

Cornelius Vermuyden School

Dinant Avenue
Canvey Island
Essex
SS8 9QS



Appointment of Headteacher

Information Pack for Candidates



CORNELIUS VERMUYDEN SCHOOL

Dinant Avenue, Canvey Island, Essex SS8 9QS

Telephone: 01268 685011 (Ext 124)

Email: abeckman@corver.rmplc.co.uk

Website: www.corneliusvermuyden.com

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CORNELIUS VERMUYDEN SCHOOL

An 11 – 16 Academy of 921 students

REQUIRED FOR 1st JANUARY 2019

HEADTEACHER

Group 6 (Starting Salary Negotiable)

The Governors are seeking to appoint an exceptional Headteacher to lead our successful 11-16 Academy, following the retirement of the current Headteacher. The successful candidate will share our vision 'to provide a quality education within a supportive, caring and disciplined environment to students of all abilities and to work with and for the local community.'

Cornelius Vermuyden School is a single academy trust, rated Good by Ofsted, serving the whole of Canvey Island, located in South East Essex. This is an exciting opportunity to lead an oversubscribed, purpose built school with state of the art facilities, which include an Immersive Room, Superlab, Amphitheatre and an Hypothesis Room, all located in 38 acres of land. Cornelius Vermuyden School has been over-subscribed for a number of years.

The School is committed to safeguarding and promoting the welfare of children and young adults. Appointments will be subject to an enhanced DBS check and satisfactory references.

We are interested in an application from you if you are passionate about teaching and learning, can motivate and inspire others and demonstrate challenge and empathy, develop relationships with children and move our school to the next level.

For further details and an application pack please:

- visit our website at www.corneliusvermuyden.com or
- telephone Adele Beckman (Headteacher's PA) on 01268 685011 (Ext 124) or
- email Adele Beckman at abeckman@corver.rmplc.co.uk

Please apply using the accompanying application form or the application form on the school's website under Key Materials in the vacancy section under Staff Information. Please send your completed application to Adele Beckman, either by email or by post to the school's address.

CVs alone will not be accepted. CVs sent via a recruitment agency will not be considered.

The Governors would be pleased if the successful candidate could be present and address the School's Open Day on Saturday 29 September 2018.

Closing date for receipt of applications: Midday Monday 17 September 2018

Interviews will be held on: Tuesday 25 and Wednesday 26 September 2018



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Dear Candidate

Thank you for expressing an interest in our Headteacher vacancy at Cornelius Vermuyden School. As you look through the information in the candidates' pack and on the school's website you will see that our talented teaching staff, aspiring and disciplined students and the recently built school combine to make a fantastic teaching and learning environment.

The existing Headteacher has been in post for 16 years. Her retirement in January 2019 creates a vacancy for a talented individual with school experience and ambition to develop our school and continue the improvement journey from good to outstanding.

Located on Canvey Island, the school serves an exceptionally close and friendly community, that is defined geographically by a (well maintained) sea wall. The original 17th century sea wall was designed and built by a Dutch engineer after whom the Cornelius Vermuyden School is named.

As a single academy trust, the school's governing body has complete control over our destiny. We have a strong financial position and good financial control. The Governing Body works collaboratively and in harmony with the Headteacher and school management team to provide for a first class education for children that pass through our doors. We aspire to ensure that every student makes the best progress they can in their time with us.

I am immensely proud of Cornelius Vermuyden school, having had all my four children educated here and been a governor for over 20 years, the last 10 as Chair.

Please complete and return the application form. The candidates' pack contains details on how to contact us should you have any questions. We will be delighted to show you round the school and encourage you to enquire about a visit.

I hope to see you on the interview days and hearing what you can offer us. I'm sure that the successful candidate will enjoy a rewarding, challenging and interesting headship, leading the Cornelius Vermuyden School.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jeffrey Stanley'.

Jeffrey Stanley
Chair of Governors



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Headteacher Job Description

Core Purpose

The Headteacher, working with the Governing Body, leadership team and school staff, will:

- provide overall strategic leadership for the school in order to ensure its continued success and future improvement;
- ensure high quality education for all students that leads to high standards of progress and attainment;
- be responsible for the internal organisation, management and control of the school.

The Headteacher's professional duties must be carried out in accordance with and subject to:

- a) the provisions of all applicable legislation;
- b) the Funding Agreement of the school;
- c) any rules, regulations or policies made by the Governing Body;
- d) the School Teachers' Pay and Conditions Document.

Principal accountabilities

Whole school organisation, strategy and development

- Provide overall strategic leadership and, with others, lead, develop and support the strategic direction, vision, values and priorities of the school;
- Welcome strong governance and actively support the Governing Body to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Headteacher to account for student, staff and financial performance;
- Develop, implement and evaluate the School's policies, practices and procedures;
- Ensure accurate school self-evaluation to inform school improvement planning;
- The Headteacher is the Accounting Officer in the academy.

Teaching and learning

- Lead and manage teaching and learning throughout the school, demonstrating an analytical understanding of how pupils learn and the core features of successful classroom practice and curriculum design;
- Ensure, save in exceptional circumstances, that a teacher is assigned in the school timetable to every class or group of students;

Health, safety and discipline

- Provide a safe, calm and well-ordered environment for all students and staff;
- Promote the safety and wellbeing of students and staff;
- Ensure good order and discipline amongst students and staff.

Safeguarding

Have overall responsibility and accountability for safeguarding and promoting the welfare of students within the school.

Fulfil personal responsibilities, and secure compliance by those working in school, for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board. These include:

- Operating a culture of listening to children and young adults and taking account of their wishes and feelings, both in individual decisions and the development of services;
- Operating clear whistleblowing procedures;
- Sharing information with other professionals;
- Assigning a designated professional lead for safeguarding;
- Operating safer recruitment practices;
- Ensuring appropriate supervision and support for staff, including undertaking induction, safeguarding training and reviews of practice;
- Establish, operate and monitor clear policies for dealing with allegations against people who work with children and young adults.

Management of staff and resources

- Lead, manage and develop the staff, including appraising and managing performance, with empathy and challenge;
- Develop clear arrangements for linking appraisal to pay progression and advise the relevant body on pay recommendations for teachers, including on whether a teacher at the school who applies to be paid on the upper pay range should be paid on that range;
- Organise and deploy resources within the school;
- Promote harmonious working relationships within the school;
- Maintain relationships with organisations representing teachers and other members of the staff;
- Lead and manage the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.

Professional development

- Promote the participation of staff in relevant continuing professional development;
- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff;
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff, including induction and probation.

Communication

- Consult and communicate with the Governing Body, staff, students, parents and carers;
- Communicate compellingly the School's vision and drive the strategic leadership, empowering all students and staff to excel.

Work with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school, including relevant external ***agencies and bodies***.

Probation

- ***There will be a six-month probation period with this job.***



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Headteacher: Person Specification

Qualifications

- Proven evidence of success and relevant professional development across career;
- Appropriate educational and professional qualifications relevant to Headship.

Leadership Experience

- A track record of success and senior leadership in a comparable comprehensive educational setting, achieving high levels of outcomes;
- Track record of achievement in raising standards and outcomes of a diverse student group;
- Experience of developing high quality leadership capacity and accountability;
- Evidence of successful promotion and implementation of innovation in teaching and learning;
- Experience of using evidence-based information about effective learning and assessment;
- Evidence of the ability to develop excellent relationships with children, young people and adults;
- Experience of working successfully with the local community as well as external agencies/stakeholders;
- Successful experience of using target setting, data analysis and curriculum innovation to improve performance;
- Experience of leading effective and efficient financial and people resources, to achieve accountability and a strong performance culture;
- Experience of the management of school finance and finance systems;
- Experience of building successful working relationships with a Governing Body and of sustaining and developing effective partnerships with other organisations.

Knowledge and Understanding

- An up-to-date knowledge of school development planning and evaluation;
- A detailed understanding of current educational issues, including national policies, priorities, legislation and safeguarding (Keeping Children Safe in Education);
- An in-depth knowledge of a range of effective strategies for maintaining and developing high standards of attainment, behaviour and attendance;
- A detailed knowledge of quality assurance systems;
- A commitment to developing choice and flexibility to meet the learning needs of every student.

Personal Qualities

- Strong team leadership philosophy, sets priorities, agrees and achieves ambitious goals and targets;
- Committed to comprehensive education;
- Thinks creatively to anticipate and solve problems;
- Acknowledges excellence and challenges poor performance;
- Inspires, challenges, motivates and empowers staff and students;
- Enjoys working with and has empathy for children and staff;
- Visible presence around the school;
- Works collaboratively with others, delegating appropriately;
- Seeks and acts on feedback from others, including colleagues and governors;
- Able to be adaptable and creative in changing circumstances;
- Shows resilience and decisiveness under pressure.



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Referees

To comply with the guidance on safer recruitment, you are requested to provide referees in line with the following guidance:

- Existing Headteachers or Acting Headteachers currently employed in a community or voluntary controlled school are required to provide:
 - One reference from the Chair of Governors of their current school;
 - One reference from the Authority;
 - One reference from their previous employer if employed by them within the last 5 years.
- Existing Headteachers or Acting Headteachers currently employed in an academy, foundation or voluntary aided school are required to provide:
 - One reference from the Chair of Governors/Chair of Trustees of their current school;
 - One reference from their previous employer if employed by them within the last 5 years, otherwise one from another professional.
- Existing Deputy Headteachers and others currently employed in any school or academy are required to provide:
 - One reference from their current Headteacher;
 - One reference from their previous employer if employed by them within the last 5 years, otherwise one from another professional.

Appointment of Headteacher

School:	Cornelius Vermuyden School
Telephone:	01268 685011 (Ext 124)
Chair of Governors:	Jeffrey Stanley
Website:	www.corneliusvermuyden.com
School Group Size:	Group 6 NOR: 921
Salary Range:	Starting Salary Negotiable
Start Date:	1 January 2019
PA's Email:	abeckman@corver.rmpc.co.uk

Recruitment and Selection Arrangements

Thank you for your interest in the Cornelius Vermuyden School Headteacher post.

Applications may be submitted either via the TES online advertisement or the Cornelius Vermuyden School website: www.corneliusvermuyden.com

Following the interview, the preferred candidate will be made an offer subject to receiving medical clearance and references. An SD2 form and fitness to work declaration will be sent which you will be asked to complete and arrange to return to Adele Beckman (01268 685011 ext 124; abeckman@corver.rmpc.co.uk).

On receipt of satisfactory clearances, the preferred candidate will be made a formal Offer of Employment. If, however, any of the clearances prove unsatisfactory then you will be informed that we shall not be furthering your application. You should bear this in mind before making a decision to hand in your notice to your current employer.

Any offer will be subject to a satisfactory Disclosure and Barring Service check. Please note that an unsatisfactory DBS check may lead to termination of your contract. With regard to your DBS check, please arrange to see Adele with your evidence of identity so that she may go through the e-DBS process with you. A sheet listing the documents needed will be enclosed with your offer letter. You will also need to have your NI number, degree certificate and QTS certificate with you.

We look forward to receiving your application. Please do not hesitate to contact Adele Beckman on 01268 685011 (ext 124) should you have any queries.

Please note: Mrs Beckman will only be available from 3 September onwards.

Closing Date: Midday Monday 17 September 2018

Interview Dates: Tuesday 25 September 2018 and Wednesday 26 September 2018

Please be aware that as the applicant you are responsible for ensuring that your application reaches us before the stated closing date.

Recruitment and Selection Arrangements

1. The Governing Body is committed to:
 - safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;
 - promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;
 - promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs

and expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to and fulfilled in the roles they undertake.

2. The Governing Body recognises the value of, and seeks to achieve, a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy, gender re-assignment, disability or health, race (which includes colour, nationality and ethnic origin), religion or belief.
3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.
4. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.
5. The following pre-employment checks will be required where applicable to the role and settling:
 - receipt of satisfactory references*;
 - verification of identity;
 - a satisfactory DBS check if undertaking Regulated Activity;
 - verification that you are not on the DBS Children's Barred list and therefore not barred from working with Children;
 - verification that you are not prohibited from teaching;
 - verification of medical fitness;
 - verification of qualifications;
 - verification of professional status where required e.g. QTS status;
 - the production of evidence of the right to work in the UK;
 - verification of successful completion of/exemption from statutory induction period;

- verification that you are not subject to any S128 directions preventing you from holding a management position within a school;
- a declaration that you are not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2009 or that you have provided a disqualification waiver from Ofsted;

NB It is illegal for anyone who is barred from working with children to apply for, or undertake Regulated Activity.

** In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. Where it is agreed to defer, referees will be contacted immediately after interview, before an offer of employment is made.*

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.
7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police).

Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service.

The Governing Body is committed to ensuring that people who have convictions/cautions/reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2009 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the school (unless a waiver can be obtained from Ofsted).

Positive disclosures will be managed on a case by case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information, e.g. whether it was a caution or a conviction;
- How long ago did the incident(s) occur?
- Whether it was a one-off incident or part of a repeat history/pattern;
- The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then;
- The country where the offence/caution occurred;
- Whether the individual shows or has shown genuine remorse;

- If the offences were self-disclosed on the SD2 form or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

When making a recruitment decision The Governing Body will disregard any filtered convictions/cautions/reprimands which were disclosed in error.

A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory.

The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. This Governing Body is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information.

A copy of our Recruitment Procedure is available upon request.



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KEY INFORMATION SHEET FOR APPLICANTS FOR THE POST OF HEADTEACHER AT CORNELIUS VERMUYDEN SCHOOL

This sheet sets out the key information for any candidates applying for the post of Headteacher. Please read this information carefully and retain this sheet for reference during the application process.

Application process

Applicants must complete the application form and submit it to the school by no later than midday on the closing date of 17 September 2018. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

The letter of application must be no more than two sides of A4 and printed in font 12.

Selection process

Applications will be ranked against the person specification for the role.

All shortlisted applicants will be subject to assessments tasks as per the person specification.

Shortlisted candidates

Applicants who have been shortlisted for the post will be notified by 19 September 2018. Prior to the interview date, referees will be contacted to request references on all shortlisted candidates.

Interview date

Interviews will be held at the Cornelius Vermuyden School on Tuesday 25 and Wednesday 26 September 2018. Please note that interview expenses may be reimbursed.

The Governors would be pleased if the successful candidate could be present and address the School's Open Day on Saturday 29 September 2018.

Further information and school visits

Applicants who require further information or would like to visit the school should contact Mrs Beckman on 01268 685011 (ext 124) or by email: abeckman@corver.rmplic.co.uk

Please note: Mrs Beckman will only be available from 3 September onwards.

Key Information for candidates regarding terms and conditions

Full time post

Annual leave is taken by arrangement with management and normally during school closure periods. Time off during term time can only be taken with permission of the school as set out in the school's leave of absence policy.

Pay

This post is paid on the Pay Band specified in the advertisement. Employees are paid monthly in twelve equal months per year.

Probation

All individuals will be required to satisfactorily complete a six-month probationary period.