



The John of Gaunt School Trowbridge A Community Academy

APPLICATION PACK



'Creating an irresistible climate for achievement'



The John of Gaunt School Trowbridge A Community Academy

Leadership range – points

L33-L39 (£86,435 - £100,072)

Headteacher

Full time, permanent contract from September 2018

Relocation package available

Our school is a fully comprehensive single Academy for students from the ages of 11 – 18, with approximately 1110 students on roll. We are a school for our community and strongly believe in collaboration.

We deliver our vision within an inclusive ethos that meets the needs of every individual and values their contribution. It is essential that you share our values of: Respect, Enjoyment, Responsibility, Resilience and Inclusion.

We are looking for an inspirational and exceptional leader, who has the ambition and resilience to build on the positive work done in our school and take us to the next phase of academic success. You will be responsible for providing outstanding leadership and management of the school, ensuring the safety of all students and staff, whilst conducting the affairs of the school to the benefit of the whole community.

Working with our Board of Governors you will shape and deliver our vision and objectives of the school and develop and implement our strategic plan in order to provide rapid school improvement.

You should have a deep understanding of teaching and learning and a proven track record of leading successful change at whole school level. Outstanding interpersonal skills are key in this role in order to inspire and motivate all stakeholders and you must be committed to developing our school in partnership with our local community.

In return, we can offer:

- A dedicated, talented staff team, who are committed to the ongoing development of the school.
- Students who love their school and want to succeed.
- A committed Board of Governors who will support and challenge you in equal measure.

Whether you are a current Headteacher seeking a new challenge, or an outstanding senior leader looking to further your career, we would love to hear from you.

For more information about our school please visit our website at www.johnofgauntschool.org. We welcome informal visits to the school, please contact Sandra Nichols On 01225 711156 or email snichols@jogschool.org if you would like to arrange this. Please note that due to the school holidays it will not be possible to arrange visits before 20th February.

The closing date for applications is 10.00am on Monday 5th March. Unfortunately we are unable to respond to all applications received, therefore if you have not heard from us by 12th March you should assume your application has been unsuccessful.

Interviews will take place on Monday 19th and Tuesday 20th March 2018.

The John of Gaunt School Trowbridge

A Community Academy

Vision Statement

'Creating an irresistible climate for achievement'

- We challenge, support and encourage every student to **achieve their potential**.
- We believe **effort** and **dedication** lead to success and we **raise aspirations**.
- We **personalise** our **provision** to meet the needs of individuals.
- We enable our students to flourish as **confident learners and leaders** of our community.
- We create a culture where all stakeholders **feel valued, supported and proud**.
- We **work collaboratively** to improve outcomes for our students and support other schools to improve.





The John of Gaunt School Trowbridge A Community Academy

Thank you for your interest in the position of Headteacher at The John of Gaunt School.

How can we convince you to apply for this role?

You will be greeted with a lovely ethos and a welcoming community of students ranging throughout eleven to eighteen; students and staff work towards a better atmosphere across the whole school and the vast majority of students would say they enjoy school life.

This position will both test your leadership and communication skills within the school. However, you will not be alone in this challenging role, as you will be supported by an amazing team of staff, an inspiring board of governors, and the ever-supportive and influential student leadership team.

Each day will be different from the last, with new challenges to face. Yet, your team will guide you to make the right decisions for our school.

Thank you for putting in the time to apply for this exciting role at our school!

We look forward to hearing from you soon.

On behalf of

The Student Leadership Team



Headteacher

Full-Time, Permanent Contract

Thank you for your interest in the post of Headteacher at our school.

The relocation of our current Headteacher has created an opportunity for an individual who will successfully continue to lead an inspiring and creative team at The John of Gaunt School.

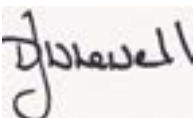
As the governing body, we are seeking a Headteacher who can build on our school's many successes and achievements and work effectively with staff, governors, students and parents to provide a clear vision for the way forward and to further improvement. The successful candidate will have a passion for developing learning in a safe, positive and creative environment whilst also having a commitment to maintaining the highest standards of teaching and learning. We strongly believe that an effective leader is one who values positive relationships, teamwork and partnership. Our Headteacher will have a sincere interest in developing the full potential of each student and a real belief in collaborative leadership.

We have a dedicated and talented staff team which has real ambition for our students, our school and for its own professional development. Our governing body is ambitious, supportive and open to new ideas and approaches. We are pleased that the school has a sound financial footing, though careful budget planning is essential to maintain appropriate resource into the future.

We are confident that whoever is successful in getting this role will find the time they spend at our school rewarding with a high level of job satisfaction.

You'll find more information about our school in the pages that follow. If you are excited by the idea of leading collaborative working in a school with supportive senior leaders, great teachers and support staff, students who love to learn and challenge, and forward-thinking governors, please apply to join us.

As an initial step, we would be delighted for you to experience The John of Gaunt School first hand and we warmly welcome all visits to our school. Please contact Sandra Nichols on 01225 711156 or email snichols@jogschool.org if you would like to arrange this.



David Whewell

On behalf of the Board of Governors



The John of Gaunt School Trowbridge A Community Academy

Dear applicant

I have had the privilege of working at The John of Gaunt School since 2007, the last 4 years as headteacher. I have decided the time is now right for a new professional challenge and will be relocating to live closer to family. I hope the information provided, and the further research you have undoubtedly completed, entices you to apply. Our students deserve the very best!

The successful candidate will join a school community with a strong sense of inclusion, an absolute commitment to the young people of Trowbridge and a desire for continual improvement. The staff team are highly skilled, and you will be supported by a strong team of middle and senior leaders. Governors are both knowledgeable and passionate about the school; you can expect an effective balance of support, challenge and autonomy.

I understand the time and energy that it takes to invest in a headteacher application. If you would like a discussion prior to submitting your application then please do get in touch. This is a thoroughly rewarding role, and I will always look back at my time here with fond memories.

Good luck.

Mike Gunston

Headteacher





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The John of Gaunt School Trowbridge A Community Academy

Headteacher

Job Description

Full-Time, Permanent Contract

Leadership Scale points 33-39

Purpose

To provide outstanding leadership and management of the school and staff ensuring the safety of all students and conducting the affairs of the school to the benefit of the entire community.

Accountable to: Chair of Governors

Experience

- Lead the school in partnership with the Board of Governors.
- Define and deliver the vision and objectives of the school as agreed with the Board of Governors.
- Develop and implementing a strategic plan that provides rapid school improvement.
- Combine the outcomes of regular school self-review with external evaluations in order to continually develop the school.
- Ensure the school embraces its' commitment to being inclusive to all students, families and the wider community.
- Develop and maintain the values of the school community.
- Contribute professionally to the broader learning community.

Education Leadership

- Ensure the welfare and safety of all students at all times, including their safeguarding.
- Develop strong and effective partnerships with parents and carers of students
- Ensure excellent academic outcomes for all key stages.
- Oversee continuing development of an enriching curriculum and ensure that outstanding teaching and learning opportunities are developed for all students.
- Lead on the development of innovative approaches to school improvement that challenge thinking and create an aspirational culture of learning across the school.
- Ensure an effective system for managing behaviour is used consistently; and develop a culture of respect and outstanding behaviour is firmly embedded within the school.
- Ensure a rigorous system of monitoring and evaluation is in place across the school. Access, analyse and interpret achievement data and other information and use it effectively to promote the best possible outcomes for students.
- Ensuring high standards are maintained across the school.
- Responsible for ensuring own knowledge of the development of secondary education and best practice is maintained at all times.

People Leadership and Management

- Ensure the welfare and safety of all students at all times, including their safeguarding.
- Develop strong and effective partnerships with parents and carers of students
- Lead on all staff issues, including the appointment and development of staff.
- Engage with and ensure a culture of working together to achieve high standards throughout the school.
- Promote well-being, manage performance and ensure that staff receive appropriate support and feel valued in order to achieve excellence.
- Hold all staff to account for their professional conduct and performance.
- Lead on reflective practice and inspirational professional development that enables all staff to flourish.
- Promote equality, fairness and respect within the school and wider community.

Financial and Business Management

- Work closely with the Finance and Business Manager to ensure budgets are set appropriately and managed within agreed guidelines. Ensure effective use of available resources and use best practice in financial matters at all times.
- Oversee the monitoring and expenditure of whole school budget.
- Lead strategically in planning and utilisation of all resources, including site and facilities in order to achieve best outcomes for the school and community.
- Evaluate the impact of funding to support progress and achievement of all students and in particular priority groups.
- Ensure that health and safety and safeguarding policies are fully implemented and managed effectively.

Links with wider community

- Develop a thriving sense of school community and create proactive and effective links with the wider community.
- Develop strong and effective partnerships with local primary and secondary schools, colleges and universities.
- Build and enable effective networks which engage the local and wider community to become involved in the life of the school.

Additional details

This job description is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be required by the governing body to meet the needs and priorities of the school.

There is an expectation that the Headteacher will work towards and aspire to achieve the Department for Education's National Standards of Excellence for Headteachers.

February 2018





The John of Gaunt School Trowbridge A Community Academy

Headteacher

Person Specification

Education and Training

- Educational and professional qualifications appropriate for the role of Headteacher which would normally include a degree from a recognised University and DfES recognised Qualified Teacher Status.
- Evidence of professional development across your career to date.

Experience

- Significant experience in a senior leadership role in a comparable organisation.
- A proven track record of securing excellence in an educational environment.
- Evidence of developing excellent relationships with students, parents, staff and the local community.
- Experience of working effectively in partnership with the governing body.
- A proven track record of leading and managing student behaviour.
- Experience in leading and developing colleagues and effective teams.
- Experience of school self-evaluation and school improvement planning.
- A proven track record of raising students' achievements.
- Proven ability to collaborate effectively with other schools and educational settings.

Skills and Knowledge

- An in-depth understanding of school leadership and school improvement needed to achieve outstanding student progress and personal development.
- An understanding of legislative and policy frameworks governing education.
- An understanding of the expectations of all phases of education.
- Strong team-building skills, enabling and developing leadership at all levels.
- Ability to resolve conflict and to deal sensitively with all stakeholders.
- Ability to understand and interpret a variety of numerical information relating to both financial and student achievement data.
- 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

Personal Qualities

- Ability to articulate and develop a big vision for the school and communicate this in a compelling and engaging way.
- Enthusiasm for and commitment to the achievement of the school's overall vision for success at all levels.
- Belief in and commitment to equality of opportunity for all students and staff.
- High level of 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, with governors and the wider community.
- Demonstrable personal integrity, with the ability to inspire and motivate others.
- Ability to maintain a work-life balance and recognise the need for this in others.
- An adaptable leadership style which encourages leadership from others and celebrates success.
- Openness, energy and enthusiasm.

'Creating an irresistible climate for achievement'



At The John of Gaunt School

We are committed to safeguarding and promoting the welfare of students and expect all staff to share this commitment. A copy of the school's Safeguarding Children in Our School Policy and our Policy and Code of Conduct for Safe Practice are included in this pack for your reference. Further related policies will be included in the induction process. The interview will seek clarification on information you provide on your application form, assess your suitability for the post and assess your suitability to work in an environment where you will have contact with students. It will include questions relating to safeguarding and promoting the welfare of children.

If you are shortlisted references will be sought from your current or most recent employer and any issues arising from a reference will be discussed at interview. If you have worked with children in the past, but do not do so at the moment, a reference will be sought from this employer as well. If you have been self-employed, please provide statements or evidence from your clients/accountant or solicitor. References will be required which cover the past 5 years.

The application form asks you to give the contact details of a 'personal referee'; this should not be a relative or friend. **Please give names and email contacts for all referees. The post will only be offered once two satisfactory references have been received.**

Due to the nature of this post, you will be required to apply for a Disclosure from the DBS (Disclosure and Barring Service) if you are offered the post. Disclosure will contain details of formal cautions, reprimands and final warnings, as well as convictions. The school will apply on your behalf and will pay the necessary fee. Having a criminal conviction will not automatically exclude you from employment, this will depend on the nature of the position and the circumstances and background of the offences committed. However, **an offer of employment will be conditional until DBS and medical clearance have been received.**



The John of Gaunt School Trowbridge A Community Academy

Our Town

The historic woollen town of Trowbridge is the County town of Wiltshire, and situated close to the edge of Salisbury Plain. Trowbridge is a socially diverse and rapidly growing town. With moderately priced housing, the town offers a range of High Street and independent shops, supermarkets, cafés, pubs and restaurants, as well as a weekly street market featuring local stalls and traders. Situated just 25 minutes by road from Bath, with good public transport links nationally, Trowbridge provides a great base from which to explore the region, including the world famous landmarks such as Stonehenge and Avebury as well as numerous National Trust and English Heritage sites.

Our School

The John of Gaunt School is a fully comprehensive single Academy for students from the ages of 11 – 18, with approximately 1110 students on roll. We are a school for our community and strongly believe in collaboration. We actively promote this with our local primary schools through Collaborative Schools Ltd - a social enterprise incorporating all Trowbridge schools; and the West Wiltshire Alliance. Our strong partnerships with local primaries mean that most students join us already knowing the geography of the school, key staff and a number of our older students. As one of 3 secondary schools in Trowbridge, we formally share 6th form provision with a neighbouring school.



Our current Leadership structure

Our Headteacher is supported by the Strategic Leadership Team which comprises:

- 2 Deputy Headteachers, with responsibility for School Improvement and Teaching and Learning / CPD;
- 5 Assistant Headteachers, who are responsible for Safeguarding; 6th Form studies; Raising Achievement; Behaviour / Careers; and Extended writing;
- Finance and Business Manager

Our students

We believe that every student deserves an engaging, inclusive and dynamic curriculum which prepares them for life in the 21st Century. Our curriculum is personalised and aims to meet the needs of all individuals, ensuring students are appropriately challenged.

We believe that high quality teaching is the core purpose of our school. Recruiting, developing and retaining the very best leaders and teachers is of the utmost importance to us. Our staff are hugely talented and dedicated to delivering high quality lessons, within a purposeful learning atmosphere.

We have high expectations and students expect to be challenged. We ensure that learning takes place in a calm and purposeful atmosphere. We know that learning is maximised when students play an active role in lessons and develop the independent skills required to become confident, lifelong learners. As a school we believe that effort leads to success and teachers seek to develop dedication and resilience in all students.

We believe that happy children who feel safe and well supported are more likely to succeed. We pride ourselves on how we know our students as unique individuals and how all are enabled to flourish.





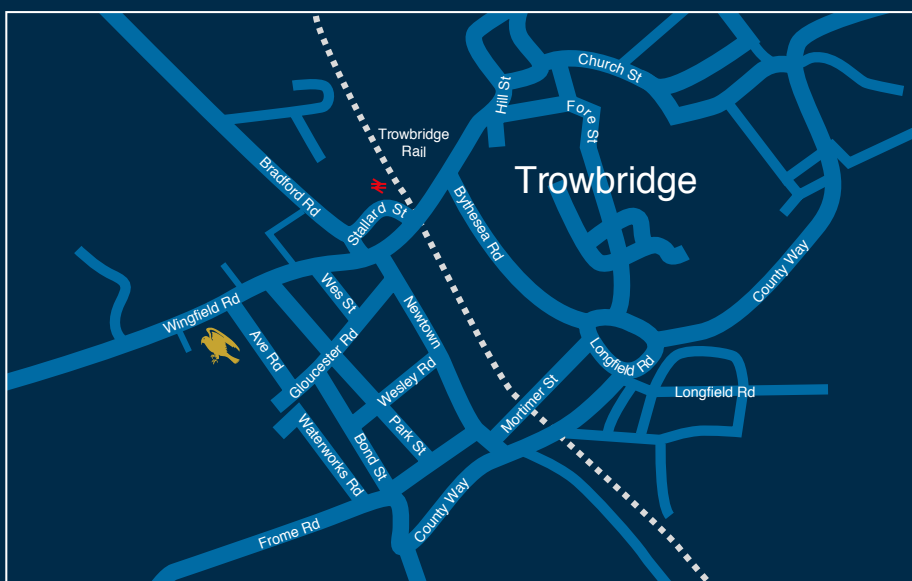
TEACHING CPD MENU 2017- 2018

Initial Teacher Training	NQTS	Early Career	Aspiring Middle Leaders	Middle Leaders	Aspiring Senior Leaders/Senior Leaders	All Teaching Staff
<ul style="list-style-type: none"> PGCE – Bath Spa University North Wiltshire SCITT 	<ul style="list-style-type: none"> JOG NQT training programme West Wilts Alliance (WWA) NQTS: 5 sessions across WWA venues; to include 2 Teachmeets (4-5:30pm) 	<ul style="list-style-type: none"> WWA 'To Be Great' (for teachers in their 2-4th year of teaching): 5 sessions at various WWA venues (4-5:30pm) Personalised coaching: arranged on an individual basis 	<ul style="list-style-type: none"> WWA Aspiring MLs: 5 sessions at Kingdown School (4-5:30pm) NPQML (6 full days of training and project to be completed) Collaborative Schools (CS) subject learning communities (KS2-3 focus) 	<ul style="list-style-type: none"> NPQML: 6 full days of training and project to be completed SLE designation: commitment to lead 3 training sessions across and beyond JOG (through application) WWA subject leader forums CS subject learning communities (KS2-3 focus) PiXL opportunities 	<ul style="list-style-type: none"> WWA Aspiring SLs: 3 sessions at various WWA venues (4-5:30pm) NPQSL/NPQH: 6 full days of training and project to be completed Teaching Leaders: 2 year programme (through application) PiXL opportunities 	<ul style="list-style-type: none"> New staff induction JOG internal CPD (TD Days 1 & 2, bespoke twilight sessions and weekly briefings) Talk 4 Writing training programme: TD Day 3 led by Julia Strong with follow-up CPD/coaching from the JOG T4W Project Team Pivotal Education behaviour training: TD Day 4 Teachmeets: all run 4-6pm WWA Festival of Ideas 1, Wed 22/11/17, St Laurence WWA Festival of Ideas 2, Wed 4/07/18, St Augustine's CS KS2 Event Mon 5/02/18, venue TBC Reading & Research Group: preferred time slot TBC

- 1 Available in Early Literacy, Maths, Science, English, Geography, SEN, History, Music, PE, Computing and Early Years.
- 2 Optional sessions, arranged to accommodate specific interests or needs that arise throughout the year.
- 3 Attendance at one of these is compulsory, but you are welcome to attend all three.



The John of Gaunt School Trowbridge
A Community Academy



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