



*Achieving excellence together*

*Welcome to The Mirfield Free Grammar where we are currently looking to appoint a new Assistant Principal for Character Development - Conduct across the school. This is an exciting time to join The Mirfield Free Grammar Journey as we begin a new chapter in our history, with The Great Heights Academy Trust.*

*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.*



## **Assistant Principal for Character Development – Conduct**

CANDIDATE INFORMATION PACK

## ► Welcome

Dear Colleague,

I am delighted that you are considering the position of Assistant Principal for Character Development – Conduct at The Mirfield Free Grammar.

We are seeking to recruit a leader for our secondary school who has inspiration, drive, and motivation to make a difference to the lives of young people. It is a unique moment in time to join the leadership team as we embark on our exciting journey with the Great Heights Academy Trust.

It gives me great pleasure to introduce myself as the Principal of The Mirfield Free Grammar. It is a privilege to lead such a fantastic school and a role I am extremely proud of.

We strongly believe The Mirfield Free Grammar has an inspirational, positive, caring, and welcoming environment, where all students can achieve their full academic, personal, spiritual, and social potential.

Everyone at The Mirfield Free Grammar strives to 'achieve excellence together' and this vision is embedded in 'THE MFG Character' across our school community.

We endeavour to create well-rounded, happy, and confident young people who are able to contribute positively within the community. I am a firm believer that THE MFG Character of Tenacity, Health & Happiness, Equity, Morality, Flourish, Generosity are the most appropriate foci to enable our students to achieve this.

We look forward to reading your application, best of luck to all.

Yours sincerely

Mrs Alexandra Fuller  
Principal



## Overview of the Position for The Mirfield Free Grammar

The Mirfield Free Grammar 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 secondary leadership 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.

The posts would suit experienced leaders ready for the next stage in their leadership pathway. We want to hear from individuals who have the leadership 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 staff at all levels.

## About the Trust

The Trust currently comprises of six primary schools; three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and two in Kirklees (Carlinghow Academy and Marsden Junior School). 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 [Stakeholder Overview](#).

*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: ASSISTANT PRINCIPAL FOR CHARACTER DEVELOPEMENT****- CONDUCT****(The Mirfield Free Grammar)**

<b>Responsible to:</b>	The Deputy Principal – Character Development
<b>Responsible for:</b>	Carrying out the professional duties of an Associate Assistant 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 a TRL holder/ at least one Faculty/Department To support, develop and hold to account pastoral staff, focusing on high standards of personal, social and academic development of students. To be accountable for the behaviour and welfare of all students.
<b>Duties:</b>	To teach (main subject) and other subjects as appropriate throughout the school to students aged 11 to 18. 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.
<b>Salary:</b>	L12-L17

**Main Duties and Responsibilities****Leadership and Development of Character**

- To develop a common approach to Character curriculum with a focus on conduct across the Academy, utilising current research, and be responsible for ensuring this is shared, understood, and embedded.
- To develop and then maintain a culture of high expectations of conduct across the school community.
- To implement effective and robust continuous quality assurance processes to ensure consistently high standards of student conduct.
- To support colleagues to improve their practice in relation to student conduct through effective professional development opportunities, both whole school and subject specific, utilising current research.

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

- To promote the professional development of all staff a vehicle to drive for continuous quality improvement.
- To support the overview of professional development requirements and support the planning and delivery of the whole-school CPD offer related to conduct.

**Strategic Direction and Development of the Academy**

- To work with and support the Deputy 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.

**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, further education providers and external providers and agencies.
- 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

**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.

**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:**

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.

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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 – Assistant Principal for Character Development - Conduct

**Key to identification: A = Application I = Interview R = Reference**

<b>Qualifications/Training</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Qualified Teacher Status	✓		A/I
Relevant professional development undertaken within last 2 years	✓		A/I
Working towards a recognised senior leadership qualification		✓	A/I
<b>Experience and leadership</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Recent experience and evidence of impact within a relevant middle or senior leadership role.		✓	A/I/R
A proven track record as a successful classroom practitioner consistently demonstrating a positive impact on pupil outcomes based on high expectations of all.	✓		A/I/R
Experience of successfully leading subject curriculum or whole school development and/ or implementation, 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
<b>Knowledge and understanding</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	✓		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 behaviour, attitudes, and personal development.	✓		A/I/R
Detailed working knowledge of how to support staff to develop their practice and hold them to account.	✓		A/I/R
<b>Skills and abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
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 The Mirfield Free Grammar / Great Heights Academy



### 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.

