion and drive to continue to move our school forward with high expectations for all our students.

The opportunity to join our school will enable you to work alongside a passionate, dedicated and highly motivated staff team. Our staff team are welcoming and friendly and value anyone who shares their passion in providing as many opportunities as possible for our young people through an enriching and engaging curriculum. We pride ourselves on the work we have been doing for several years on emotional health and wellbeing for all and our investment in continued professional development for staff as they are our best and most valued resource.

The governors, staff and young people are looking for a professional, highly motivated and inspirational person to join our team. A special person who is enthusiastic, resilient, passionate and dedicated to ensure we are continually improving our provision.

Whilst certain key experience is needed, what we want more than anything is someone who 'belongs here'. Someone who believes and shares in our vision, aims and values; recognising that everyone is unique and will go the extra mile to give each student their best possible life and learning outcomes for their next step in their journey.

We welcome any prospective candidates to visit our school and come and see us in action. I would like to thank you again for your interest in our school and look forward to receiving your application.

Your sincerely



Debra Grogan
Head teacher

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|---------------------------|---|
| CLOSING DATE: | Tuesday 24 th June 2025 12noon |
| SHORTLISTING DATE: | Tuesday 24 th June 2025 |
| INTERVIEW DATE: | W/b Monday 7 th July 2025 (2 days) |

ASSISTANT HEADTEACHER (TAs, Operational Management, PD) – JOB DESCRIPTION

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|---|---|
| JOB TITLE: | Assistant Headteacher for TAs, Operational Management, Personal Development |
| GRADE: | Leadership Pay Spine L8-L13 |
| FULL/PART TIME: | Full Time |
| PERM/TEMP: | Permanent |
| LOCATION: | Pendle Community High School & College, Nelson, BB9 8LF |
| REQUIRED FROM: | 5 th January 2026 or earlier if available |
| <p>The specific nature and balance of the responsibilities below will vary according to the needs of the school. It will be discussed upon appointment which areas the Assistant Headteacher for Teaching & Learning with Subject Development will be responsible for after reviewing strengths and skills across the Senior Leadership Team.</p> | |
| MAIN PURPOSE: | |
| <p>The assistant headteacher (TAs, operational management, personal development), under the direction of the headteacher, will take a major role in:</p> <ul style="list-style-type: none"> • To have joint responsibility for day to day running and organisational management • To oversee and manage Teaching Assistants including induction and appraisals • To provide increased opportunities to support the personal development of students • Senior Designated Mental Health Lead and wellbeing • To actively contribute to the general strategic leadership across school and college • To undertake general responsibilities of the class teacher (up to 50% timetable) • To be a subject / curriculum area leader • To undertake other such duties as delegated by the Headteacher | |
| MAIN TASKS: | |
| <ol style="list-style-type: none"> <u>To have joint responsibility for day to day running and organisational management</u> <ul style="list-style-type: none"> • Organise daily staffing, cover, duties and end of day routines <u>To oversee and manage Teaching Assistants including induction and appraisals</u> <ul style="list-style-type: none"> • Organise and lead 30,60,90-day induction for support staff • Lead appraisal for TAs including managing punctuality and adherence to dress code etc. • Ensure all TAs have completed required CPD • Support interview and recruitment process inc safer recruitment training <u>To provide increased opportunities to support the personal development of students</u> <ul style="list-style-type: none"> • Lead EVC (training available) including checking all visits have been evaluated and promoted on website • Annual audit and update of Character Education, Cultural Capital, British Values, SMSC, Personal Development and create any subsequent action plans. • Organisation of extended lunch clubs & Personal development clubs, 14-19 clubs etc. • Develop program for Collective Worship and visiting speakers • Analyse all PIVATS PSD data. • Write cases for support and explore funding grants and bids • D of E Manager <u>Senior Designated Mental Health Lead and wellbeing</u> <ul style="list-style-type: none"> • To train as Senior Designated Mental Health Lead • Lead on Wellbeing Charter Identify and signpost wellbeing opportunities • Organise Wellbeing and Friendship buddies • Conduct Staff and Student surveys | |

5. To actively contribute to the general strategic leadership across school and college

- Developing and maintaining the ethos, values and purposes of school and college.
- Actively contributing to wider school improvement planning and self-evaluation.
- Actively contributing to Senior Leadership Team activities.
- Participating in the recruitment and professional development of teaching and non-teaching staff across school and college.
- Jointly develop, monitor and self-evaluate the School Improvement Plan, with key responsibilities in Personal Development and enrichment opportunities.
- Reviewing and further developing associated policies and practices.
- Liaise with admin to plan whole school & college events

6. To undertake the general responsibilities of the class teacher (up to 50% timetable)

- Carrying out duties of a general class teacher as set out in the current School Teachers' Pay and Conditions Document and generic teacher's job description (including occasionally providing cover for absent teachers).
- Actively contributing towards Individual Education Plans, Education Health and Care Plans and Annual Reviews for students taught.
- Sharing responsibility for the promoting of safeguarding, personal development and well-being, and social, emotional and behavioural support of all pupils.
- Effectively lead and manage staff teams contributing to the induction, line management and appraisal of staff.

7. To be a subject / curriculum area leader in Humanities (History, RE, MFL)

- To be accountable for leading, managing and developing the subject/curriculum area
- To be accountable for student progress and development within the subject/ curriculum area
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the subject/ curriculum area, in accordance with the aims of the school and the curriculum drivers.
- To effectively manage financial and physical resources within the subject/ curriculum area to support the designated provision and meet the needs of all learners
- To ensure that Health and Safety Policies and practices including Risk Assessments throughout the Subject Area are in-line with national requirements and are updated where necessary, therefore liaising with the School's Business Manager

8. To undertake other such duties as delegated by the Headteacher

AGREED BY:

Debra Grogan (Headteacher) & Jo Chatburn (Deputy Headteacher) – June 2025

ASSISTANT HEADTEACHER (TAs,Operational Management, PD)–PERSON SPECIFICATION

| REQUIREMENTS (based on the job description) | Essential (E) or Desirable (D) | Identified by: Application form (A), Interview (I), Test (T), References (R) or other (give details) |
|--|--------------------------------|---|
| The applicant will be required to safeguard & promote the welfare of children & young people | | |
| QUALIFICATIONS | | |
| Qualified Teacher Status (including associated degree) | E | A |
| Evidence of continuing professional development re SEND. | E | A/I |
| Additional professional development and qualifications relating to leadership responsibilities e.g., Advanced skills, NPQML, NPQSL, Specialist Teacher | E | A/I/R |
| EXPERIENCE | | |
| Experience of successfully undertaking a middle leadership role (min 2 years) | E | A/I/R |
| Sustained proven record as an outstanding teacher. | E | A/I/R |
| Direct SEND teaching experience within a primary, secondary or specialist provision | E | A/I/R |
| Experience of managing and delivering a highly differentiated curriculum across a range of SEND. | E | A/I/R |
| Experience of multidisciplinary working | E | A/I |
| KNOWLEDGE AND SKILLS | | |
| Understanding of the principles of effective learning for children with significant SEND (inc application of National Curriculum). | E | A/I |
| Thorough knowledge of Teaching Standards 2012 and current educational legislation including SEND Code of Practice 2014. | E | A/I |
| Knowledge and understanding of effective safeguarding processes and procedures | E | A/I |
| Working knowledge of assessment procedures and ability to analyse and utilise progress data to support progress and raise achievement | E | A/I |
| Knowledge and skill in utilising ICT to support all aspects of learning. | E | A/I/R |
| Knowledge and skill in the supporting of positive behaviour strategies. | E | A/I/R |
| Well established leadership and management skills | E | A/I |
| ABILITIES | | |
| Effective team working including management and development of teaching and support staff and leading by example. | E | A/I/R |
| Effective interpersonal, communication and presentation skills. | E | A/R |
| Commitment to self-evaluation and ability to formulate, monitor review and evaluate whole school plans and policies. | E | A/I/R |
| Highly effective time management and organisational skills, with ability to prioritise and remain calm under pressure. | E | A/I/R |
| Ability to be a proactive and reflective practitioner, manage change effectively and engage in mentoring and or coaching as appropriate. | E | A/I/R |
| Enjoy working and interacting with young people and ensure they are at the HEART of all decision making | E | A/I/R |
| PERSONAL QUALITIES | | |
| To be approachable, a good communicator and solution focussed | E | A/I/R |
| To be enthusiastic, resilient and have a positive mindset and be able to adapt quickly to different situations | E | A/I/R |
| To be trustworthy, reliable and understand the need for confidentiality | E | A/I/R |

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| EQUAL OPPORTUNITIES | | |
| Commitment to the promotion of equality of access and opportunity for all children and young people | E | A/I/R |
| CONFIDENTIAL REFERENCES AND REPORTS | | |
| Positive recommendation from all referees, including current employer | E | R |
| PREPARED BY: | Head Teacher & Deputy Headteacher June 2025 | |