



**HOLMFIRTH**  
HIGH SCHOOL

**Information Booklet**  
Head of House

# A Warm Welcome from Holmfirth High.....

Thank you for considering applying for this senior post at Holmfirth High School.

We genuinely believe our school is a wonderful place to work and develop your career. We work hard to ensure that students get the very best quality of learning experience, thus supporting them to achieve the very best outcomes. We are a school community where relationships are positive, respectful and friendly.

We strive to do our best for all our students so that they leave here as well-rounded, decent young people who have achieved as highly as possible and have experienced a wide range of opportunities in and out of the classroom.

We strive to provide interesting and valuable development opportunities for our staff too so that they know their personal and professional skills are valued and that they are both supported and challenged in their careers.

We are an incredibly busy school community with lots going on all year round. We are fortunate in having an exceptional staff team who enthusiastically provide a wealth of extra-curricular activities and experiences for our students to enjoy.

We have a well-established passion for collaboration; working in partnership with a range of other schools, colleges and universities to: share best practice; support and train entrants into the profession, and to provide exciting professional development for all our staff.

Should you choose to apply, you will be sure of a warm welcome and will be joining a highly committed, professional and friendly staff team.

Yours sincerely

*Ben Stitchman*

Mr B Stitchman  
Headteacher

# Holmfirth High School

This highly successful Leading Edge school has 1320 students, a teaching staff of 80 and a support staff of 70.



Originally built in 1959, the school has undergone extensive refurbishment in recent years. Its facilities now include a Modern Foreign Language suite, 6 ICT rooms, a Drama studio, 8 Science laboratories, a Music suite with practice rooms and a specialist SEN department and RE/PSCHE block. The specialist school initiative has also meant the further building work of a Maths block.

The catchment area comprises Holmfirth and surrounding villages. These provide an intake which is well balanced socially and academically. The school is conveniently situated about seven miles from Huddersfield. The surrounding countryside is beautiful, set as we are in the Pennine Hills. Holmfirth is within 30-45 minutes of the centres of Leeds, Manchester and Sheffield and is easily accessible from the M1 and M62 motorways.

The school takes its community responsibilities seriously. It adopts an open policy towards parents/carers, and students are encouraged to participate in the life of the school and locality in a positive and helpful manner. The school also manages the sports centre accommodation which is used by local individuals and community groups in the evenings. We became an extended school in April 2006.

As a school, we aim to be sympathetic and understanding while being purposeful and demanding. We encourage all students to strive to achieve their personal best in all areas of endeavour.

Our students' high personal and disciplinary standards are also fundamental to our calm and purposeful ethos. We are aware of the difficulties that all students share as they pass through a large school during adolescence, and we also recognise the special requirements of a small number of boys and girls who have personal or academic problems and we provide as much support as we are able.

The school is organised on a House basis, with Heads of House overseeing a team of Form Tutors. Students are taught in their mixed ability tutorial groups in Year 7, although setting is introduced in a number of subjects in Year 8. Students are given the opportunity to study a very broad curriculum that places emphasis on the Arts, Technology, Social Sciences and PE as well as EBACC subjects. At GCSE students are provided with the maximum flexibility to select subjects that are seen as crucial for their future by others but also ones that they have a special passion for.



The school has an excellent record in public examinations; the great majority of our students achieve high standards at education or training beyond the age of sixteen. Over 50% of our students go on to university and less than 1% become NEET.

We attach great importance to the place of extra-curricular activities in the school programme. A wide variety of cultural, sporting, outdoor pursuits and other activities take place, with outstanding levels of success being achieved. It is hoped that applicants will give a clear indication of areas in which they are able and willing to participate.

We hope that this outline has been useful. If you have any questions please do not hesitate to telephone the school. In normal circumstances, the appointment will be made within one month from the appearance of the advertisement. Unless applicants have been invited for interview within this period, it should be assumed that the post has been filled. It is regretted that expense makes it impossible to write personally to all unsuccessful candidates.



# Aims of our School

- ✿ Members of our school community are encouraged to achieve their potential – academically, emotionally, socially, physically and spiritually and our school aims for the highest possible standards for all.
- ✿ Our school aims to ensure that members of our school community feel valued and appreciated.
- ✿ Our school aims to encourage students to enjoy learning through a broad curriculum delivered in a wide variety of ways and thus helps prepare them for later life.
- ✿ Our school aims to develop qualities of mind, body, and spirit through the encouragement and development of various senses; reasoned thought; the ability to question and discuss rationally; to state a point of view and accept other points of view.
- ✿ Our school aims to help students to develop self-discipline, self-respect, respect for others and their property, thereby enhancing relationships with others and providing the capacity to live as independent, self-motivated adults with the ability to act as contributing members of society.
- ✿ Our school aims to ensure all members of our school community respect religious and moral values, and show tolerance and understanding of other races, religions and ways of life.
- ✿ Our school aims to provide a wide range of support services for our young people in order to help them manage and cope well with concerns and problems not just with their education, but more generally with their life in and beyond school and as preparation for later life.
- ✿ Our school seeks to offer a wide variety of learning and activity opportunities through our extra-curricular programme and hope that these will help encourage the development of our students' interests and skills.
- ✿ Our school seeks to work and interact with our wider community to support local efforts to address issues and provide services and to ensure good use of school facilities out of school hours.

# Local Information

## Holmfirth – the Heart of the Holme Valley

Located in the heart of the beautiful Holme Valley, Holmfirth is a small town that sits just north of the Peak District in West Yorkshire. The town is better known as the location for the popular BBC TV series 'Last of the Summer Wine', with thousands of fans making the journey every year to visit such locations as Sid's Café and Nora Battye's Steps.



Whilst 'Last of the Summer Wine' is a major visitor attraction, it certainly is not the only reason people visit Holmfirth. With its breathtaking scenery across the Holme Valley, Holmfirth is also popular with walkers and wildlife enthusiasts alike as it is within easy reach of a number of beautiful reservoirs and picturesque surroundings, and if that isn't enough, there are some wonderful attractions to be seen in the town itself - from the last of the Summer Wine Exhibition, to the Holmfirth Vineyard, to the Postcard Museum or pop into one of the local bars for a cheeky pint!

Holmfirth is also home to a wide range of eating places, including restaurants, wine bars, pubs and take-aways that cater for a wide variety of tastes. It is one of the most popular and much loved destinations in West Yorkshire, with visitors flocking to the sleepy town all year round, Holmfirth is a wonderful place to visit, with lots of things to see and do.

Holmfirth is within easy reach of the major cities of Manchester, Leeds and Sheffield being accessible from both the M1 and M62 motorways. Our nearest town is Huddersfield which is home to Huddersfield University - winner of the Sunday Times Best University of the Year Award 2014. Huddersfield also has three sixth form colleges – Greenhead College, Kirklees College and New College.

There are many estate agents and letting agents in Holmfirth and Huddersfield, together with high street banks.

# Partner Primary Schools

## Hade Edge J & I School

Greave Road

Hade Edge

Holmfirth

HD9 2DF

## Netherthong Primary School

School Street

Netherthong

Holmfirth

HD9 3EB

## Hepworth J & I School

Maingate

Hepworth

Holmfirth

HD9 1TJ

## Scholes J & I School

Wadman Road

Scholes

Holmfirth

HD9 1SZ

## Hinchliffe Mill J & I School

Waterside Lane

Holmbridge

Holmfirth

HD9 2PF

## Upperthong J & I School

Burnlee Road

Holmfirth

HD9 2LE

## Holme J & I School

Meal Hill Road

Holme

Holmfirth

HD9 2QQ

## New Mill Junior School

Royds Avenue

New Mill

Holmfirth

HD9 1LJ

## Holmfirth J I & N School

Cartworth Road

Holmfirth

HD9 2RG

## Head of House Job Description

Job Title:	Head of House
Accountable to:	Assistant Headteacher (Pastoral)
Responsible for:	House Form Tutors
Grade:	MPS/UPS + TLR 1A £10,645
Start Date:	1 <sup>st</sup> September 2023

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### Key Aims:

With the support of the Assistant Headteacher (Pastoral) who leads the pastoral work at Holmfirth High School to:

- Support all students to realise their full potential by offering exceptional pastoral support
- Develop further the School's pastoral system, including exploiting the House system
- Contribute fully to the ethos of Holmfirth High School and to promote the School's values
- Be a learner themselves, reviewing and developing their practice and furthering their professional and career development

### Leadership and Management

- Develop House Ethos
- Develop, monitor and evaluate House Development Plan
- Select, support, monitor and evaluate the work of House Pupil Leadership Team
- Develop House Extra-Curricular Programme
- Ensure wide scale participation in House Competitions and Events
- Oversee the professional development of Deputy Head of House including carrying out performance management arrangements
- Monitor pupil behaviour, attendance and effort in consultation with key staff decide on appropriate, sanction, intervention and reward where appropriate
- To play a key role in promoting and organising the School's House System
- Promote and retain positive and effective links with families, the local community and businesses
- Provide leadership for the House during every day and exceptional circumstances (for example, wet lunchtimes and after school activities)
- Lead and manage a team of tutors. Heads of Houses to provide guidance, training and encouragement to tutors. Set the agenda for tutor meetings, which should include a development time for them.
- Monitor tutors both informally and formally to inform the school's performance management process

### Academic Progress

- Monitoring the quality of learning experienced by the House group through discussions with staff and students
- Monitoring of academic progress through attendance, behaviour and effort in order to secure and sustain effective learning
- Liaise with key staff regarding all groups of pupils' progress in House (eg. Gender, SEN, Vulnerable, etc) and the level and type of intervention when required
- Monitor the regular setting of homework for pupils in House



## **Leading Student Welfare**

Work with the Assistant Headteacher to:

- See pupils as individuals and apply all developments, improvements and interventions consistently ensuring equality of access for students in target groups, engaging with our SEND team and external agencies as appropriate
- Implement strategies that promote the continuous improvement in behaviour, attendance and safeguarding practices within the House
- Further develop a culture that promotes personal development and independent learning with an ethos of challenge and support, enhancing students' resilience and confidence
- Set challenging targets for student behaviour and attendance in the House and monitor progress towards these targets
- Support and monitor all LAC and Pupil Premium pupils in House
- Create an environment such that encourages student involvement and engagement in the life of the House and ensures their views are heard (through the House Council)
- Promote the involvement of families and other stakeholders in supporting the School wide focus on student progress, attainment and personal development
- Organise a framework for daily tutorial activities. This includes both day to day administrative tasks (signing planners, checking absences) and year specific tasks (preparation for exams, options, self-monitoring of achievements)
- To ensure that tutors have access to all relevant materials in order to carry out these tasks. Manage "in year" admissions for new students in accordance with NCC Childrens' Services admission procedures. This will include meeting potential students, parents and organising timetables and setting (liaising with appropriate key staff)
- Co-ordinate events such as Parents Evening, Options Evening and House Events as required and agreed
- Have an involvement in policy development and decision making across the school

### **Other Tasks:**

- Teach an agreed timetable effectively so that pupils make at least good progress
- Support the Senior Management team to deliver an outstanding school experience for all pupils
- Support inclusivity across the whole school
- Other reasonable tasks as required and agreed (including over time)

### **Generic Staff Requirements:**

- Uphold the professional standards expected of every member of school staff in all dealings with colleagues, students, parents and the wider community.
- Adhere to the principles expressed in the aims of the school and its mission statement.
- Actively contribute to the continued development of the school by attending training, participating in relevant meetings, and putting forward ideas for improvement.
- Be a positive, collaborative team member.  
Apply school policies in all aspects of the role.
- Keep up to date with all aspects of the Safeguarding and Child Protection Policy as it applies to the post.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a school which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

All postholders are accountable through the school's Performance Management Policy. The Governors and Headteacher of Holmfirth High School are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

Holmfirth High School is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the school.

## Person Specification

Job Title: Head of House

Location: Holmfirth High School

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### Criteria

#### Experience: (essential)

- Experience of creating and communicating a pastoral vision to staff, pupils, parents and governors and motivating everyone towards the same goal
- Experience leading and managing teams of staff
- Experience of leading within a pastoral system

#### Qualifications/Training: (essential)

- Educated to degree level with a qualification to work in schools (QTS)
- Relevant pastoral training (i.e. child protection/safeguarding)

#### Practical Skills: (desirable)

- Ability to work with and motivate students of all ages
- Ability to manage a team of staff
- Ability to communicate effectively both verbally and in writing
- Ability to see a situation through to conclusion
- Ability to remain calm
- Ability to strategically manage individuals and groups of students
- Ability to act autonomously and deal with situations as they arise
- Ability to facilitate meetings with other agencies
- Ability to manage own work load and time effectively
- Ability to create a presence in House assemblies, meetings, etc

#### Personal Qualities and Attributes: (desirable)

- Self-driven, results-orientated with a positive outlook
- A natural forward planner who critically assesses their own performance
- Mature, credible with excellent interpersonal skills
- Reliable, tolerant and determined
- Empathetic communicator, able to see things from another person's point of view
- Able to motivate and persuade, negotiate and influence others
- Well-presented and professional
- Keen for new experiences, responsibility and accountability
- Able to get on with others and be a team player
- Ability to relate well to children
- Ability to evaluate own learning needs and actively seek learning opportunities
- Good sense of humour

# Next steps.....

Thank you for taking the time to read this pack. If you wish to apply for the post of Head of House at Holmfirth High School then please complete the standard Kirklees Council application form which is found on our website, together with a letter of application outlining how your experience to date has prepared you for this post.

Completed applications should be returned to:

The Headteacher  
Holmfirth High School  
Heys Road  
Thongsbridge  
HOLMFIRTH  
HD9 7SE

Or via email to [vacancies@holmfirthhigh.co.uk](mailto:vacancies@holmfirthhigh.co.uk)

**The closing date for applications is Friday 31 March 2023 at 10.00am**

If we have not contacted you by 21 April please assume that on this occasion your application has been unsuccessful. Please accept this as an acknowledgement of the time and interest you have shown.