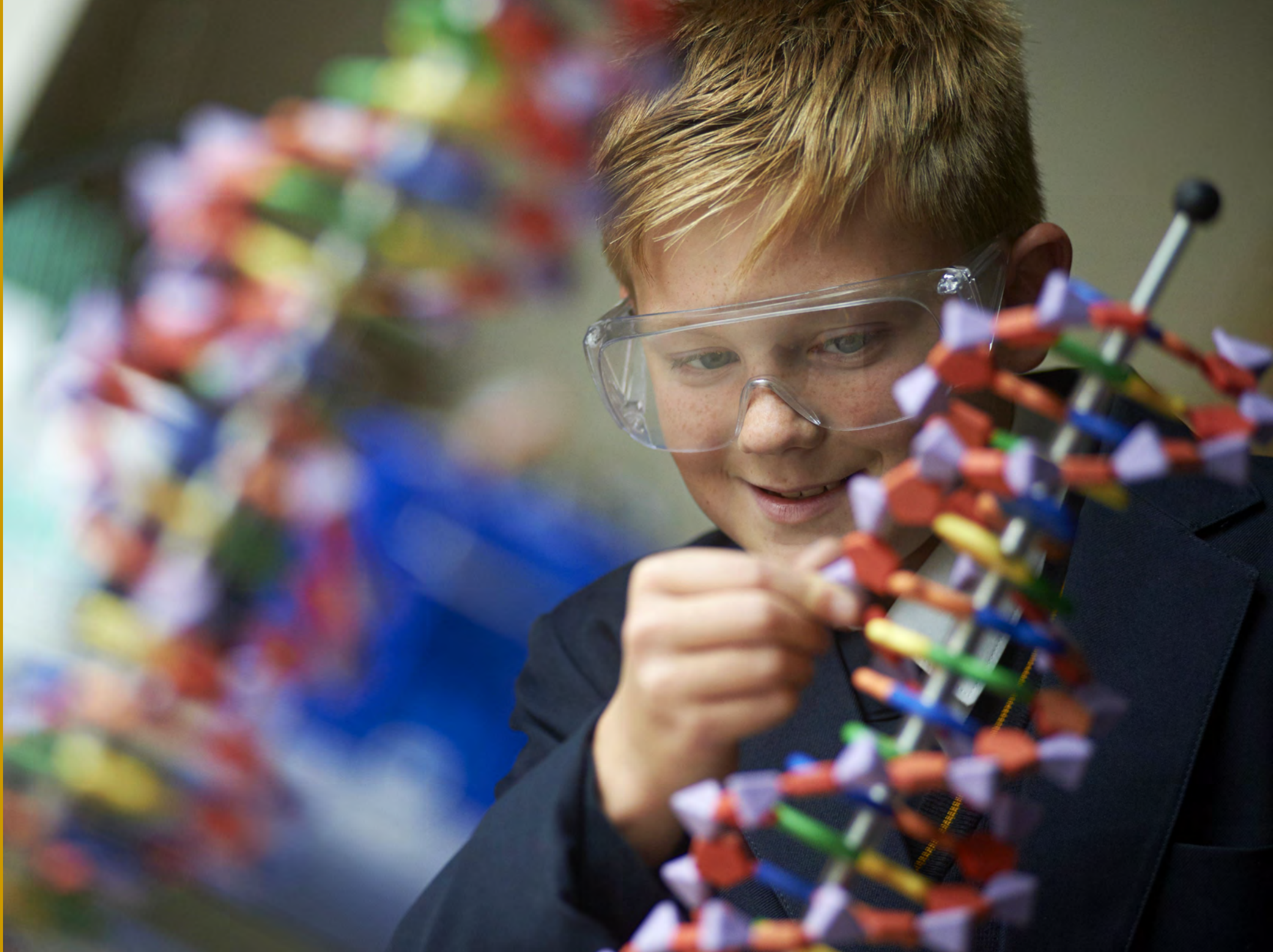




Information for candidates
applying for the role of
Headteacher

Holmer Green Senior School

Achievement and opportunity for all



About us

Holmer Green Senior School is a very successful, oversubscribed 11-19 academy with over 850 students on roll, including **the Sixth Form**. **We are on an exciting journey to becoming an Ofsted, "outstanding school"**. Our well-behaved and motivated students, our high quality dedicated staff, our committed Governing Body and supportive parents all share a strong desire to achieve this goal.

We are looking for a dynamic leader to take the School into the next phase of its' exciting future. Our current Headteacher, Michael Jones, has led the School for 8 years and is moving on to a second Headship in Hertfordshire. Building upon the many successes the School has achieved under Michael, the new Headteacher will lead us in further developing our vision. The School is outward facing, willing to embrace new ideas and challenges and is open to partnerships with other educational/non educational bodies. We have an absolute commitment to enable all of our students to achieve their full potential.

Applications are welcome from candidates who feel they have the qualities, experience and, most importantly, passion to embark on this exciting project with us.

What can we offer the successful candidate?

- A totally committed work force determined to offer every opportunity for all students to achieve their very best
- A student body with commendable attitude and perseverance who take responsibility for their own learning
- Extremely positive relationships between staff, parents and students
- The opportunity to lead the School forward to Outstanding and to develop an exciting expansion plan to include new sports facilities
- A strong, dedicated and adaptable Senior Leadership Team which enjoys rising to challenges
- A supportive and active Governing Body comprising of parents, local community members and staff
- Appropriate developmental support and a personal mentor
- A commitment to continued professional development
- Competitive salary



Curriculum and Learning

Our Year 7 students come into School after a thorough transition process. They study a broad range of subjects before selecting their GCSE options for Year 9.

We have a strong SEND Department with an ARP for Speech and Language which will expand to include ASD in September 2018.

2017 saw our best ever results in both KS4 and KS5. A Level results were 10% higher than the National Average A*-C and in the top 10% for value added. Students in our Sixth Form have the opportunity to study a wide range of subjects in partnership with Sir William Ramsay School.

In October 2017 the School was awarded Platinum Artsmark for bringing learning to life through arts and culture.

Extra-curricular learning includes:

- Academic and non-academic after school clubs (including a wide variety of very successful sports clubs)
- Strong Music and Performing Arts activities
- Residential trips both in the UK and abroad
- World Challenge for Sixth Form students
- Duke of Edinburgh Awards (Bronze, Silver and Gold)

School and Community Life

We work hard to ensure that our students and their parents feel fully included in the School community.

Students are able to express their views through the Student Voice and Year 10 and Year 11 students have the opportunity to become Prefects. Our Anti-Bullying Committee is student led.

Regular Parent Partnership meetings give all parents the opportunity to raise questions and have discussions with the Senior Leadership Team. We have an energetic Parents Association, which supports the School and raises funds to enhance our provision.

We work with the local Youth Club and the British Legion on specific projects. Our liaison with local primary schools is well known in the community, particularly our support with the School Sports Partnership.

Governance and Leadership

A robust and resilient Senior Leadership Team supports the Headteacher with the Deputy Headteacher and Assistant Headteachers taking responsibility for specific areas of the School. The School Business Manager assists and advises the Headteacher on financial and business matters (including building projects such as the state of the art DT Department and Sixth Form Suite).

The Governing Body of 16 committed members is knowledgeable and very focussed on the School vision and ethos.

The Role

We appreciate that “role descriptions” can be very long (especially for Headteachers!) but have outlined below the main areas of focus for the Headteacher at HGSS.

The key responsibilities of the role are:

Strategic Leadership and Vision:

- Work with the Governing Body and other key stakeholders to ensure the School vision is clearly articulated and implemented
- Translate the vision into clear objectives and operational plans which will promote and sustain the School as a leading educational institution
- Provide strong strategic leadership to the Senior Leadership Team and all other staff
- Develop policies to ensure that the teaching and non-teaching staff of the School benefit from continuous professional development
- Communicate the HGSS vision and objectives to the wider community, including parents and their children
- **Foster an environment in which all students are motivated to work to achieve the School’s vision for their academic and personal development**

Operational School Management:

- **Work closely with the School Business Manager to manage the School’s budget prudently and effectively**
- Prepare and submit an annual budget for agreement by the Board of Governors, including a statement of the key targets and priorities for the development and maintenance of the School in the ensuing year
- Recruit, retain and develop teaching and non-teaching staff, providing full professional development opportunities as well as full feedback from peers, including students
- Maintain and develop an appropriate management structure and lead and develop the Senior Leadership Team
- **Manage the School environment efficiently and explore new opportunities to develop the School’s facilities so that they meet the requirements of a growing body of students**

Educational Culture:

- Ensure a consistent and continuous school-**wide focus on the highest standards of students' performance**
- Promote a culture in which very demanding educational and personal development objectives are encouraged and accepted by everyone
- Promote and develop a culture of enquiry and curiosity that helps students with very different personality traits and talents pursue their interests in a co-operative, supportive environment
- Encourage and promote teaching of the highest standards, built around a unified vision and team spirit among all staff of the School
- Implement strategies that secure high standards of behaviour and attendance
- Actively develop partnerships with other schools to share resources and thereby help provide additional opportunities to **the School's (and other schools') students**
- **Communicate the School's vision widely and effectively, building strong links with the local community**
- Engage with parents to support the development of the School and ensure their views and priorities adequately reflect **the School's strategic plan and policies**
- Provide a range of community-based learning projects
- Collaborate with other agencies in providing for the academic, moral, social, emotional and cultural well-being of students and their families
- Remain available for regular meetings with parents and members of the local community

Relationship with Board of Governors:

- Maintain a good working relationship with the Board of Governors of the School, including the provision of regular reports on key issues
- Advise and assist the governors in the fulfilment of their responsibilities
- Attend and participate in the meetings of the board and all relevant sub-committees of which the Headteacher is a member
- Participate in the annual performance review, led by the Chair of Governors
- Remain available for regular meetings with members of the Board



The Person:

Knowledge and qualifications:

- Graduate with Qualified Teacher Status who has worked extensively with secondary age students
- Has achieved or is working towards NPQH (Desirable)
- Has undertaken professional development
- Up to date knowledge of what research and inspection findings tell us about effective leadership, teaching and learning in secondary education
- Knowledge and understanding of the principles and implications of current education practice, legislation and initiatives

Experience:

- Experience of senior leadership and management. An excellent teacher in at least one key stage of the secondary age range
- A proven track record of securing improvement in the quality of teaching and learning
- Experience of using all relevant data to drive improvement
- Has worked successfully with governors and parents to raise achievement
- Has experience of working effectively with students with a wide ability range including gifted and talented and SEND children

Skills:

- Excellent management, motivational and communication skills that inspire others
- Ability to secure effective leadership at all levels and to lead on staff development and performance management
- A highly effective teacher whose practice inspires and develops others
- Able to establish excellent working relationships with all members of the School and wider community
- Ability to devise and implement high quality improvement plans. Ability to effectively manage budgets, facilities and resources

Personal characteristics:

- Conviction that all pupils can succeed and a commitment to securing the highest achievement for all
- The personality to engage and enthuse staff, pupils and parents
- Be flexible and approachable, remain resilient under pressure and show a positive and energetic attitude to work
- Be personally committed to the development and welfare of every member of staff and to the safety and safeguarding of students
- Warm and caring but also able to deal with difficult situations in a firm, fair and decisive manner
- A good sense of humour and proportion



The Application Process:

Interested candidates are invited to contact the School's advisor, Mr Stephen Nokes for a confidential discussion. This can be arranged by emailing stevenokes@mac.com or by calling 07500 869636

All prospective candidates are encouraged to visit the School. Please contact Liz Plascott to book an appointment between 8 January and 29 January 2018

To apply, please complete the HGSS Application Form

Completed application forms and a covering letter should be emailed for the attention of the Chair of Governors to plascottl@holmer.org.uk by 4pm on Tuesday 30 January 2018

All applications will be acknowledged by email. If you have not received an acknowledgement that your application has been received with two working days of sending it, please contact Liz Plascott at School on 01494 719907

Candidates who are invited for interview will be informed on 2 February 2018

Interviews will take place on Tuesday 6 February and Wednesday 7 February 2018

The start date for the appointment will be 1 September 2018

The Governing Body and the School are committed to safeguarding and promoting the welfare of children and young people. The Headteacher must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced DBS check



Holmer Green Senior School, Parish Piece, Holmer Green, High Wycombe, Bucks HP15 6SP

Tel: 01494 712219

www.hgss.co.uk





Holmer Green Senior School

Achievement and opportunity for all