



## Head Teacher, September 2018

Application Pack



"The school's values are evident in the highly positive relationships between staff, students, parents and governors. Students behave well and are keen to learn"  
OFSTED, 2015

Mary Webb School Governing Body, April 2018



Mary Webb School & Science College, Pontesbury, Shrewsbury, Shropshire SY5 0TG

Head Teacher: Mr A J Smith BSc (Econ) MSc

TEL: 01743 792100

FAX: 01743 792110

Email: [admin@marywebbschool.com](mailto:admin@marywebbschool.com)

April 2018

Post: Head Teacher

Leadership Group 5, L18 - L31 (£59,857 - £81,478)

School: Mary Webb School and Science College

Address: Pontesbury  
Shrewsbury  
SY5 0TG

Telephone: 01743 792100

Fax: 01743 792101

Email: [admin@marywebbschool.com](mailto:admin@marywebbschool.com)

The Governing Body of Mary Webb School invites applications for the above post from candidates who meet the criteria outlined on the following pages:

Information is also given with this pack about:

- the school
- the post
- secondary education in Shropshire

Further information is available by contacting:

- Chris Mathews, Commissioner for Education Improvement and Efficiency, Learning and Skills, Children's Services, Shirehall, Shrewsbury, SY2 6ND
- Telephone number: 01743 254566

**Visits to the school are strongly encouraged, and can be arranged by contacting Andrew Smith, Head Teacher by telephoning 01743 792100, or by email to [nmurray@marywebbschool.com](mailto:nmurray@marywebbschool.com)**



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April 2018

Dear Applicant,

We are very pleased that you are considering applying for the role of Head Teacher at Mary Webb School and Science College. Our current Head Teacher is leaving after 10 successful years in the role, during which time the performance of the school has improved considerably to be one of the very best in Shropshire.

Mary Webb School has many strengths: our well-qualified, committed staff supporting our science college ethos, our friendly, well-behaved and cooperative young people, our excellent facilities and our very strong links to the community including our feeder primary schools. We also have a unit from a leading special school on site with whom we work very closely.

The school is at an exciting phase in its development. Governors have agreed to create a new multi-academy trust with two other local secondary schools, which share similar values. Our new Head Teacher will therefore be involved in progressing this phase of the school's future.

We are seeking a dynamic and experienced leader with a clear vision who will ensure that through "working together we ensure success for all". The successful applicant:

- will lead and inspire staff and students to raise existing high expectations, aspirations and achievement and continue to improve this high-quality, fully inclusive school;
- has a successful record as a teacher, senior leader and who is skilful in managing change;
- will sustain school improvement and ensure outstanding provision and outcomes for all students;
- has excellent communication and interpersonal skills within the school and the wider community;
- will work closely with partner schools to drive school improvement, and further develop leadership.

The successful candidate will find an experienced, supportive and very able Senior Leadership Team and will have the wholehearted encouragement, engagement and involvement of a strong and enthusiastic governing body.

We believe that our website and our latest Ofsted report will give you a feel for life at Mary Webb School and Science College. I encourage you to visit the school if at all possible to learn more about us so feel free to call Andrew Smith, Head Teacher, to arrange a visit.

If you think that Mary Webb School and Science College is the right school for you please complete the application form, and submit it along with a personal statement explaining why you are a strong candidate for this post and want to lead Mary Webb School and Science College. Your supporting statement should be a maximum of 2 sides of A4, 10pt. submitted as a separate word document or PDF. This also applies to online applications.

The closing date for receipt of applications is midnight on Tuesday, 1<sup>st</sup> May 2018.

Previous applicants do not need to reapply.

Thank you for your interest in what is sure to be a very rewarding post; we look forward to receiving your application.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Martyn Cribb', written in a cursive style.

Martyn Cribb  
Chair of Governors



## **Job Description for the post of Head Teacher, Mary Webb School and Science College**

The professional duties of the Head Teacher are contained in the School Teacher's Pay and Conditions Document and candidates should have regard to the National Standards of Excellence for Head Teachers (2015).

### **Core Purpose**

The Head Teacher is responsible for providing vision, leadership and direction for the school and ensuring it is managed and organised to meet its aims and goals. The Head Teacher shall provide professional leadership for the school which will ensure its success, ensuring high quality education to enable students to achieve highly.

### **Key Areas of Responsibility**

#### **1. Strategic Leadership and Development of the School**

- 1.1 to work with the Governing Body to formulate the educational aims, objectives and targets of the school and policies for their implementation;
- 1.2 to take responsibility for Safeguarding and promoting the welfare of children in accordance with statutory guidance;
- 1.3 to ensure and agree the production and implementation of the School Improvement Plan;
- 1.4 to monitor and evaluate the performance of the school and its achievements, responding and reporting to the Governing Body as required;
- 1.5 to motivate staff and students;
- 1.6 to meet statutory requirements for equal opportunities;
- 1.7 to ensure that the management, finances, organisation and administration of the school promotes its vision and aims;
- 1.8 to arrange for a Deputy Head Teacher to assume responsibility for the discharge of the Head Teacher's functions at any time when absent from school;
- 1.9 to take forward the Governing Body's decision to form a Multi-Academy Trust.

## **2. Teaching and Learning**

- 2.1 To provide effective leadership and management to ensure every student receives high quality teaching and learning opportunities.
- 2.2 To lead the development and implementation of a curriculum which:
- follows the curriculum policy of the Governing Body and meets statutory requirements;
  - is relevant to the needs, experience, interests, aptitudes and stages of development of all students, including those with Special Educational needs;
  - encompasses school policies on curriculum, assessment, recording and reporting inform effective teaching and learning;
  - uses information on pupil progress to improve teaching and learning, to inform and motivate students, to inform parents, to provide necessary references for other educational institutions and employers, and to aid the Governing Body in fulfilling their responsibilities for the school;
  - provides continuity of learning and of progression for all pupils;
  - sets challenging targets for the attainment of all students leading to whole school improvement.
- 2.3 To implement strategies for promoting:
- students' self discipline;
  - respect for self, others and authority;
  - good behaviour on and off school premises.
- 2.4 To handle pupil disciplinary cases, in accordance with school policy and the provisions of the current legislation.
- 2.5 To promote a school ethos, which extends opportunities for learning and encourages extra-curricular activities.

## **3. Leading and Managing Staff**

- 3.1 To assist the Governing Body in determining the staffing structure of the school.
- 3.2 To assist the Governing Body and participate in the key task of selecting and appointing teaching and support staff.
- 3.3 To deploy and manage all staff appointed to the school by allocating particular duties, including
- such duties of the Head Teacher as may be properly delegated;
  - to ensure monitoring and management of manageable workloads.
- 3.4 To ensure that effective cover is provided for absent teachers.
- 3.5 To build school-wide leadership capacity at all levels through:
- actively developing strategic governance, staffing structures and roles and responsibilities;

- the promotion and development of good management practice, positive staff participation, effective communication and clear procedures.

3.6 To implement staff development policies in relation to:

- the induction of new and newly qualified teachers and other staff;
- the development of professional knowledge, skills and abilities including those necessary for career development;
- the provision of professional advice, support and training.

3.7 To lead and participate in arrangements for the appraisal of performance of all staff in the school.

#### **4. Efficient and Effective Deployment of Staff and Resources**

4.1 To implement the policies and procedures of the Governing Body concerning the resources and premises management of the school, in accordance with guidance and any legal requirements.

4.2 To allocate, control and account for those financial and material resources of the school which are delegated to the Head Teacher.

4.3 To ensure the security, maintenance and cleanliness of the school and its surroundings in accordance with any Local Education Authority regulations and Governing Body responsibilities under Health and Safety and other relevant legislation.

4.4 To provide an attractive environment which stimulates learning.

4.5 To ensure that the external agencies and services contracted to the school work effectively.

#### **5. Accountability**

5.1 In relation to the Governing Body:

- to advise and assist in the exercising of its functions;
- to attend meetings of the Governing Body (without prejudice to any rights the Head Teacher may have as a member of the Governing Body of the school);
- to report to the Governing Body as required.

5.2 In relation to parents and those with parental responsibility:

- to build an effective partnership between parents and the school;
- to promote understanding of the aims and ethos of the school by providing regular information to parents about:
  - the school curriculum;
  - the progress of their children;
  - other matters relating to teaching methods and organisation;
- to contribute to the provision by the Governing Body of a school prospectus to parents;
- to provide opportunities for dialogue between parents and staff and to encourage their involvement.

5.3 In relation to the community:

- to develop and maintain positive relationships with the community including businesses;
- to promote a positive image of the school;
- to promote community involvement in the wider life of the school.

5.4 In relation to the Local Education Authority

- to ensure that the school meets its obligations to the LA and benefits from the LA offerings.

5.5 In relation to other schools, colleges and educational bodies:

- to promote and arrange for continuity of learning, progression of achievement and curriculum development including effective liaison;
- to maintain effective relationships with other schools.

5.6 In relation to other professional bodies, agencies and services:

- to liaise in the best interests of students or in the meeting of statutory obligations with other educational professionals, medical, social and other support services.





### Person specification for Head Teacher at Mary Webb School and Science College

The Governing Body and School recognise the increasingly complex role of the Head Teacher and will actively offer long term support, encouragement, and realistic challenge to the successful candidate.

In making this appointment, the governors will be seeking the following skills and experience and will expect evidence to be provided in the sources indicated.

#### (A) Qualifications and Experience

	Essential	Desirable	Sources A - application i - interview R - references P - presentation
Qualified Teacher Status	✓		A
Degree	✓		A
Post-graduate qualification e.g. NPQH		✓	A
Evidence of recent and relevant professional development	✓		A
Recent participation in a range of relevant personal development		✓	A,i

#### (B) Teaching and Learning

	Essential	Desirable	Source
Substantial and successful recent experience as a classroom practitioner in secondary education	✓		A,R,P
Proven track record in the leadership and implementation of excellent teaching and learning with high expectations for all	✓		A,i,R
The ability to inspire, demonstrate and support the pursuit of excellence in teaching and learning and therefore student achievement	✓		A,i,R

**(C) Leadership and Management**

	Essential	Desirable	Source
Has significant successful experience of leadership & management as a Head or Deputy/Assistant Head in a secondary	✓		A,R
A confident and inspirational leader with clarity of purpose and vision	✓		A,i,R
Ability to ensure that everyone involved in the school is treated fairly and with respect; promoting the differences between individuals and valuing a diverse contribution of skills, abilities and experience	✓		A, i
Demonstrates a strong record in achieving improvement and managing change	✓		All
Recognition of and commitment to equal opportunities and diversity	✓		A,i,R
Ability to engage the whole school community in systematic and rigorous self-evaluation of all aspects of the school	✓		A,i,R
Ability to collect and use a rich set of data to understand the strengths and weaknesses of the school, to explain them to others and to take action for school improvement	✓		A,i,R
Ability to combine the outcomes of regular self-review with external evaluations in order to secure the continued development of the school	✓		A,i,R
Shows inclusive leadership and management	✓		A,i,R
Experience of effective working with a Governing Body	✓		All
Successful experience of curriculum development and pastoral care	✓		All
An effective and sensitive manager of staff, students, parents, professional agencies and the wider communities	✓		A,i,R
Ability to define and set performance standards	✓		A,i,R

**(D) Professional Knowledge, Understanding and Skills**

	Essential	Desirable	Source
Comprehensive understanding of and commitment to safeguarding and promoting the welfare of young people where students' engagement is fostered, their contributions valued and health and future economic wellbeing are promoted	✓		A,i,R
A commitment to eliminating discrimination on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age and encouraging diversity amongst staff and students so that everyone feels respected and able to give of their best	✓		All
A deep understanding of and commitment to exemplary pastoral provision that supports the well-being of the students	✓		A,i,R,P
Ability to promote students' educational development and secure outstanding academic achievement within a positive, disciplined learning environment	✓		All

Understand the principles and practice of good financial management (including the setting and monitoring of budgets and financial planning)	✓		A,i,R
Successful experience of overseeing school budgets responsibly and sustainably		✓	A,i
Understand the principles and practice of human resource management (including the definition of roles and responsibilities)	✓		A,i,R
Successful experience of managing staff at senior level	✓		All
Understand the needs and aspirations of the local community and be able to provide high profile leadership to keep the school at the heart of that community	✓		i
Be committed to continuing personal professional development	✓		A,R
Ability to interpret local and national policies, priorities and statutory frameworks for the good of the School	✓		All

### **(E) Personal Values and Skills**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Be able to motivate staff and students to reach maximum potential	✓		A,i,R
Be confident, transparent and incisive in decision-making	✓		A,i,R
Be strong and consistent on discipline with a sense of fairness	✓		A,i,R
Communication skills of high order	✓		A,i,R
Demonstrable passion for education and learning	✓		A,i,R
Be a skilled negotiator	✓		A,i,R
Be able to give and receive constructive feedback and appraisal	✓		A,i,R
Be able to communicate the quality and effectiveness of the school to the wider community	✓		A,i,R
Lead by example with high professional standards and the ability to effectively lead the professional workforce	✓		A,i,R
Demonstrate resilience and perseverance	✓		A,i,R
Be approachable to staff, students and parents	✓		A,i,R
Ensuring everyone involved in the school is treated fairly and with respect; promoting the differences between individuals	✓		A,i,R
Have interests outside education		✓	A,i,R
Be able to delegate effectively	✓		A,i,R
Be able to prioritise work and use time efficiently	✓		A,i,R
Be able to manage stress to minimise its adverse effects	✓		A,i,R

### **(F) Partnerships**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
To recognise, understand and support the diversity and potential of the school's communities, engaging in a dialogue which builds partnerships and community consensus on values, beliefs and shared responsibilities	✓		All
Build and maintain effective relationships with parents, carers, partners and the community, that enhances the education and raises the aspirations of all students	✓		All
Build and maintain collaborative and effective relationships with partner schools, and to also be able to progress the arrangements for the proposed MAT	✓		All
Build relationships with feeder schools and post-16 providers	✓		All



## REMUNERATION, TERMS & CONDITIONS AND APPLICATION PROCESS

The post is subject to:

- the terms and conditions for teachers as set out annually in the School Teachers' Pay and Conditions Document and any orders made under it;
- the other terms and conditions set out in the various national collective agreements in force from time to time;
- the Local Authority's Rules and Conditions including any local agreement entered into with recognised trade unions;
- statutory regulations regarding the governance and management of schools as prescribed in the Schools Standards and Framework Act;
- the conditions set out in the Job Description and in the letter of appointment.

### Salary and Pension:

The salary for this post is negotiable in the range of Head Teacher Group 5 (L18 to L31) - £59,857 to £81,478 per annum. The governing body will determine the starting salary for the successful candidate when confirming the offer of employment.

There are three options to consider for pension arrangements:

- Teachers' Pension Scheme under the provisions of the Teachers' Pensions Regulations;
- Private Pension Scheme;
- State Earnings Related Pension Scheme.

Details about the Teachers' Pension Scheme may be obtained from Teachers' Pensions at [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk)

Unless notification to the contrary is given it will be assumed that as a full-time employee the successful candidate will contribute to the Teachers' Pension Scheme.

Mary Webb School and Science College is an Equal Opportunities Employer. Applications are welcome from suitably qualified candidates regardless of faith, race, colour, nationality, ethnic or national origin, age, marital status, sex, sexual orientation or disability.

### Applications

Please return your completed application form and statement either a) by email to [nmurray@marywebbschool.com](mailto:nmurray@marywebbschool.com) or b) return it by post to Mrs N Murray, Mary Webb School and Science College, Pontesbury, Shrewsbury, Shropshire, SY5 0TG.

**You should complete the application form and additionally submit your supporting statement (max. 2 sides of A4, 10pt) as a separate word document or PDF, indicating why you are a strong candidate for this post.**

Completed applications should be received by **MIDNIGHT, Tuesday 1<sup>st</sup> May 2018**. Please note:

- your application must be specific to this post, generalised applications are unlikely to be successful;
- your supporting statement should not exceed 2 sides of A4 (10pt).
- do not include testimonials or curriculum vitae;
- two referees should be given, one of which should be the applicant's current Local Authority/ Chair of Governors and the other the applicant's current Head Teacher. If the applicant is already a Head Teacher then the Chair of Governors of their current school should be named;
- the closing date is **Tuesday 1<sup>st</sup> May 2018. (Midnight)**;
- short-listing for this post will take place on **Friday 4<sup>th</sup> May 2018**;
- interviews are planned for **Tuesday 15<sup>th</sup> and Wednesday 16<sup>th</sup> May 2018**;

If you decide to apply, please note the schedule of dates above.

- All applicants will be contacted as to whether they have been successful and feedback will be offered.
- The school will carry out appropriate checks where an applicant is seeking appointment for the first time within the school. Any offer of appointment will be subject to formal confirmation after checks have been carried out. All checks will be made in the strictest confidence and used solely for the purpose of considering applications for the post.
- Candidates called for interview should bring with them original documents or properly certified copies of all qualifications and a form of identification e.g. driver's licence or passport.

## **FURTHER INFORMATION FOR APPLICANTS**

- any canvassing in respect of this selection process will disqualify the applicant;
- the appointment may be terminated upon three months' written notice by either side taking effect on 30 April or 31 December, or upon four months' written notice by either side taking effect from 31 August, except in the case of dismissal for misconduct or any other cause;
- the Local Authority requires all applicants to give statements about, and permission for the Authority to conduct a check on, any criminal convictions as described in the application form. Failure to give such permission will mean that the application will not be considered;
- the Local Authority will carry out appropriate checks where an applicant is seeking appointment for the first time within the County. Any offer of appointment will be subject to formal confirmation after checks have been carried out. All checks will be made in the strictest confidence and used solely for the purpose of considering applications for the post;
- candidates called for interview should bring with them original documents or properly certified copies of all qualifications and a form of identification e.g. driver's licence or passport;
- expenses on the Local Authority scale will be allowed to candidates attending for interview;
- candidates will be responsible for arranging any accommodation requirements themselves. Any shortlisted candidate who withdraws from the process will not be reimbursed with travel or other expenses;

- post interview feedback is offered to candidates who are interviewed and who wish to take up the opportunity, focusing on issues of professional development highlighted by the interview.