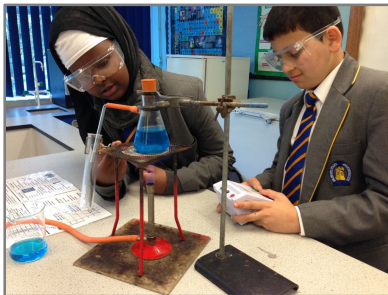




# Whitchurch High School Ysgol Uwchradd Yr Eglwys Newydd



## HEADTEACHER RECRUITMENT PACK (TWO of TWO)

### Information for Appointment 1<sup>st</sup> September 2018

**APPLICATION DETAILS (i) On-line: [eTEACH/TES/School website](#) or Contact the school**

Detail	Pack One (pdf)	Pack Two (pdf)	To apply
Flysheet	Page 1	Page 1	-
Covering letter	Pages 2 and 3	-	-
School context	Page 4	-	-
Exam results	Page 5	-	-
SiP 2017 to 2020 (overview)	Page 6	-	-
Advert	-	Page 2	-
Job description	-	Pages 3 to 6	-
Person specification	-	Pages 7 to 10	-
Application form	-	-	Separate word document
Equality monitoring form	-	-	Separate word document

### To apply: Complete separate documents

1. Application Form (word) and 3 page letter (maximum) - No CV required
2. Equality Monitoring Form (word)

**Contact:** Mrs Kath Jones, PA to HT

**Telephone:** 029 2062 9711 (Direct line and answerphone) **Email:** [jonesk@whitchurch.cardiff.sch.uk](mailto:jonesk@whitchurch.cardiff.sch.uk)



**WHITCHURCH HIGH (FOUNDATION) SCHOOL  
YSGOL UWCHRADD YR EGLWYS NEWYDD  
PENLLINE ROAD, CARDIFF, CF14 2XJ**

**e-mail: [whs@whitchurch.cardiff.sch.uk](mailto:whs@whitchurch.cardiff.sch.uk)  
[www.whitchurchhs.com](http://www.whitchurchhs.com)**

**NOR: 2,300 (6<sup>th</sup> Form 400)  
Headteacher: Huw Jones-Williams**

**HEADTEACHER**

**Required from 1<sup>st</sup> September 2018  
GROUP 8 Salary Range L39 to L43 (£98,000 - £109,366)**

**The vacancy has arisen due to the retirement of the present Headteacher after ten years outstanding service to the school and wider community.**

- This is an excellent opportunity to lead Wales' largest secondary school and one of the largest comprehensive schools in the UK
- Our last Estyn Inspection in January 2016 identified that the school is on an upward improvement journey
- Progress and standards have risen significantly in a number of key performance indicators since 2015 and have been sustained for the past three years
- Governors, teachers, support staff, students and parents work purposefully to further raise standards in a successful, inclusive and caring community school

**The successful applicant will be an outstanding strategic leader and teacher with:**

- A clear strategic vision and experience of what makes a successful school
- Excellent leadership and management qualities
- A strong commitment to comprehensive education
- A proven track record of raising standards and providing high quality learning for all students

**Any queries please contact Mrs Kath Jones, PA to Headteacher**

- Application deadline midday **Monday, 15<sup>th</sup> January 2018**
- Tour/Meeting with governors and staff **Wednesday afternoon, 31<sup>st</sup> January 2018**
- Interviews scheduled **Thursday, 1<sup>st</sup> and Friday 2<sup>nd</sup> February 2018**

**Any queries please contact:  
[jonesk@whitchurch.cardiff.sch.uk](mailto:jonesk@whitchurch.cardiff.sch.uk)  
029 2062 9711**





# Whitchurch High School

## Ysgol Uwchradd Yr Eglwys Newydd



### Headteacher Job Description

**Name: <<Name>>**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Governors, with your agreement at a later date. The post holder will be the lead member of the Executive Leadership Team (ELT) and wider Senior Leadership Team (SLT).

**The school's substantive Senior Leadership Team (SLT) consists of:-**

Headteacher	Vision and Values	●
Deputy Headteacher	Learning, Teaching and Staff Development	▲
Deputy Headteacher	Qualifications, Curriculum and Timetabling	▲
Deputy Headteacher	Standards, School Improvement and Self Evaluation	▲
Assistant Headteacher	KS3 - KS2 Leader	◆
Assistant Headteacher	KS4 - KS5 Leader	◆
Assistant Headteacher	Additional Learning Needs	◆
Assistant Headteacher	Student Achievement	◆
Assistant Headteacher	Skills, Curriculum and Learning Pathways	◆
Business Manager	School Finances and non-teaching staff	■

**Senior Leadership Team line management: -**

Headteacher line manages the Deputy Headteachers, Business Manager and senior non-teaching staff	●
Deputy Headteachers line manage assistant headteachers and middle leaders	▲
Assistant Headteachers line manage middle leaders	◆
Business Manager oversees non-teaching staff and line manages senior non-teaching staff	■

The contribution of all of the Senior Leadership Team is integral to the success of the school.

### Executive Leadership Team

The Executive Leadership Team (ELT), consisting of the Headteacher and three Deputy Headteachers, liaises closely with the Governing Body, all staff and everyone else involved within the school community including the LA and Central South Consortium.



# Whitchurch High School

## Ysgol Uwchradd Yr Eglwys Newydd



### **SPECIFIC RESPONSIBILITY**

The Headteacher will take overall responsibility for the leadership management, organisation and conduct of the school in accordance with:

- Education Acts, regulations, Codes of Practice and other legislation
- Conditions of Employment of Headteachers as contained in the School Teachers Pay and Conditions Document
- The policies of Cardiff Council and approved plans and policies of the Education and Lifelong Learning Directorate that have been commended and adopted by the Governing Body
- The school's vision, mission statement, values, plans, priorities and targets

### **Job Purpose**

- To develop and sustain the school
- To exercise overall responsibility for the organisation, management and conduct of the school within agreed strategic priorities
- To provide effective leadership for all members of the Senior Leadership Team and all school staff

### **Areas of Responsibility and Key Tasks**

#### **Strategic Direction and Development of the School:**

- leading by example and provide inspiration and motivation to the school community
- generating vision, ethos and policies for the school which promote high levels of achievement and meet equality objectives
- creating and implementing a strategic school development plan, underpinned by sound financial planning, within the national and local context, which identifies priorities and targets for ensuring that pupils achieve high standards and that teaching is effective
- building and establishing an effective positive working relationship with the governing body
- securing success and improvement for the school through school self-evaluation
- developing and securing agreement on a rolling strategic plan for the school
- supporting all staff to achieve the priorities and targets which the school sets for itself, provide them with the motivation to support its aims
- ensuring that the management of the school, including finance and administration support the school's policies, its vision and aims
- monitoring and reviewing all aspects of attainment, priorities, targets and policy and take necessary action

#### **Teaching and Learning**

- ensuring that the curriculum promotes Y Cwricwlwm Cymreig and satisfies the requirements of the National Curriculum in Wales
- creating an environment which secures effective learning across the breadth of the curriculum and to promote high standards of achievement, behaviour, discipline and attendance
- determining and organising the curriculum and monitor and evaluate its effectiveness
- monitoring the quality of teaching and pupils' achievements including the analysis of performance data
- developing links with parents, other schools, educational establishments and the wider community, including business and industry, in order to enhance teaching and learning and pupils' personal development
- ensuring that curriculum continuity and progression are achieved across the key stages with partner schools

- ensuring that effective systems are in place to identify pupils who have special needs and to ensure that appropriate provision is made for these needs
- promoting opportunities for and encouraging participation of all pupils in a wide range of extra-curricular activities, including culture, sport, the environment, and citizenship
- contributing, as appropriate, to the teaching in the school
- encouraging and engaging in sharing good practice
- ensuring effective assessment procedures, including assessment for learning

### **Leading and Managing Staff**

- developing an appropriate staffing structure for the approval of the governing body that takes account of the changing needs of the school
- developing positive working relationships with and between all staff and governors
- implementing and sustaining effective strategies for the management of all staff
- planning, evaluating and supporting the work of groups of staff, delegate appropriately and clearly and evaluate outcomes
- enabling and challenging staff to develop expertise in their respective roles through the identification of needs, ensuring an effective programme of access to continuing professional development
- enabling performance management systems to operate effectively and to engage with appraisal requirements of the head teacher and relevant staff
- sustaining personal and staff motivation

### **Effective Deployment of Staff and Resources**

- working with governors and colleagues to recruit high quality staff
- ensuring that all staff and governors understand their respective roles and responsibilities
- deploying and developing staff to make most effective use of their skills, expertise and experience and to ensure the effective management of the school
- managing and organising the use of the school accommodation efficiently and effectively
- managing and organising relevant groupings of children to ensure effective teaching and learning takes place and that children's personal development needs are met
- establishing priorities for expenditure and monitor the effectiveness of spending in line with the priorities identified in the school's development plan and within the financial regulations of the LA
- monitoring the use of resources with a view to achieving value for money, within the school's financial context

### **Accountability**

- provide information and advice to the governing body so that it can meet its responsibilities and ensure proper accountability throughout the school
- ensure the school meets all statutory and legal requirements including: Child Protection, Health and Safety, Equal Opportunities, Race Relations, Disability and Human Rights legislation, Employment Law
- ensure that the financial accounts of the school are maintained according to LA financial regulations and that the governing body is effectively informed to enable it to be appropriately accountable
- create an ethos in which all staff recognise their accountability
- account for the school's performance to internal and external agencies through the analysis of performance data and appropriate reporting; the use of such analysis to inform planning at all levels
- provide relevant information about all aspects of the school to parents, the community and other interested parties
- ensure that the school meets all legal requirements in relation to equal opportunities legislation and that the school operates in the spirit of the law as well as to the letter
- ensure that the school complies with all statutory requirements relating to the provision of education and other relevant legislation, e.g. The Children Act.

## **Strengthening the Community**

- provide a comprehensive and holistic approach to the needs of children, and their families and the communities in which they live
- encourage and engage in collaboration between all interested parties including the Consortium/LA
- encourage and engage in collaboration with other schools
- develop strategies to encourage parents and carers to support their children's learning
- ensure that the school plays a central role in the community
- identify and respond to the needs of the local community through an appropriate range of provision and activities throughout the year
- ensure that there are close working partnerships with the local community and that the pupils, staff and governing body have a good understanding of the wider aims of the school and its place within the community
- liaise and build effective relationships with the school's partners and with other agencies providing community support locally
- ensure that the school's strategic and operational development reflects local and regional community learning issues, and that decisions affecting community learners take account of the expressed views of the local community
- ensure that the development of lifelong learning opportunities take due account of the school's strategic priorities for community-based learning
- create an effective partnership with parents and the wider community

## **Additional Responsibilities**

- To ensure that the school fulfils its statutory responsibilities as an admissions authority
- To carry out health and safety responsibilities
- Protecting Children is a core responsibility of all staff. Staff are expected to alert any concerns they may have regarding the abuse or inappropriate treatment of a Child or Young Person

**THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO AN ANNUAL REVIEW IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.**

**WHITCHURCH HIGH SCHOOL- YSGOL UWCHRADD YR EGLWYS NEWYDD**  
**PERSON SPECIFICATION: HEADTEACHER**

<b>EXPERTISE</b>	<b>Essential</b>	<b>Evidence</b>	<b>Desirable</b>	<b>Evidence</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Qualified teacher status</li> <li>Good honours degree or equivalent</li> <li>NPQH qualification or a serving headteacher</li> </ul>	<p>Application form</p> <p>Application form</p> <p>Application form</p>	<ul style="list-style-type: none"> <li>Further qualifications relevant to secondary education, particularly in leadership</li> </ul>	<p>Application form</p>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>A record of continuous professional development including management training</li> </ul>	<p>Application form</p>	<ul style="list-style-type: none"> <li>Further training relevant to secondary education</li> </ul>	<p>Application form</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>A proven track record of successful senior leadership in the secondary phase with experience at headteacher or deputy headteacher level</li> <li>Successful experience as a classroom practitioner, and as a team leader in at least one middle management post, in the secondary phase</li> <li>Experience of working successfully with others, including parents, the community and Consortium/LA</li> </ul>	<p>Application form</p> <p>Letter</p> <p>Application form</p> <p>Letter</p> <p>Letter</p> <p>Interview</p>	<ul style="list-style-type: none"> <li>Varied experience in a range of secondary schools, including experience of working with diverse communities</li> <li>Experience of varied senior responsibilities across fields of curriculum, pastoral, budget and resource management</li> <li>Responsibility, as leader, for planning and implementing significant whole-school developments involving key aspects of strategic planning</li> </ul>	<p>Application form</p> <p>Application form</p> <p>Letter</p> <p>Letter</p>

EXPERTISE	Essential	Evidence	Desirable	Evidence
<b>Knowledge and Understanding</b>	<p>A secure knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>Strategies to raise standards of pupils' achievements and promote pupils' spiritual, moral, social and cultural development;</li> <li>Strategies to develop effective learning and teaching;</li> <li>Strategies to promote teachers' professional development;</li> <li>Curriculum quality and development;</li> <li>School self-evaluation and strategic planning, including the management of resources;</li> <li>Use of data and target setting to promote improvement;</li> <li>The governance of schools;</li> <li>Current national educational initiatives.</li> </ul>	<p>Letter Interview</p> <p>Letter Interview</p> <p>Letter Interview</p> <p>Letter Interview</p> <p>Letter Interview</p> <p>Letter Interview</p> <p>Letter Interview</p> <p>Letter Interview</p>	<p>A secure knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>The role of the Consortium and LA in school improvement</li> </ul>	<p>Letter Interview</p>



EXPERTISE	Essential	Evidence	Desirable	Evidence
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills</li> <li>• Well-developed decision-making skills</li> <li>• The capacity to manage the school's finances effectively</li> <li>• The ability to work effectively with the governing body, associated primary schools, parents, the school's local community, trade unions and the LEA</li> <li>• Leadership, team-building and team-working skills</li> <li>• Can formulate and articulate a vision of the school and gain the commitment of the school community to this vision</li> <li>• Can initiate and manage change to achieve improvement</li> <li>• Can provide strong leadership through a transparent decision-making process to promote effective learning and teaching</li> </ul>	<p>Interview</p> <p>Interview</p> <p>Letter Interview</p> <p>Letter Interview</p> <p>Interview</p> <p>Letter Interview</p> <p>Letter Interview</p> <p>Interview</p>	<ul style="list-style-type: none"> <li>• IT skills</li> </ul>	<p>Letter Interview</p>

EXPERTISE	Essential	Evidence	Desirable	Evidence
<b>Personal attributes and values</b>	<ul style="list-style-type: none"> <li>The capacity to persevere, to overcome challenges and to recognise solutions</li> <li>High expectations</li> <li>Sound understanding of the social and political context in which schools operate</li> <li>A commitment to fostering achievement in its widest sense</li> <li>A commitment to promoting equal opportunities and an inclusive ethos in which each child matters</li> <li>A desire to serve the interests of the school's students and the local community</li> </ul>	<p>Interview</p> <p>Letter Interview</p> <p>Letter Interview</p> <p>Letter Interview</p> <p>Letter Interview</p> <p>Letter Interview</p>		