



CANDIDATE
BRIEFING PACK
Head
Newstead Wood School
United Learning



NEWSTEAD WOOD SCHOOL

"Creating Opportunities for Success"

newsteadwood.bromley.sch.uk

WELCOME

Thank you very much for your interest in becoming Head at Newstead Wood School.

Newstead Wood School is a long established and very successful girls' selective school (11 - 18) (co-ed in the sixth form). It is a hardworking and vibrant school with an outstanding record of achievement. The school joined United Learning in October 2017.

United Learning was established as a group of independent schools for girls in the late Victorian period, when it was clear that the lack of schooling for girls was a major social problem, and now sponsors a large number of state-funded academies. Newstead Wood will be collaborating with both sides of the Group, to share expertise and to learn from best practice elsewhere. We are excited by the opportunities this presents and see the next phase of development of the school as particularly important.

With the current Head retiring, we are now looking for a leader who can build on Newstead Wood's excellent reputation and improve further an already excellent school. You will have a track record of working in excellent schools, achieving real impact and succeeding in a highly academic setting. You will be a strong leader of others, who energises and engages well with staff, pupils and parents and who has a real vision for Newstead Wood School. You will see the advantages and opportunities of being part of a wider group of schools.

Across United Learning, we aim to ensure that schools achieve more through working together than any would alone. There is genuine two-way collaboration between academies and independent schools, in which talented people working in very different circumstances are learning from one another. Our Heads and Principals meet regularly to share practice, ideas, experience and problems; our professional development opportunities extend from initial teacher training through to programmes for experienced heads; we offer a wide range of support to schools from educational through to 'back office' support.

I have no doubt that this is a very exciting opportunity for a skilled educational leader who shares our values and has a passion for creating great schools. I look forward to hearing from you.

With best wishes

Jon Coles
Chief Executive





ABOUT UNITED LEARNING

United Learning is a group of schools which aims to provide excellent education to children and young people across the country. We seek to improve the life chances of all the children and young people we serve and make it our mission to bring out 'the best in everyone' – students, staff, parents and the wider community. We uniquely comprise schools in both the state and the independent sectors. As a charity, our sole focus is on running successful schools. We currently educate over 40,000 students and employ over 7,000 members of staff including over 3,000 teachers.

Through being a group, we can offer more to both staff and young people than any single school could offer alone. The growing range of outstanding group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences. We believe that our Group contains the most developed relationships and practical interaction between independent and state schools in the country, creating benefits for all the schools involved.

United Learning comprises both United Church Schools Trust, which operates our fee-paying independent schools, and United Learning Trust, which operates our state-funded academies.

To find out more about United Learning, please visit the website: www.unitedlearning.org.uk

As part of United Learning, Newstead Wood School shares the objective of bringing out 'the best in everyone', enabling each pupil to become a balanced, happy and articulate person with intellectual freedom, confidence, compassion, integrity and a lifelong love of learning.

OUR ETHOS

Our approach to education is underpinned by a sense of moral purpose and commitment to doing what is right for children and young people. We believe in supporting our colleagues to achieve excellence and in acting with integrity in all our dealings within and beyond the Group. We believe the safety and welfare of all children and young people is paramount. We summarise this ethos as ‘the best in everyone’.

This ethos underpins our core values:

AMBITION – to achieve the best for ourselves and others;

CONFIDENCE – to have the courage of our convictions and to take risks in the right cause;

CREATIVITY – to imagine possibilities and make them real;

RESPECT – of ourselves and others in all that we do;

ENTHUSIASM – to seek opportunity, find what is good and pursue talents and interests;

DETERMINATION – to overcome obstacles and achieve success.

As a single organisation, we seek to bring together the best of independent and state sectors, respecting both traditions and learning from each. We believe that each of our schools is and should be distinctive – committed to developing its own strengths and identity while sharing our core values to promote service, compassion and generosity.

This ethos is our expression of our Christian roots, in schools which are fully inclusive and both welcome and respect students and staff of all faiths and none.



OUR FRAMEWORK FOR EXCELLENCE

To achieve our mission, our schools prioritise five key principles:

‘THE BEST FROM EVERYONE’

Our aim is to bring out ‘the best in everyone’. So we must expect the best from everyone, all the time. Every child is a special individual, capable of extraordinary things. Who can know the limits of any child’s potential? So, we expect unreasonably – we constantly challenge children to do what they think they can’t, to persist, to work hard and to be at their best.

From every adult we expect the same: that they are at their best, expect unreasonably of themselves, are determined and resilient and pass those expectations on to the children in all they do. We act with the utmost love, care and good faith – the highest standards come with the greatest attention to the wellbeing of all.

‘POWERFUL KNOWLEDGE’

Our most important purpose is to teach young people things they would not learn outside school, which free them to think and act more powerfully in their lives. Words and numbers are our most powerful ways of representing the world. Mastery of language and fluent mathematical skills are therefore our top priority. We aim to prepare young people to make a success of their lives: a core entitlement to subject-based learning; the development of talents; an understanding of work and society.

Worthwhile learning is often hard. Inspiring teaching is what gives access to difficult concepts and the thrill of intellectual discovery. Powerful knowledge is not static or backward-looking. It includes the ability to critique, challenge the status quo, think and learn.

‘EDUCATION WITH CHARACTER’

Academic success is very important. Exam passes are an important aspect of that. But there is more to a good education. Our schools also aim to develop character, compassion and service. Young people are expected to contribute to their school and to society; to try things which they think they cannot do; to persist in the face of difficulty; to become resilient in overcoming obstacles; to manage themselves; to work independently on things which challenge them; to work with others and in teams; to lead; to be courageous and caring.

We want young people to look back on a joyful schooling which has inspired and challenged them, given them a wide opportunity and prepared them for the ups and downs of life.

‘LEADERSHIP IN EVERY ROLE’

Our children are leaders of the future. We expect them to start today – taking advantage of structured opportunities to lead and taking responsibility for themselves and others. Every adult in the school is a leader. In every word, tone and gesture, they set direction and expectation. We expect every adult to take responsibility and the initiative to do what is right for the children.

All those in formal leadership positions create the climate in which others work. They demand the highest standards, build a performance culture, develop their teams and create the space for others to lead. All leaders listen, grow relationships, act with integrity and care and expect the best from themselves and others in building a happy, confident school.

‘CONTINUOUS IMPROVEMENT’

However good we are, we can be better. We constantly look for improvements, and implement them with pace. We look for ideas for improvement inside the organisation and out; we observe one another; we steal good ideas with pride and look to make them better; we work together to improve.

We always look at the evidence, and are rigorous in evaluating impact. We stop or change things which aren’t working; we improve things which are. We aim for high leverage: high impact for low effort and low cost. We constantly look to have more impact for less cost and effort and to spend every pound wisely.

‘CONTINUING PROFESSIONAL DEVELOPMENT’

We believe that successful organisations make developing their staff a priority; all the more so in education, where the people of the organisation are its most important asset. While the development of all staff is important, we make support and professional development of Head teachers/Principals and senior leaders a particular priority, given the impact that leaders have on the life of staff and students alike.

We work on the basis that each of us, however effective, can always improve. As Head, you would set personal development objectives with the Head of Independent Schools each year, and would be supported to achieve them. You would be asked to take a role in supporting the leadership of the organisation, working with other Leaders in the Group – and sharing ideas and practice with one another. You would have the benefit of accessing a range of networks, including the Group Education Forum which brings together Heads and Principals from across the Group six times a year. United Learning has also commissioned training programmes from major universities. You would participate in 360-degree feedback as part of your development.

We believe that schools are at their best when autonomous and able to develop a distinctive ethos, reflecting the needs of their pupils and the context within which they work. The Group can get behind the work of Heads/Principals and leaders in schools through creating strong networks, providing outstanding educational support and professional development, and by taking the strain of professional functional support. We aim to ensure that the technology, finance, HR and data support is provided more effectively and efficiently than would otherwise be possible, so that you can focus on educational leadership.

As a newly appointed Head, you would benefit from a comprehensive induction programme.



THE SCHOOL

Newstead Wood School (previously Newstead Wood School for Girls) is a long established, highly successful girls' selective school that also admits boys into the 6th Form. It is in the Crofton area of Orpington, not far from the A21, about 15 minutes walk from Orpington station. The school's motto is Fortitudine Crescamus ('May we grow in strength').

The original school opened in September 1954 as Orpington Grammar School, both in response to the needs generated by the rapid growth of Orpington and Petts Wood over the previous years and in the light of local campaigning for a girls' grammar school in Orpington.

In January 1979, Newstead Wood became a 'super' selective girls' school drawing students from a nine mile radius. At this time all other secondary schools in the area, with the exception of St. Olave's, the boys' equivalent to Newstead, became comprehensive. The school converted to an academy on 1st April 2011 and joined United Learning on 1st October 2017.

Ofsted has inspected the school twice since 2010 and on both occasions has assessed the school as "Outstanding." The school receives outstanding results on a national scale, the 2017 GCSE results reflected that 55 students achieved a Grade 9 in English Language, 64 achieved a Grade 9 in English Literature and 51 achieved a Grade 9 in Mathematics. 25 students achieved the new Grade 9 in all three subjects. The school is heavily oversubscribed with over 1000 applicants for year 7 entry for the 160 places available.

The students and staff enjoy and recognise the benefits of a strong extra-curricular programme; evidenced through a variety of drama and musical events. Sport, foreign exchange visits, lunchtime clubs (e.g. debating society) are equally prevalent. The annual Enrichment Week, in which the timetable is suspended so that students can explore topics in depth and across the curriculum, is testament to this philosophy. The school also runs one of the largest DofE programmes in the London area. On average the school runs over 300 trips annually.

THE VACANCY

We are seeking a dynamic leader with clear vision, to take the school into its next phase, building on the considerable success of previous years.

The appointed candidate will have demonstrated the charisma, enthusiasm and rigour to take the strengths that currently run throughout the school and successfully deploy these to maximise its potential.

He or she will have the ability to respond to the specific challenges of continuing to raise standards in a selective school so that the school can consistently ensure excellence for all. He or she will have demonstrated experience in developing supportive and challenging teachers and securing high quality teaching throughout the school.

We are looking for someone who will provide outstanding leadership and will lead our school with clarity and confidence. Irrespective of whether you are looking for your first headship, or you are an established Headteacher looking for a new challenge, you are someone with proven leadership ability who can continue to raise educational standards.



JOB DESCRIPTION

The Head of Newstead Wood School will lead, motivate and inspire students, staff, parents and the wider community, to ensure every student is confident in himself/herself, is respectful of others, achieves well and gains the skills and qualifications to succeed in life and at work.

As a senior leader within United Learning, the Head, together with the Local Governing Body (LGB), will be responsible for establishing and implementing the vision and direction for the School. In leading the School, the Head will ensure that United Learning’s ethos and values are deeply embedded and visible amongst students and staff, and that the School brings out ‘the best in everyone.’

Broadly, the responsibilities of the role are as detailed below:

EDUCATIONAL LEADERSHIP AND MANAGEMENT

- Developing a shared expectation of outstanding teaching and learning.
- Creating and supporting an aspirational and innovative culture of learning in the School.
- Creating a climate for learning and a system of monitoring and intervention that enables all students to thrive.
- Setting high educational standards in the School.
- Designing and implementing the curriculum and the broader pupil experience.
- Setting and monitoring against targets for student achievement.
- Ensuring the welfare and safety of all students from all groups, including their safeguarding.

STRATEGIC LEADERSHIP AND MANAGEMENT

- Defining and delivering the vision and objectives of the School and the School Strategic Plan as agreed with the Local Governing Body and the Head of Independent Schools.
- Leading the School in partnership with the LGB and key senior leaders in the School.
- Agreeing, communicating and delivering aspirational short and medium term aims within the context of the longer term vision.
- Developing and maintaining the values of United Learning in the School.
- Contributing professionally to the broader United Learning agenda.

PEOPLE LEADERSHIP AND MANAGEMENT

- Leading on all staffing issues, including the appointment and development of staff.
- Ensuring a culture of working together to achieve high standards throughout the School.
- Managing performance and ensuring that staff receive appropriate support in order to achieve those high standards.
- Undertake effective planning to ensure that the staffing needs for the School are proactively identified and that plans are in place to ensure appropriate succession.
- Creating a climate of reflective practice and professional development that enables all members of staff to flourish and achieve their very best.
- Developing the capacity within the senior and middle leadership teams.
- Promoting equality and fairness for all staff.
- Taking responsibility for one’s own professional development as the Head.

FINANCIAL AND BUSINESS MANAGEMENT

- Working closely with the Bursar to ensure budgets are set and managed within guidelines agreed with the LGB and the Group through the Head of Independent Schools and Chief Financial Officer.
- Monitoring of actual spending against budget.
- Implementing key Group-wide policies and strategies (e.g. in relation to compliance, finance, HR and IT).
- Ensuring that efficient administrative systems are implemented and managed.
- Managing and utilising the site and facilities to their full value; to the School, the Group and the Community.
- Ensuring that health and safety policies are fully implemented and managed.

LINKS WITH COMMUNITY, BUSINESS AND THE UNITED LEARNING GROUP

- Developing strong and effective partnerships with parents.
- Developing a thriving sense of school community to include present and past pupils and parents.
- Creating proactive, entrepreneurial and effective links with the community including, for example, with business, feeder schools, other local schools and with local churches.
- Making a strategic contribution to the development of the Group.

REPORTING

- The Head of Newstead Wood School reports to the Head of Independent Schools at United Learning, who is responsible to the overarching Charity Board through the Chief Executive.
- The Local Governing Body, and its Chair in particular, will also work closely with the Head in relation to its responsibilities to act as a ‘critical friend’ to the School. This relationship with the Chair and LGB will be key to driving the School forward and further developing local partnerships.
- The Head will keep the Head of Independent Schools fully informed on the progress of the School and will submit reports for consideration as appropriate.
- The Head will participate in an annual review as part of the agreed appraisal process.



EDUCATION AND TRAINING

PERSON SPECIFICATION

EDUCATION AND TRAINING

- Educational and professional qualifications appropriate for the role of Head of the school. Such qualifications would normally include a degree from a recognised University, professional qualifications (for example PGCE) and ideally a further post graduate qualification;
- Evidence of professional development across career to date.

EXPERIENCE

- Demonstrable success in a leadership role in a comparable organisation and through significant periods of development;
- A proven track record of creating a rich learning environment through creating a strong climate for learning;
- A proven track record of achievement in raising standards through, for example, using target setting, data analysis and curriculum innovation to improve and monitor performance;
- Evidence of the ability to develop excellent relationships with young people and adults;
- Experience in leading and developing colleagues and effective teams.

KNOWLEDGE, SKILLS AND QUALITIES

- An in-depth understanding of school leadership and school improvement needed to achieve outstanding student progress and personal development;
- The ability to create and implement effective management systems in which roles, responsibilities and accountabilities are clearly articulated;

- An understanding of the importance of research in developing approaches to learning and curriculum design and the ability to put this into practice;
- A thorough understanding of school markets, the analysis required to develop those and the skills to implement successful marketing strategies.

PERSONAL QUALITIES

- A clear understanding of and commitment to the development of the United Learning values, ethos and the Framework for Excellence;
- Clarity of vision with the ability to communicate it in a compelling and engaging way;
- An adaptable leadership style which encourages leadership from others and celebrates success;
- Determination and resilience;
- Sensitivity and wisdom in managing relationships with students, parents and staff;
- High level interpersonal and communication skills with the capacity to influence at all levels;
- High expectations of student achievement, conduct and behaviour;
- A commitment to collaborative working, both within the school and across the Group;
- Openness, sense of humour, energy and enthusiasm.

HOW TO APPLY

For your application to be considered, we will need you to:

1 REGISTER YOUR PROFILE

(including referees – one of whom must be your current or most recent employer – education and employment history) using our online portal via: <http://bit.ly/2A2TMKh>

2 COMPLETE AN ONLINE COVERING LETTER

(you will be prompted to do so after completing your profile), which explains your motivation for applying and outlines your suitability for the role including how you satisfy the requirements of the Person Specification. Please confirm in your letter that you are available for the interview dates (see opposite) around which there is no flexibility. This supporting statement should be no longer than 4000 characters.

IN LINE WITH OUR PRACTICE ON SAFER RECRUITMENT, WE WILL TAKE UP REFERENCES FOR ALL THOSE CANDIDATES WHO PROCEED TO INTERVIEW, AS WELL AS ASKING CANDIDATES TO COMPLETE A STANDARD APPLICATION FORM.

The deadline for receipt of applications is midday on **Thursday, 4th January 2018.**

THE SELECTION PROCESS

We will treat all enquiries, formal and informal, in confidence.

The selection process will be as follows:

All applications will be acknowledged by email. If you have not received acknowledgement that your application has been received within two working days of sending it, please contact Lizzie Bingham by telephone on 01832 864481 or email – lizzie.bingham@unitedlearning.org.uk

The selection process will take place on Friday, 19th and Friday, 26th January 2018. Please note: you will need to be available for both dates. Further information will be provided nearer the time.

Candidates will be offered full feedback on their application and/or interview.

FURTHER INFORMATION

To arrange an informal discussion with the Head of Independent Schools please email Pollyanna Price at Pollyanna.price@unitedlearning.org.uk to arrange a mutually convenient time for a telephone conversation, or telephone her on 01832 864516.

To arrange an informal visit to the school please contact Pollyanna Price in the first instance.





TERMS AND CONDITIONS OF EMPLOYMENT

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The below outlines United Learning's normal terms of conditions of employment for the position of Head. The final detailed terms and conditions are subject to agreement between United Learning and the successful candidate and will be reflected in the formal employment contract.

EMPLOYER

United Learning Trust

POSITION

Head of Newstead Wood School with responsibility for the whole school.

REPORTING LINE

Head of Independent Schools

LOCATION

Newstead Wood School or such other nearby place operated by the school or to which the school may relocate.

START DATE

September 2018

STARTING SALARY

The salary will be commensurate with the significance and importance of the post and the experience of the successful candidate.

ILL HEALTH

United Learning's sick leave and pay policy will apply. The policy allows for a three years' sliding qualification period, at the end of which you will be entitled to full pay for 100 working days and half pay for 100 working days.

HOLIDAYS

You are entitled to take holidays during the normal school holidays except where your presence is required for proper execution of your duties as Head. United Learning would expect you would not have less than six weeks of the year without any work involvement.

TEACHERS' PENSION SCHEME

The Head is eligible to be a member of the TPS.

HEALTH INSURANCE

The Head is eligible to be a member of United Learning's medical insurance scheme, currently with BUPA. It is also possible for other family members to be included within the policy but, when this happens, there is a charge.

NOTICE PERIOD

Two terms' notice

RELOCATION

Assistance with relocation is negotiable and may be available up to a maximum of £8,000 on the basis of receipts relating to actual relevant expenditure.

SAFEGUARDING

United Learning is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. DBS (previously CRB) check is required for all successful applicants.



Where teaching is better shared

unitedlearning.org.uk

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