



Achieving excellence together

Welcome to The Mirfield Free Grammar where we are currently looking to appoint a new Curriculum Leader of ICT and Computer Science 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.



Curriculum Leader of ICT and Computer Science

CANDIDATE INFORMATION PACK

► Welcome

Dear Colleague,

I am delighted that you are considering the position of Faculty Leader for Business, ICT and Computer Science 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.

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

Entuse 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.

Current Trust Academies and Designations



**JOB DESCRIPTION: Curriculum Leader – ICT and Computing
(The Mirfield Free Grammar)**

Responsible to: SLT link

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

To strategically lead the direction and development of the curriculum areas in accordance with the aims and objectives of the school.

Line management responsibility for a TRL holder in ICT/ Computing.

Duties: 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 staff under the overall direction of the Principal.

Salary: TLR 2C

Main Duties and Responsibilities:

Leadership

- To provide the strategic leadership across the curriculum area in accordance with the aims and objectives of the academy/school
- To be accountable for the establishment and effectiveness of the policies and procedures needed to achieve these aims and objectives.
- To be responsible for the management of resources to ensure that the aims and objectives can be achieved.
- To monitor and evaluate the progress of staff and students towards meeting the overall aims and objectives.
- To be accountable for student attainment and staff performance in the area.
- To strategically plan for future improvements.
- To link with the other curriculum leaders to ensure that the work in the curriculum area fully reflects the academy/school's distinctive ethos and mission.
- To support colleagues to improve their practice through effective professional development opportunities, utilising current research.

Curriculum

- To lead curriculum development for the whole curriculum area.
- To liaise with the appropriate member of SLT to ensure the delivery of an appropriate, high quality curriculum programme which meets the needs of all students.
- To actively monitor and respond to curriculum development and initiatives at national, regional, and local levels.



- To lead the development of appropriate, resources, planning, assessment policies, and the Quality First Teaching Model in the area.
- To maintain accreditation with the relevant examination and validating bodies.
- To develop cross-curricular links to support student learning

Learning

- To develop and enhance the teaching practice of all colleagues within the area, implementing improvements where required.
- To establish common standards of practice within the area and develop the effectiveness of Quality First Teaching model in all subject areas.
- To keep up to date with national developments in teaching practice and methodology.
- To conduct 'Quality Assurance' and other learning evaluation strategies in accordance with school improvement strategies.

Staff Development

- To work with the SLT Line Manager to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To undertake Performance Management Review(s) and to act as reviewer for the curriculum area staff.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with academy/school procedures.
- To be responsible for the efficient and effective deployment of any relevant associate staff.
- To participate in a range of teacher training programmes.

Assessment

- To ensure the maintenance of accurate and up-to-date information concerning assessment, behaviour and other monitoring data across the curriculum area, and wider academy/school.
- 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 provide all relevant bodies with robust information relating to the curriculum area's performance and development.

Communication

- To ensure that all members of the curriculum area are familiar with its aims, objectives and core concepts.
- To ensure effective communication/consultation as appropriate with the parents of students and other relevant stakeholders.
- To liaise with partner schools, other trust academies, Higher Education Institutions, industrial links, Examination Boards/Awarding Bodies and other relevant external bodies.
- To represent the curriculum area's views and interests in a professional manner.



Marketing and Liaison

- To contribute to academy/school liaison and marketing activities, e.g. the collection of material for press releases.
- To lead 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 actively promote the development of effective subject links with external agencies.

Management of Resources

- To efficiently manage the available resources of space, staff, finance and equipment within the limits, guidelines and procedures laid down; to deploy the curriculum area budget, acting as a cost centre holder, ensuring that equipment and stock is requisitioned, organised and maintained, and appropriate records are kept.
- To work with senior leaders to ensure that teaching commitments are effectively and efficiently timetabled and deployed.

Pastoral System

- To monitor and support the overall progress and development of students within the curriculum area.
- To monitor student attendance and progress in relation to targets set for each individual, ensuring that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To ensure The MFG Character conduct (morality) is implemented in the subject area so that effective learning can take place.

Operation

- To promote teamwork and to motivate staff to ensure effective working relations.
- To be responsible for the day-to-day line management of staff within the curriculum area, ensuring that they follow policy and procedures and meet all requirements and deadlines.
- To make appropriate arrangements for classes when staff are absent, liaising with the Cover Supervisor/relevant staff where 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.

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.

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

Qualifications/Training	Essential	Desirable	A/I/R
Qualified Teacher Status	✓		A/I
Relevant professional development undertaken within last 2 years	✓		A/I
Working towards a recognised leadership qualification		✓	A/I
An excellent record of recent, relevant professional development	✓		A/I
Experience and leadership	Essential	Desirable	A/I/R
Recent experience and evidence of impact within a relevant 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
Taking accountability for the success of an initiative	✓		A/I/R
Experience of raising standards and performance of a significant cohort of young people.	✓		A/I/R
Experience of leading quality assurance processes to ensure consistently high standards within the classroom.	✓		A/I/R
Innovative use of resources	✓		A/I/R
Leads by example and is positive role model with excellent communication skills	✓		A/I/R
Works effectively both as a leader and as a member of a team	✓		A/I/R
Seeks advice and support when necessary	✓		A/I/R
Motivates all those involved in a team	✓		A/I/R
Deals sensitivity with people and resolves conflict	✓		A/I/R
Knowledge and understanding	Essential	Desirable	A/I/R
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
The principals and practice of strategic and operational planning and delivery	✓		A/I/R



Knowledge and understanding of the latest legislation, future impending changes, and current research in areas of curriculum areas	✓		A/I/R
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
A comprehensive understanding of recent or impending curriculum changes of curriculum areas	✓		A/I/R
Skills and abilities	Essential	Desirable	A/I/R
Creativity and innovation	✓		A/I/R
Implementing change	✓		A/I/R
Leading others	✓		A/I/R
Monitoring and evaluation	✓		A/I/R
Communicates the vision of the school	✓		A/I/R
Builds relationships with stake holders	✓		A/I/R
Makes decisions based on analysis, interpretation and understanding of relevant data and information	✓		A/I/R
Personal Qualities	Essential	Desirable	A/I/R
Ability to inspire confidence in staff, students, parents, and others	✓		A/I/R
Adaptability to changing circumstances/new ideas	✓		A/I/R
A commitment to professional development	✓		A/I/R
Vision, imagination, and creativity	✓		A/I/R
Evident enjoyment in working with young people and their families	✓		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.

