



HEADTEACHER

CANDIDATE INFORMATION PACK

Closing Date: Sunday, 25th February 2018

To improve. To inspire. Together.



**EDUCATION
CENTRAL**
MULTI ACADEMY TRUST



Dear Applicant

On behalf of the Smestow School Local Governing Board and Education Central Multi Academy Trust, we are delighted that you are interested in the post of Headteacher at Smestow School.

Governors are pleased with the forward momentum that is now so clearly evident within Smestow School. There is still much to be done and significant challenges still lie ahead.

We are seeking to appoint a talented senior leader to the Headship of our Academy who will bring the necessary drive and commitment to build upon all that has been achieved. A good and effective senior team is in place and Smestow will provide an opportunity to demonstrate inspirational leadership and transformation within the context of a large suburban school.

We are looking forward to meeting those applicants who share our desire to join us on this journey.

For an informal discussion about the role, please contact Emma Hollis, Director of Secondary Academies on 07887991095 or email at e.hollis@wlv.ac.uk.

George Lahiri
Chair of Governors

Professor Michelle Lowe
CEO - ECMAT

Headteacher

Leadership Pay Range, L31-L35, £82,293 - £89,874

Wolverhampton

Salary negotiable for an outstanding candidate

Required from 1st September 2018

We are seeking to appoint an inspirational, dynamic and entrepreneurial Headteacher whose leadership will transform Smestow School to be a beacon of excellence for staff, students and the wider community. Our ambition is to provide first-class educational experiences for our students to enable them to thrive in all aspects of their lives. Our academy is rich in history and tradition with highly dedicated staff and talented students.



The successful candidate will prove to be an exceptional Headteacher with the following qualities:

- Creativity and innovation with a proven track record of successful leadership
- A strategic, innovative, pro-active thinker with a clear vision for the future
- A passion for learning and for transforming the lives of children through education
- A commitment to working collaboratively to motivate and inspire
- A desire for excellence
- Ability to challenge and empower staff and students to aspire to the highest academic achievements
- A commitment to nurturing the whole child and providing a rounded education experience encompassing different personal and learning needs
- A personable leader with the strength to support staff and students through transition and change
- Dedicated to enhancing the reputation and presence of the school across the city
- A clear vision for engagement and collaboration with governors, parents and the wider school community to make lasting improvements to the school
- Ability to find opportunities within financial constraints to offer a broad curriculum and extra-curricular activities
- Experience of working in a school with high numbers of PPE students

This is a unique opportunity for the successful candidate to play a vital and significant role in transforming a large secondary school, well supported by arrangements put in place by the Multi Academy Trust. We require someone with the drive and determination to succeed and who will lead the academy to achieve the success it deserves, building on the strong progress already made.



The sponsor (University of Wolverhampton) brings a wealth of experience and unique opportunities for the Headteacher to embrace, bringing and exciting dimension to what we can achieve together.

We can offer a personally tailored package of professional opportunities, resources and development through our sponsors the University of Wolverhampton and the opportunity to contribute to and be supported by the growing ECMAT Family of Academies across the West Midlands.

In return we can offer you:

- A caring, nurturing, forward-thinking school at the heart of its community;
- Opportunities to lead, innovate and secure success;
- Students who are eager to learn and strive to reach their full potential;
- A talented, dedicated, passionate and professional staff team;
- A supportive and committed partnership with parents, governors and the community;
- Effective Trust support within the ECMAT family of academies and the University of Wolverhampton;
- High quality professional development opportunities within the Trust and University;
- Career progression opportunities within the ECMAT family;
- Employee assistance programme and childcare vouchers.

Visits are warmly encouraged. Please contact Julie James on 01902 32 1702 who will arrange this for you. Application packs and further details are available via www.WMJobs.co.uk

Closing date: 25th February 2018

Interview date: 5th & 7th March 2018

ECMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to satisfactory references which will be requested prior to the interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.



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Selection Process

A two-part selection process will take place for this post as outlined below:

Part 1 - 5th March 2018 –programme of events at Smestow School

Part 2 – 7th March 2018 - Interviews at the ECMAT Office

The interview process will consist of a presentation and a panel interview. Further details will be provided to shortlisted candidates.



About Us

Organisation Type: Mainstream

Phase: Secondary

Status: Sponsored Academy

Age Range: 11-18

Gender: Mixed

Based in Castlecroft, Wolverhampton, Smestow School was established in 1964 and is an 11-18 learning community with nearly 900 on roll (including 130 in the sixth form).

There is a strong commitment to comprehensive education and a focus on creating an environment that supports continual school improvement and the attainment of all students. The school was recently refurbished under the Building Schools for the Future programme, and converted to Academy status when joining the Education Central Multi Academy Trust, sponsored by the University of Wolverhampton, in 2014.

Life here at Smestow School is fast moving, vibrant and fun. Staff work hard and expectations are high. Teamwork is key to success at Smestow and this can be felt in the culture of the academy where support, challenge and encouragement are used motivate each member of staff to be the best to meet the needs of the very diverse intake the academy serves.





Mission, Aims & Values

Smestow School provides challenges and opportunities to enable students to flourish as young adults and to progress with a global outlook and high aspirations.

Smestow is a safe place where individuals are treated with care and respect. The Smestow community is considerate and compassionate and recognises the uniqueness of human beings. We encourage and develop independent learners by understanding individual learning needs, by providing access to learning opportunities and by maximising potential in a climate of high expectations. Smestow students have a positive work ethic and confidence and pride in their achievements. They develop positive relationships with staff, their community and with each other.

Striving for Excellence

Excellence in Teaching

We aim to develop excellence through the planning, teaching and assessment of our staff, who will strive for excellence in the classroom. All classroom staff will support and challenge students to achieve and progress.

Excellence in Progress: Academic

We aim to ensure that all students are progressing through high quality assessment and feedback. Learning gaps are identified and work is done to close and/or remove them.

Excellence in Progress: Pastoral

We aim to create a culture where through building positive relationships we provide opportunities for every child to progress and succeed and the development of the whole child is valued.

Excellence in Leadership

We aim to develop further excellent leadership at all level which enables, supports and holds to account.

Excellence in Governance

We aim to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance driven by inquisitive, independent minds focussed on the key strategic issues which are conducted with humility, good judgement, resilience.

Smestow school encourages all students to strive for excellence and we organise our staff, resources and lessons carefully to deliver academic success. We endeavour to ensure 'Success for all' by identifying barriers and enabling students to overcome them. Our expert staff from Access and Inclusion to our Year Leaders seek to ensure that opportunities are provided to extend everyone.



Classes, Access & Inclusion

Most classes are set by ability to ensure that learning experiences match each individual student's ability.

Key Stage 3

We operate a two year Key Stage 3 curriculum which builds upon students primary experience preparing them to be GCSE ready.

Key Stage 4

At Key Stage 4 the curriculum allows students to select courses with a view to their future needs. Students are expected to follow English, Maths and Science, and then select from a range of academic and vocational courses at the right level for their ability.

Post 16

Students will have a broad and inspirational range of subject choices either A Level or Vocational. We ensure that all students pursue courses that will create clear pathways into further education, university, modern apprenticeships, and more.

Ofsted said "The sixth form is good. Strong leadership, expert teaching and excellent attitudes to learning have resulted in good outcomes."

Access and Inclusion

Everyone at some point needs a bit of extra support whether that be emotional, behavioural or academic support. Our Access and Inclusion unit is at the heart of our school and provides support to pupil and families to remove barriers to learning. All children are treated equally, with respect, and with positive high expectations in order to strive to their full potential and beyond.

Our school is home to a highly specialised Visual Impairment Resource Base which caters for the needs of pupils with any type of visual impairment. The Resource Base team, are involved in all aspects of support to those pupils with a visual impairment including advocacy, assessment, strategic planning, staff/parent liaison and support to form a systematic approach for the inclusion of all pupils. Our pupils with a visual impairment access a mainstream education with support from the resource base.

Our pastoral teams which consist of mainly non-teaching staff allows us to deal with concerns and problems quickly and efficiently. We use preventative measures and early interventions to promote good mental health, emotional well-being and a positive attitude so that students achieve their full potential.

We have offered a number of opportunities to train staff in the following areas:-

- Anger management
- Motivation - raising attitude to learning
- Social Skills
- Healthy Wellbeing
- Attendance Support
- Appropriate Behaviour
- Raising Self Esteem
- Staying Safe
- Transition
- Building resilience



What Our Staff Say



Jack Whitehead – Assistant Headteacher

'I joined Smestow in the 2015/16 academic year as an assistant headteacher with responsibility for Science. Although I had little experience of this role or its demands when I started I felt like my unique perspective and ideas were respected and taken into account immediately. Diversity of thought and background and recognition of the great strength that this gives the school is a defining characteristic of the place and permeates through the staff and students. In my first year on the senior leadership team I was offered training with experienced school leaders to develop as a leader. This, coupled with the freedom to take calculated risks and a supportive line management relationship saw me taking on ever more whole-school projects towards the end of my first year and start of my second year at Smestow.

The work is challenging but rewarding. The students at Smestow inspire me to be my best, they work hard and respond well to good teaching and learning opportunities. The staff are friendly, open and supportive and often put in over and above what is required of them to ensure that they give the students the best possible education and I'm proud to count myself amongst them.'

Jade Roberts - RQT

'During my PGCE year, I was assigned my second placement at Smestow School. Throughout this placement, I received an abundance of valuable support from both my subject mentor and department as I applied theory to practice. As a result, when a position became available in the department I quickly applied and was fortunately successful. Whilst undertaking my NQT year, I have received a continuum of support from a number of my colleagues at Smestow.

As part of my new staff induction, I completed a programme delivered by a series of leaders at the school, addressing some of the key areas such as, accessing SEND information and literacy across the curriculum, all vital for understanding the systems and challenges of teaching at Smestow. In addition to this, I have been enrolled in a NQT programme which has given me access to additional and specific CPD, above and beyond that of other teachers. This is in a bid to successfully support development during the early years of my teaching career.

The support and training provided to me from Smestow has made a challenging year of my career a great deal more enjoyable. I have been able to focus less on the typical issues associated with starting at a new school and more on the delivery of effective teaching and learning. I look forward to continuing to develop in my career at a school that values my continuous professional development as much as I do.'





ECMAT Ethos

Whatever else children and young people experience, they can enjoy a good school. Schooling is part of growing up and complements the experience of home and community. The good school is aspirational in outlook, offering pupils a spirit of worth, contribution, achievement and belief and at the same time providing the opportunity to realise ambition in terms of life chances.

Education Central Multi Academy Trust (ECMAT) works for all pupils in our family of schools to secure an innovative approach to schooling which builds on observable strength and addresses long standing difficulties. The Trust strives for the best whilst remaining realistic, invests in communities, whilst taking the lead where necessary and expects the best, whilst dealing with the worst. The Trust is dynamic, active and imaginative in its work with schools while at the same time encouraging schools to take responsibility and develop their own autonomy within the context of a community of schools supporting each other. The link with the University of Wolverhampton is significant. The faculties of the University offer expertise to our schools, including high calibre teaching staff. The University itself acts as an image of personal growth, learning and achievement for the community of which the pupils and their families are a part.

ECMAT will work to ensure that parents are confident that committed staff at every level offer pupils the best of school experiences where their futures are secure. Pupils will leave the schools of the Trust with the skills to enter the next stage of their life, a desire to continue to learn and a belief that their schooling was the best it could be. ECMAT is committed to creating a culture where staff are valued and supported. It supports a culture of openness and mutual respect in which staff will be encouraged to play as full a part as they can in the life and goals of the Multi Academy Trust.



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About ECMAT

This is a great opportunity to join a growing organisation that encourages all staff to be the best they can through continuous networking and professional development opportunities through the various family wide events and links to the parent organisation - The University of Wolverhampton.

ECMAT has a track record of working with schools, children and young people to raise standards and aspirations across the region.

You will be supported in the role by our Director of Secondary Academies and the ECMAT Team in areas such as Teaching and Learning, School Improvement, Finance and HR, empowering you to maximise opportunities for improving the life chances of the young people we serve.

We intend there to be a strong working relationship between the Director of Secondary Academies and Headteacher of Smestow School based on mutual respect, healthy challenge and support. The Headteacher will have the autonomy to lead the school and to make decisions that s/he wishes alongside the expected accountability through the Director of Secondary Academies. Through this relationship, external advice and support will be sourced according to the needs of both the Headteacher and the academy, underpinned by our vision of "innovation and opportunity".

We welcome new ideas and fresh approaches. Our model for sponsorship is based on a supportive professional network with our schools working together to improve standards, provide excellent professional development and pathways for school personnel.

As our family is growing we are now able to offer a range of exciting opportunities for outstanding leaders and other professionals working with children and young people.



Unique Opportunities for Further Developing Headship Experience

In addition to working closely with the Director of Secondary Academies and ECMAT Team, the successful candidate will also join our community of existing Headteachers across both the secondary and primary phases, therefore being able to draw on their experiences for support but also to offer support in return. In addition, you will become part of the Secondary Headteacher Development Group, working closely with the other secondary Headteachers. This development group not only focuses on opportunities for school improvement but is also contributing significantly to the development of the secondary strategy at Trust level.

We work together to develop strategy and identify opportunities for sharing resources where possible. There is no direction or expectation from the Trust of a "one size fits all model"; indeed schools are encouraged to develop their own unique personality and culture. However, where alignment is natural, we embrace commonality and the opportunity to work together. For example, we are currently reviewing cross-Trust opportunities for staff secondments.

ECMAT Headteachers become Associate Members of the University of Wolverhampton, allowing access to the academic research facilities and further degree study such as Masters (including MBA) and/or Doctorate study. Once the academy is secure, there are opportunities available to Headteachers such as research sabbaticals supported by the University of Wolverhampton, and outreach work across the Trust and further afield. You will be joining a thriving learning community for adults to explore and develop their own interests and talents along a professional learning journey. Each person is unique and it is at the individual's discretion to engage in these programmes of activity.

As a new Headteacher to ECMAT, you can expect a range of excellent support both personally and professionally. You will be enrolled into our Employee Assistance Scheme, a confidential support service for staff and their families. In addition, you will be offered a mentor or leadership coach to work with on a 1:1 basis. The Director of Secondary Academies is readily available to offer advice and support or to discuss ideas with when needed and a regular face-to-face meeting will be in place to promote this important working relationship. Indeed, through this meeting we expect the Headteacher to hold the Trust to account for the support and opportunity we are providing as much as the Headteacher will be held to account for the provision and outcomes at the academy.

We very much see our work with Headteachers and academies as a vital partnership working in the very best interests of the young people and communities we serve.



Job Description

Job Title: Headteacher

Salary/Grade: Leadership Pay Range, L31-L35

Academy Name: Smestow School

Location/Address: Windmill Crescent, Wolverhampton, WV3 8HU

Purpose of the post:

Develop and embed the vision of the Local Governing Board (LGB) to provide effective leadership for the Academy, inspiring and motivating those engaged in the activities of teaching and learning.

ECMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff, Newly and Recently Qualified Teacher's and volunteers to share this commitment.

This post is subject to satisfactory references which will be requested prior to the interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

Relationships:

Reports to Director of Secondary Academies

Chair of the Local Governing Board

CEO of ECMAT

Duties and responsibilities attached to this post are as follows:

1. Strategic direction and development in accordance with the LGB and ECMAT's policies – to lead on the delivery and implementation of the School Development Plan.
2. Inspire, lead and manage Staff – to be visionary, innovative and inspirational regarding the school's strategic management and planning/delivery
3. Ultimately responsible for all of the school's operation.
4. Legislative and statutory requirements – to ensure compliance with all legal and statutory obligations.

5. Leadership and management of the curriculum, students' attainment and progress.
6. Financial planning, controls and budget setting – ensuring value for money and robust financial systems to ensure the safe and responsible management of all resources.
7. Management and organisational structures – researching, reviewing and implementing the most effective models to maximise success at all levels.
8. Leading and managing staff as well as tackling areas of underperformance through effective performance management procedures and ensuring their continuing professional development. Ensuring that a robust and appropriate programme of Continuing Professional Development is provided which meets the needs of all staff.
9. Efficient and effective use of staff resource - recruiting and maintaining the best possible staff team across all of the school's functions.
10. Assess and monitor, review and evaluate outcomes and promote/secure best practice.
11. Facilitate continuous improvement - promoting a culture of continuous improvement.
12. Ensuring the maintenance of the school's physical infrastructure – Health and Safety monitoring and planning/seeking resources to provide and maintain the best possible infrastructure/building across the entire site.
13. Form and develop effective partnerships with education, business and other community groups – to be an ambassador and advocate for the school locally.
14. Securing accountability across all departments and pastoral teams to ensure that all areas are consistently outstanding.
15. Optimise the contribution of all staff to ensure excellent quality of education and learning.
16. Create and maintain strong working relationships among all members of the school community.
17. Promote ECMAT's ethos in which the highest achievements are expected from all members of the school's community.
18. Provide support in managing agreed budgets, setting appropriate priorities for expenditure, allocating funds and ensuring effective administration and control.
19. Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences.
20. Ensure that parents and pupils are well informed about curriculum, attainment and progress and are able to understand targets for improvement.
21. Develop and encourage good relations between the Academies and their local communities.
22. Co-operate and work with relevant agencies to protect children.
23. Work with the LGB to ensure effective governance and leadership of the school, supporting the LGB to drive a culture of continuous improvement and high expectations.
24. **Safe Working Practices for Adults working with Children**- It is the responsibility of each employee to carry out their duties in line with ECMAT's ethos and culture of safe working practices for Adults working with Children, and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.
25. **Freedom of Information Act and Data Protection Act** - The post holder is required to comply with the above legislation and maintain awareness of the University's policies and procedures relating to the Freedom of Information and Data Protection Acts. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.
26. **Equality and Diversity** – There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the

department/unit.

27. **Health and Safety** - The post holder must at all times carry out his/her responsibilities with due regard to ECMAT's policy, organisation and arrangements for Health and Safety at Work.
28. **Flexibility** - All staff within the ECMAT Family will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Children's Services. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate Trades Unions.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Developed by: HR Director/Director of Secondary Academies

Date of Issue: February 2018



Person Specification

Job Title: Headteacher
Salary/Grade: Leadership Pay Range, L31-L35
Academy Name: Smestow School
Location/Address: Windmill Crescent, Wolverhampton, WV3 8HU

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	Essential	Desirable
1. Education & Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Graduate or equivalent • Evidence of commitment to own continuous professional development in leadership, current education initiative and learning approaches. • Knowledge and understanding of Special Educational Needs and Disabilities and good Safeguarding practice. 	<ul style="list-style-type: none"> • Higher degree • NPQH
2. Relevant Experience	<ul style="list-style-type: none"> • The capacity to develop, in partnership with all stakeholders, a vision and strategy for the future, and to establish appropriate priorities in the Academy Development Plan. • Capacity to undertake robust self evaluation communicated in an appropriate and relevant format. • Demonstrate experience of continually raising standards with measurable outcomes, and clear evidence of a positive personal contribution to a 	

	<p>school in the pursuit of excellence.</p> <ul style="list-style-type: none"> • Successful experience of developing partnerships and building networks locally and nationally. • Experience of working at a senior management level in an educational environment. • The ability to develop innovative ideas in a school environment and drive them through to action. • Experience of strategic financial planning, budget management and principles of best value. • A record of effective working relationships with governors, parents and the local community. • Substantial contribution to the production and implementation of school improvement plans. 	
3. Skills & Abilities	<ul style="list-style-type: none"> • Strong classroom practitioner • Excellent interpersonal and communication skills. • Ability to manage significant change and meet substantial challenges. • Ability to prioritise, plan, organise and manage time effectively. • Ability to delegate efficiently. • Ability to network with other schools, sectors and organisations to develop a “best practice” approach to improve outcomes. • Ability to be creative and innovative where required. 	
4. Disposition (Leadership Skills & Attributes)	<ul style="list-style-type: none"> • A highly visible style of leadership with the charisma, energy and enthusiasm to inspire the whole school community and the ability to manage every aspect of the academy. • The highest levels of personal integrity and an open, transparent leadership style which is informed by a strongly held set of personal values. • Ability to build, communicate and implement a shared vision for the school consistent with 	

	<p>the ethos of the Multi-Academy Trust.</p> <ul style="list-style-type: none"> • Ability to set and achieve ambitious and challenging targets for attainment and progress of pupils. • Ability to challenge, influence and motivate others to achieve high goals, both as individuals and as team members. • Ability to coach and provide feedback to staff and to conduct rigorous monitoring and appraisal to ensure exceptional teaching. • Proven ability to make robust, evidenced-based decisions using sound business judgement. • Ability to monitor progress against goals and targets and make adjustments accordingly. • Commitment to equal opportunities, inclusion, diversity and access for all, in order to ensure an open and transparent school culture. 	
5. General & Specific or Legal knowledge	<ul style="list-style-type: none"> • Visionary leadership skills with the ability to win the support of colleagues and students, motivating and empowering both teaching and non-teaching staff to deliver an ambitious vision of improvement for Smestow School. • The ability to operate effectively as a high-profile role-model within the school, setting high standards which encourage excellence and winning the trust, confidence and respect of the whole school community. • A thorough knowledge of the secondary school curriculum including planning, delivery and assessment. • Ability to use performance data in the target setting process. • A clear understanding of performance management of staff and the capability and competence processes – holding staff to account. 	

6. Special Requirements	<ul style="list-style-type: none">• It is the responsibility of each employee to carry out their duties in line with ECMAT's ethos and culture of safe working practices for Adults working with Children, and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.	
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Created by: HR Director/Director of Secondary Academies

Date: February 2018



Equal Opportunities

ECMAT recognises the value of, and seeks to achieve, a diverse workforce which includes people from differing backgrounds with different skills and abilities. ECMAT takes positive steps to create an employment culture through its Board of Governors, managers and other employees, in which people can feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community and others connected with it. ECMAT is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

Data Protection

Personal data provided on your application, and for equal opportunities monitoring, is required to enable ECMAT Trust to operate and monitor its recruitment and employment procedures.

Data is kept secure and accurate, and disclosure is restricted to those people within the organisation who have a need to access it. Personal data supplied by you is destroyed within prescribed time limits, unless you are appointed, in which case the data you have supplied will form the basis for your individual staff record.



Thank you for accessing this candidate pack.
Visits to Smestow School are strongly recommended.
Please contact Julie James on 01902 32 1702 to arrange a visit.

Contact Us

Email: ECMATRecruitment@wlv.ac.uk
Tel: 01902 518436

Or Visit Our Website

www.ecmat.co.uk
www.smestow.org