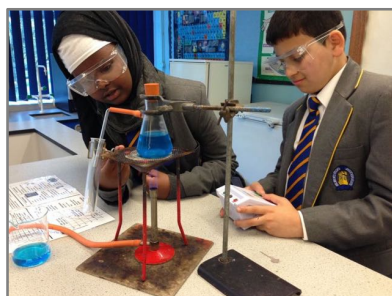




Whitchurch High School Ysgol Uwchradd Yr Eglwys Newydd



BUSINESS MANAGER and MEMBER OF SLT RECRUITMENT PACK (ONE of TWO)

**Information for
Appointment 16th April 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 4	-
Person Specification	-	Pages 5	-
Application Form	-	-	Separate word document
Equality Monitoring form	-	-	Separate word document

To apply: Complete separate documents

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

Contact: Mrs Kath Jones, PA to Headteacher

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



Covering letter (page 1 of 2)

Business Manager and Member of SLT

APPOINTMENT FROM 16TH APRIL 2018

SALARY RANGE POINT 43-46 (38,237 - £41,025) JE Grade 10



Thank you for your interest in the post of BUSINESS MANAGER and MEMBER OF SLT. The vacancy has arisen due to the retirement of the present postholder after thirteen years of distinguished service.

The successful applicant will be part of the Senior Leadership Team (SLT). Together the Headteacher and the three deputy headteachers form the Executive Leadership Team (ELT). The extended Senior Leadership Team (SLT) of fourteen consists of ELT, five assistant headteachers, the school business manager and four seconded colleagues. Our full SLT of fourteen is:

Headteacher	Vision and Values	Huw Jones-Williams
Deputy Headteacher	Learning, Teaching and Staff Development	Scott Britt
Deputy Headteacher	Qualifications, Curriculum and Timetabling	Nick John
Deputy Headteacher	Standards, School Improvement and Self-Evaluation	Andrew Hurley
Assistant Headteacher	KS3 - KS2 Leader (Acting)	Alun Horgan
Assistant Headteacher	KS4 - KS5 Leader	Jonathan Davies
Assistant Headteacher	Additional Learning Needs	Paul Morgan
Assistant Headteacher	Skills, Curriculum and Learning Pathways	Sarah Bagshaw
Assistant Headteacher	Student Achievement	Ceri Garland
Business Manager	School Finances and non-teaching staff	Vacancy from 16th April 2018
SLT seconded (2017 to 2018)	Strategies for vulnerable learners	Claire Hollings
SLT seconded (2017 to 2019)	Learning and Teaching	Claire Miles
SLT seconded (2017 to 2019)	Learning and Teaching	Sharon Nesham
SLT seconded (2017 to 2019)	Learning and Teaching	Lucie Ozturk

APPLICATION FORMS ARE AVAILABLE ON-LINE (eTeach/TES/school website) OR please contact Mrs Kath Jones, PA to Headteacher jonesk@whitchurch.cardiff.sch.uk or 029 2062 9711.

Please refer to the school's website for further information and to download the application and equality monitoring forms <http://www.whitchurchhs.com>

Vacancy published:	Monday, 11th December 2017
Applications forms available:	eTeach/TES/School website or contact Mrs Kath Jones (details below)
Telephone/Email queries :	Mrs Kath Jones, PA to Headteacher, 029 2062 9711 or jonesk@whitchurch.cardiff.sch.uk
Email completed applications to:	jonesk@whitchurch.cardiff.sch.uk
Or/and	
Post applications to:	Mrs Kath Jones (PA to HT), 'Business Manager and Member of SLT appointment', Whitchurch High School, Penlline Road, Whitchurch, Cardiff, CF14 2XJ
Application deadline:	Midday, Monday, 22nd January, 2018 (to Mrs Kath Jones, PA to Headteacher)
Shortlisting:	Thursday, 25th January 2018
Shortlisted candidates informed:	Monday, 29th January 2018 (latest)
Interviews:	Tuesday, 6th February 2018 at Whitchurch High School



Covering letter (page 2 of 2)



Whitchurch High School became a Foundation Status School as of 1st September 2011 meaning the governors are (i) responsible for student admissions (ii) the employers of all staff and that (iii) the school buildings and land are placed in trust. The school continues to be a maintained Cardiff LEA comprehensive school.

The school was last inspected by Estyn in January 2016 and placed in Estyn monitoring whilst recognising that the school was on an upward improvement journey. Standards in most key performance indicators have risen significantly since 2015 and been sustained. Consequently, in November 2017 the school was removed from Estyn Monitoring as a result of *"feedback from the local authority, scrutiny of the all Wales core data sets and good progress in respect of the key issues for action."* Estyn. The Welsh Government's provisional 2017 to 2018 support category for the school is 'Yellow'.

We would welcome applications from leaders with energy and enthusiasm who will make significant contributions to further develop the school. The successful candidate must have sound understanding of personnel and management information systems and evidence of accurate logical thinking in order to plan for processes, manage financial data and produce reports. The post demands excellent organisational skills with the ability to plan strategically and balance priorities and maintain high standards whilst working accurately and efficiently with innovation. You will be a key member of the Senior Leadership Team and be well supported and work closely with a number of senior colleagues. You will have HR responsibility for non-teaching staff but will be able to draw on the support of the school's own employed HR officer and LA HR service and LA LMS finance officer.

If you know that you could make a real difference to Whitchurch High School because you have made a measurable impact in your current post then become part of our success story and apply for this role.

Please telephone Mr Huw Jones-Williams, Headteacher at the school if you have any questions or queries which may need answering before **Midday Monday, 22nd January 2018** (the application deadline) which could be crucial to your decision to apply. If you have any queries about the application process then please contact Mrs Kath Jones, PA to Headteacher, jonesk@whitchurch.cardiff.sch.uk or **029 2062 9711**.

Please download the application and equalities monitoring forms from eTeach/TES/school website or contact Mrs Kath Jones, PA to Headteacher. The closing date for application is midday Monday, 22nd January 2018 but an early application would help with our administrative arrangements.

Your letter of application should address the issues relevant to this post of Business Manager and Member of SLT. It should provide clear evidence of how your experiences to date have equipped you to meet the person specification criteria of the post, and how you would contribute to ensuring that Whitchurch High School continues to commit to excellence. **Please restrict your letter to two pages minimum font size 12. Do not supply a CV.**

We are proud of our school; it is an inclusive, energetic and exciting place to be. Thank you for your consideration of this key strategic post and we look forward to receiving your application if you decide that the post is right for you and that you can make a difference.

Mr Huw Jones-Williams (Headteacher) and Mrs Joyce Slack (Chair of Governors) December 2017



Whitchurch High (Foundation) School - Context



Whitchurch High (Foundation) School is a popular co-educational maintained comprehensive school with almost 2,300 students on roll. Our intake is drawn from our seven primary partner schools based in northern Cardiff. These are Birchgrove, Coryton, Gabalfa, Hawthorn, Llanishen Fach, Rhiwbeina and Whitchurch Primary. The school is based on two sites in the suburb of Whitchurch. Years 7, 8 and 9 are based on the lower school site off Manor Way, with Years 10, 11, 12 and 13 students on the upper school site in the Village.

As a Foundation School granted in September 2011, the governors assume and discharge three enhanced responsibilities with the land and buildings secured in trust, being the direct employers of all staff and are the designated admissions authority for all students. The school receives the same level of formula funding as locally maintained secondary community schools. There are one hundred and thirty full time teaching and the equivalent number of non-teaching staff.

As the Admissions Authority, the governors directly manage all mainstream admissions, so parents and carers must directly apply to Whitchurch High School to secure a child's place. All applications for mainstream admissions must be completed using the Whitchurch High School (Foundation) School Form. For Year 7 entry in September 2018 the school is taking part in the City wide co-ordinated admissions pilot which allows on-line applications to be made.

We are an inclusive school and have the largest SEN Specialist Resource Base (SRB) in Cardiff located on both sites which admits up to seventy pupils from throughout the city. The LA separately administers all admissions for the SRB in partnership with the school. **We are a forward looking innovative school** in which well proven, traditional values are allied to the best of modern teaching methods, including the extensive use of ICT. We aim to provide the very best learning environment and opportunities, inside and outside of the classroom, and are grateful to all those businesses who link with us to allow each individual student to thrive and succeed.

Our sixth form is one of the largest school sixth forms in the UK with nearly 400 students studying a range of courses and outcomes showing very high value added. Our students regularly go on to secure places at first class universities, including Oxbridge and Russell Group. **We are able to offer wide range of courses** for students of all levels of abilities, including the More Able and Talented and those with Special Educational Needs. Excellent examination results ensure that a very high proportion of our students move on to University. All students from Year 10 onwards follow the Welsh Baccalaureate (Skills Challenge) as part of the school's commitment to the Welsh Government's flagship qualification. This reinforces the school's mission statement of "Learning for Life in a successful, inclusive and caring community."

Staff are dedicated to helping each child achieve his or her potential and to this end we work closely in partnership with parents. The needs of each individual student are reviewed at regular intervals throughout their time with us. One of our fundamental aims is to develop responsible students who possess the qualities and skills which equip them for further study or employment. We celebrate personal successes at every opportunity.

We value our Welsh heritage and that our school is located in the Capital City of Wales. We wish our students to become global citizens and active participants in the worldwide community and provide many formal and informal opportunities to be so. We need to ever strengthen our global links to learn from and celebrate with each other, wherever we live. **We enjoy strong international relationships** such as with our friends from Norway where every year we welcome exchange students who spend the year with us. In recent years, we have widened our circle beyond our European connections and linked with Macassar High School in Cape Town, South Africa and their wider community. The school was honoured to have been recognised as a flagship link school for the 2012 London Olympics and being one of the few schools invited to participate in the 2014 NATO Summit.

Individuals are encouraged to think about their role in society and to consider the needs of others. Charity work and community involvement therefore feature strongly, motivating our students to become responsible citizens of the twenty first century. We have a strong effective student council, which is fully involved in the running of the school.

We are very proud of Whitchurch High School's outstanding reputation.

WHS Summary Exams Results

A level	2017	2016	2015	2014	2013	2012	2011		2017		2016	2015	2014	2013	2012	2011
A*	8.1%	10.1%	9.5%	9.5%	8.0%	7.5%	10.6%	A	19.5%		18.0%	26.2%	27.7%	26.0%	17.5%	16.5%
A	18.5%	21.1%	23.1%	22.6%	19.0%	20.9%	16.3%									
A*A	26.6%	31.2%	32.6%	32.1%	27.0%	28.4%	26.9%									
B	22.5%	28.5%	28.5%	28.2%	27.0%	25.5%	27.3%	B	22.4%		19.5%	24.8%	25.1%	21.0%	19.7%	20.5%
C	22.4%	22.1%	22.7%	23.6%	23.0%	24.3%	21.5%	C	19.9%		21.3%	20.8%	21.1%	21.0%	20.7%	19.8%
A*B	52.1%	59.7%	61.1%	60.3%	54.0%	54.0%	54.2%	AB	41.9%		37.5%	51.0%	52.8%	47.0%	37.2%	37.0%
A*C	74.5%	81.6%	83.8%	83.9%	77.0%	78.2%	75.7%	AC	61.8%		58.8%	71.7%	73.9%	68.0%	58.0%	56.8%
+ A*E	98.9%	98.8%	99.5%	98.5%	97.6%	98.9%	97.2%	AE	91.6%		87.9%	93.7%	94.8%	92.0%	91.0%	88.1%
WBQ - WBQ/Skills challenge	97.4%/100%	98.6%	99.5%	88.0%	87.0%	86.0%	76.0%									
GCSE - ALL	2017	2016	2015	2014	2013	2012	2011	THESE FIGURES ARE FOR ALL STUDENTS								
+ Core Subject Indicator	69.3%	68.9%	72.3%	57.3%	57.3%	56.9%	54.4%	CAVEAT: Significant specification and KPI changes for 2017								
+ 5A*C including E and M	69.3%	69.1%	72.9%	59.6%	59.6%	56.3%	55.0%	do not allow for direct comparisons with previous years prior to 2017								
+ 5A*C	81.6%	81.9%	85.4%	67.3%	66.2%	72.1%	69.1%	2017 GCSE ALL ENTRIES 339 students - 342 students placed								
+ 5A*G	97.8%	95.4%	95.1%	94.7%	93.6%	91.3%	92.1%	(370 in 2016 - 350 in 2015 - 343 in 2014 - 363 in 2013)								
5A*A (New 2014)	29.5%	20.3%	25.4%	22.6%	-	-	-	(370 in 2016 - 350 in 2015 - 343 in 2014 - 363 in 2013)								
+ Average Capped Points	383 pts	349.0 pts	358.1 pts	337.6 pts	329.0 pts	328.9 pts	319.4 pts	These figures are not disaggregated for SRB students								
No qualification	0.0%	0.0%	0.6% (2)	1.5% (5)	1.0% (4)	0.6% (2)	2.0% (7)									
Entered for 1 qualification	99.1%	100.0%	96.9%	99.1%	96.5%	97.0%	96.1%	+ These figures are referenced to 'My Local School Website'								
GCSE - MAINSTREAM	2017	2016	2015	2014	2013	2012	2011	THESE FIGURES ARE FOR MAINSTREAM ONLY								
5A*C	82.3%	83.9%	86.5%	67.2%	68.9%	72.2%	71.7%	CAVEAT: Significant specification and KPI changes for 2017								
Level 2 EM 5A*C	69.6%	71.1%	74.4%	60.8%	61.3%	57.9%	56.9%	do not allow for direct comparisons with previous years prior to 2017								
5A*G	98.6%	98.1%	97.1%	96.4%	96.0%	94.7%	94.2%	GCSE MAINSTREAM 336 (339 PLASC) students in 2017 excluding 3 SRB students								
No qualification	2.4%	0.0%	0.3% (1)	1.5% (5)	1.0% (4)	0.6% (2)	2.0% (7)	360 mainstream students in 2016 excluding 10 SRB students								
Entered for 1 qualification	100.0%	100.0%	99.7%	99.1%	98.9%	99.4%	98.0%	360 mainstream students in 2016 excluding 10 SRB students								
English Language	77.6%	72.8%	73.2%	66.9%	64.8%	68.5%	66.6%	340 mainstream students in 2015 excluding 10 SRB students								
English Literature		73.9%	78.2%	60.8%	66.0%	70.2%	69.1%	332 mainstream students in 2014 excluding 11 SRB students								
Maths		76.5%	80.0%	69.6%	69.1%	67.2%	64.5%	354 mainstream students in 2013 excluding 9 SRB students								
Science	96.8%	94.4%	93.2%	74.7%	70.5%	75.0%	75.3%									
WBQ - WBQ/Skills challenge	63.2%/81.0%	70.0%	74.0%	64.0%	44.0%	65.0%	Started	Note the specification for WBQ significantly changed in 2017								
Attendance and Exclusions	2017	2016	2015	2014	2013	2012	2011	All results are provisional until verification - UPDATED V4 - 040917								
+ Attendance	95.3%	95.1%	94.9%	94.6%	93.3%	92.2%	91.4%									
Permanent Exclusions	0	0	0	0	0	2	2	For Verified Results see WELSH GOVERNMENT WEBSITE								
Fixed Term Exclusions	72	36	42	43	116	206	131	Published January 2018 onwards www.mylocalschool.wales.gov.uk								



Whitchurch High School - School Improvement Plan 2017 to 2020 (overview)



<u>Values:</u> We aim to be a school that...	Fosters a love of learning, hard work and resilience.	Develops high quality skills, leading to all students achieving their best.	Is inclusive, caring and collaborative, developing personal wellbeing.	Values respect for others and the community.	
<u>Outcomes:</u> We want our students to...	Develop a love of learning and the confidence to think independently.	Achieve their academic and personal potential. The skills to succeed in life.	Have a sense of belonging, develop strong friendships and happy memories and to grow in all aspects of their character.	Become community focused citizens.	
<u>Priorities</u> 3 year priorities	Ensure effective and consistently delivered learning and teaching experiences to secure strong progress for all students in developing skills and achieving strong outcomes.		Nurture and celebrate care, respect, belief, resilience and independence.		
	Develop effective and efficient assessment that supports students’ progress in developing skills and achieving strong outcomes.		Develop strong communication, partnership and consultation with and between staff, students and parents.		
	Develop strong behaviour for learning to enable all students to make strong progress in developing skills and achieving strong outcomes.				
3 year priorities	Effective and consistently delivered learning and teaching experiences.	Effective and efficient assessment.	Care, respect, belief, resilience and independence.	Strong behaviour for learning.	Communication, partnership and consultation.
Links to Estyn Recommendations (R1-R4) and to Priorities for 2016/2017 (P1-P5)	(R1/P1) Raising standards at key stages 3, 4 and 5, including for specific groups of learners.				
	(R2/P2) Developing the quality of learning and teaching, and assessment.				
	(R3/P3) Strengthening self-evaluation and quality assurance activities to improve standards.				
	(R4/P4) Ensuring that the Welsh language has a higher profile allowing students to have greater opportunities to develop their skills.				
			(P5) Strengthening communications with all stakeholders, particularly with parents.		