



HEADTEACHER RECRUITMENT PACK

Caterham Avenue, Clayhall, Ilford, Essex, IG5 0QW

www.ecaterham.net



The Application Process

Please see below the key dates in the application process:

1. Closing Date – 12.00 pm on Friday 27th April.
The completed school application form should be returned by email to Rebecca Bergin, the Clerk to the Governors, at hrteam@ecaterham.net
2. Please ensure that the form addresses all aspects of the person specification.
3. The shortlisting meeting has been provisionally scheduled for Wednesday 2nd May 2018. Successful candidates will receive communication by Thursday 3rd May. If you have not heard by this date, please assume you have not been successful.
4. Further information and details of the interview programme will be sent out immediately following the shortlisting meeting.
5. Successful candidates will be invited to Caterham High School on Wednesday 9th May 2018. A small number of candidates will be selected for final interview on the following day, Thursday 10th May 2018.

This pack includes the following:

1. Letter from the Chair of Governors
2. Details about the school
3. Job Description
4. Person Specification

There is also a wealth of information on the school website at www.ecaterham.net





Headteacher, Caterham High School

April 2018

Dear Applicant

Thank you for your interest in the above post. This vacancy has arisen further to the forthcoming retirement of Dr Alan Atkins after 32 successful years of service.

As you will see from the accompanying details, Caterham High School is a community school with lots of potential, judged Good in all categories by Ofsted. My fellow governors and I are looking to appoint a headteacher with vision, leadership qualities and management skills to take the school forward in the years ahead. The continuing professional development of the appointed candidate will be a high priority for the governors.

Applications will be assessed on professional competence, communication skills, strong leadership, and excellent personal qualities.

Within this pack you will find the application instructions, together with dates for the various stages of the selection programme. Please ensure that you respond as requested as we have designed the process to make our review of all the evidence simple and easily assessable. You will see that we do not ask for your CV but require a completed school application form and a personal statement which should address all aspects of the person specification and set out how you would approach the challenges faced by Caterham High School. This should be no more than two sides of A4.

Candidates who are shortlisted will receive more information to help them prepare for the interview stage.

We hope you will apply and the governors look forward to hearing from you.

With best wishes,
Yours sincerely

Mr John Tyne
Chair of Governors





The School

Caterham High School is a vibrant, inclusive, 6 forms of entry, 11–18 comprehensive community school with approximately 1200 students on roll. Despite being a larger than average sized secondary nationally, locally however, the school remains small in comparison with the expanding secondary schools surrounding it, some of which have increased to 12 forms of entry. The manageable size of the school ensures that every student receives a personalised education and with only 6 forms of entry in each year, we know all the children really well.

The school offers an inclusive curriculum that caters for a comprehensive range of students both in the main school and Sixth Form. We are proud of the fact that our curriculum is both carefully tailored to the needs of our students, and highly and increasingly academic.

The school serves an ethnically diverse community, the majority (just over 50%) of students are from minority ethnic backgrounds. The proportion of students who speak English as an additional language (EAL) is above average, this is representative of the demographics of Redbridge. The school is committed to providing an outstanding, all round education for every child. The school has an Ethnic Minority Achievement department that provides highly specialist teaching. Our EAL students are very successful, achieving high levels in their GCSE's.

The proportion of students for whom the school receives the pupil premium is above national average. The proportion is about a third of students in the school. The school has put into place a number of initiatives and interventions and specialist support to close the gap and ensure all students achieve at Caterham.

The proportion of disabled students and those with special educational needs supported through school action is similar to that in most schools. The proportion is about a tenth of the students in the school. The school has a supportive and committed learning support team. There is a high level of liaison and consultation between the members of the team and the curriculum and pastoral staff. A wide range of outside agencies work closely with the department to provide specialised support to students with more substantial barriers to learning.

The school proudly offers an outstanding provision for students with hearing impairments, **Ofsted 2014: "Hearing impaired students are well taught by teachers of the deaf and effectively supported"**. We employ several specialist Teachers of the Deaf, who are trained in signing and use radio link amplification equipment to support students with their learning. Our experienced Support Assistants provide one-to-one assistance in the classroom and in small groups within acoustically treated rooms to ensure that hearing impaired students have full access to the curriculum and achieve well.





Ofsted

The recent Ofsted report graded the school Good in all the main categories.

Ofsted praised the good leadership, teaching and the strong capacity to improve, so we now set our sights on becoming an outstanding school in the future. Our Ofsted report can be found at <https://reports.ofsted.gov.uk/inspection-reports>.

There were many complimentary comments in their report including:

"The school puts the students at the heart of its inclusive ethos"

"The behaviour of the students is good" and they "feel very safe in school"

"Teaching is good"

"School Leaders and Governors have aspirations of excellence"

The Ofsted team acknowledged that the school is already aware of what it needs to do to maintain this momentum in order to achieve outstanding, to achieve this we aim to:

- Continue to close the gap between disadvantaged and other students and ensure that there are no other significant progress gaps between groups
- Further develop our systems of early intervention to tackle any underperformance at KS3
- Continue to improve literacy standards to ensure all students have access to the curriculum to maximise their potential
- Continue to ensure % of outstanding teachers continues to rise





Our Vision

The School's Vision Statement:

"Getting the best from every student"

Schools Mission Statement

"To discover and nurture the abilities of every child and set the highest expectations in terms of learning and behaviour. To help young people raise their aspirations and achieve their goals"

How is this achieved?

Dynamic Education

Our teaching is innovative and challenging. Students achieve most when they enjoy their learning so we encourage active participation in the classroom. Through high standards of teaching, thorough preparation and extra-curricular revision, our dedicated staff help students to achieve their best in examinations.

Success for Everyone

Caterham High School has a progressive and inclusive curriculum. At Key Stage 3 our students follow the National Curriculum and are taught in mixed ability tutor groups with setting in some subjects. Key stage 4 students follow a core programme but choose an options pathway appropriate to each individual. During the transition from Key Stage 3 to 4 students and families receive comprehensive support in their pathways and careers decisions to ensure students' future success. In the Sixth Form, the A Level pass rate is excellent, with 1 in 5 students receiving an unconditional offer from their University of choice.

Skills for the 21st Century

We focus on developing career and life skills that enable students to make the most of future opportunities. ICT is used effectively to bring the curriculum to life and to stimulate and engage students in their learning. Our students benefit from our exceptionally strong provision in Sport and the Arts which we employ effectively to develop motivation, perseverance and integrity. We offer a wealth of extra-curricular activities that enable students to showcase their talents.

Positive Place to learn

The school is committed to maintain a safe and positive environment that is conducive to learning. We foster an ethos that values respect, tolerance and co-operation – a robust system of rewards and sanctions supports this. Exceptional pastoral care supports our students' personal development, builds their self-esteem and underpins their progress. Year Leaders and Tutors remain with students throughout their school career, get to know them really well and provide a clear point of contact for parents.

Health and Wellbeing

Fitness Suite

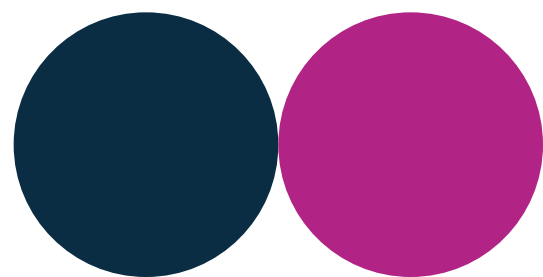
All our staff have free membership to our fitness suite, which is a fully equipped 32-station gym with a wide range of cardio and resistance machines. Our fitness suite staff offer all our staff members a free fitness assessment and body MOT and will design a fitness programme around your individual goals.

Staff activities

There are a number of fun activities that take place after school for those staff that wish to get involved – these include doubles badminton, five a side football and tennis.

Free access to our employee support helpline

All staff and their families have access to our Employee Assistance Programme, which can offer confidential support on a range of issues including legal, financial, medical, consumer and counselling.





How to Apply

Caterham High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All candidates will be subject to an enhanced DBS check and satisfactory references. We are and equal opportunities employer.

Please make sure that all sections of the application form are completed. Any applications received that are incomplete may not be accepted. Additional sheets may be used if there is insufficient space.

Personal Details

Make sure that your name, address and telephone numbers and email are legible.

Present and Past Employment

Starting with the most recent, list all the employers you have worked for and provide details of the job title and the period you worked for them. This information may be used to assess whether you meet the experience requirements for the post. Please list any break in employment, giving reasons.

References

You must give your present or most recent employer as one of your referees. References will be taken up prior to interview so it is important that your current employer is aware of your application.

Education, Qualifications and Training

Please list any training or qualifications that you think are relevant to this post. We are particularly keen to see evidence of your preparation for the role of Headteacher.

Supporting Statement

This is the most important part of your application, as it is here that you have to make a case for your selection. Please tell us how your experience, skills and training enable you to meet each of the essential selection criteria found on the person specification. Make sure your statement is positive and clearly set out. You may wish to use headings to divide the statements you make. You are asked to limit your letter of application to no more than two sides of A4. Your completed application form is the only basis for considering your initial suitability for the post. No assumptions will be made about your experience or skills.

Disclosure of Criminal Record

Caterham High School operates a strict pre-employment vetting process, which includes a Disclosures and Barring Service (DBS) check. Successful applicants seeking to work with children and/or young people are required to undergo an Enhanced DBS (Children and Adults) this will include a check against the barred list.

It is essential that you complete this section accurately as failure to declare previous convictions may prevent your employment if it subsequently becomes apparent that you do, in fact, have a criminal record. Any employment offered will be subject to completion of a DBS check and receipt of a satisfactory Disclosure certificate.

Declaration

Please read the declaration and data protection statement before signing. Owing to Data Protection regulations all applications must be signed and dated by the applicant. Electronic signatures will be accepted.

Equal Opportunities Monitoring Form

Please help us to monitor the effectiveness of our Equal Opportunities Policy by completing this form, which will be treated as confidential and will not form any part of the recruitment process.





Headteacher Person Specification

1) Qualifications / CPD

Honours Degree	Essential
Qualified Teacher Status	Essential
Evidence of (recent) continuous personal/ professional development	Essential
Higher qualification in education and/or management	Desirable
NPQH	Desirable

2) Experience

Working in a comprehensive school in a disadvantaged/ multi-cultural context	Essential
Effective leadership in a number of senior roles in secondary school	Desirable
Building and leading successful teams	Essential
More than one secondary school	Desirable

3) Leadership Qualities (all essential)

Vision and ambition and the ability to think and work strategically

The ability to delegate responsibility with accountability

The ability to produce and implement appropriate improvement plans and policies

The ability to develop effective working relationships and networks with people, schools and other organisations beyond the school

4) Leading Teaching (all essential)

The ability to promote, monitor and evaluate outstanding teaching and learning and the highest levels of achievement

The ability to promote and develop an outstanding curriculum

The ability to lead the successful professional development of teams and staff

5) Management and finance (all essential)

The effective management of people and resources

Financial awareness and the ability to understand, plan and manage the budget

6) Knowledge and understanding (all essential)

Knowledge of the key legal issues relating to the leadership and management of a school

Political insight and knowledge of national trends that could impact upon the school and an understanding of the broader educational landscape

A commitment to and understanding of safeguarding and promoting the welfare of children and young people

7) Communication and working with people (all essential)

Developing and maintaining strong relationships, respect and credibility with the governing body, students, staff, parents, the wider community and other stakeholders

Excellent communication skills

The ability to lead by example and to inspire, challenge and motivate others

The ability to recognise and reward professional excellence and to recognise and deal effectively with poor performance

8) Personal leadership qualities (all essential)

Passionate about excellence in comprehensive education

A commitment to inclusion and success for all

Positive, energetic, resilient, ambition, drive, high expectations

An appreciation of the value of community schools





Headteacher Job Description

Job purpose

To provide professional leadership and management for Caterham High School, promoting a secure foundation from which to achieve high standards in all areas of the school's work.

Principal dimensions

- A Vision and core purpose
- B Meeting our objectives through improving learning and achievement in the classroom
- C Leadership and Management
- D Wider engagement and contribution

The role of the Headteacher of Caterham High School will be to:

A. Vision and core purpose

1. Articulate clear values and moral purpose for the leadership of Caterham High School, focused on providing a first-class education for our students.
2. Communicate compellingly the school's vision and drive the strategic leadership, empowering all students and staff to excel.
3. Model positive relationships and attitudes towards our students, and to engage parents, governors, and members of the local community in the constant improvement of all that we do.
4. Ensure that the education and interests of our students are at the centre of everything we do at Caterham High School.

B. Meeting our objectives through improving learning and achievement in the classroom

5. Lead the improvement and development of Caterham High School based on evidence and knowledge about effective practice, and to promote a strong culture of continuous professional development for our staff.
6. Demonstrate political astuteness in promoting the interests of our school in the context of our core objectives, translating opportunities arising from local and national policy into the school's context.
7. Demand ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on students' outcomes.
9. Maintain and secure outstanding teaching for all students through an understanding of the features of successful classroom practice and curriculum design.

C. Leadership and management.

10. Promote the sharing of best practice between teachers and a culture where less good practice is challenged and improved.
11. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge and to support each other.
12. Identify emerging talents at all levels in Caterham High School, coaching current and aspiring leaders in a climate where excellence is the standard, leading to good succession planning.
13. Hold all staff to account for their professional conduct and practice.
14. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity, and probity.
15. Provide a safe, calm, and well-ordered environment for all students and staff, with a strong focus on safeguarding and the development of exemplary behaviour in school and in the wider society.
16. Establish, implement, and maintain rigorous and transparent systems for managing the performance of all staff, addressing under-performance, supporting staff to improve and valuing excellent practice.
17. Welcome strong governance and actively support the governing body to deliver its functions ever more effectively – its functions to set school strategy and hold the headteacher to account for student, staff, and financial performance.
18. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of achievement and the school's sustainability.
19. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

D. Wider engagement and contribution.

20. Develop the capacity of Caterham High School to work with other schools and improve the quality of education at system level.
21. Develop effective relationships with other services to improve academic and social outcomes for all students.
22. Harness the findings of well evidenced research to help contribute to the self-improving and school led system.
23. Make Caterham High School a centre of good practice in initial and continuing teacher education.
24. Inspire and influence others - within and beyond the school - to believe in the fundamental importance of education in young people's lives and to promote the value of education.



Caterham High School

020 8551 4321
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