



Kings Langley Secondary School

Headteacher Application Pack

www.kls.herts.sch.uk

Dear Candidate,

A warm welcome and thank you for taking the time to express your interest in the role of Headteacher at Kings Langley School.

We are proud to be an inclusive, mixed comprehensive school of some 1100 students, successfully operating as a stand-alone academy whilst valuing collaborative relationships both locally and wider afield. Following the planned retirement of our current Headteacher, we are now looking to ensure the continued success and further improvements of the school as we look to appoint a new Headteacher to join us in September 2019. We want a leader who shares our values and vision and who will demonstrate inspirational leadership founded on a platform of highly developed professional skills as we strive to be outstanding in all that we do.

The school is determinedly committed to the development of “strong character” in order to provide students with the skills and moral fortitude to “make the right choices”.

“It was clear it is the core mission of the school to do its part to develop values in its pupils that will help them flourish – and teachers and pupils were both able to link the development of character to moral development and wider societal flourishing.”

–Dr Tom Harrison

The extract above is written by Dr Tom Harrison from the University of Birmingham and forms part of his evaluation which awarded the school (the first in the UK) the award of National Character Kitemark Plus. We are justifiably proud of our unique ethos and culture which attracts both national and international recognition. The governors are determined to ensure that this focus on the development of the whole child and strong character is matched with the highest possible academic standards as we look forward with excitement to further success under the direction of a committed and talented new Headteacher.

Kings Langley is a highly regarded school which is substantially over-subscribed and we feel this is a unique and exciting opportunity and if you are interested in being considered we would be delighted to hear from you.

You are welcome to make an informal visit to the school before making an application and we would ask that you contact Mrs Shurle Woodhouse at the school (woodhouses@kls.herts.sch.uk) to arrange a suitable time.

When making your application please ensure you use the main application form. As part of your application we would like you to describe in no more than a 1000 words evidence of the impact you have had as a senior leader on educational standards and provision over the past 3 years.

We look forward to hearing from you.

Kind regards

Frances L. Stickley

Chair of Governors, Kings Langley School



Letter from the current Headteacher



Dear Candidate,

It has been my privilege to lead Kings Langley School for the past 17 years, during which time we have grown from a school in an Ofsted Category and at risk of closure to an Academy which enjoys an excellent reputation in the community. We moved into brand new school buildings in September 2016 and with a healthy financial balance sheet, we are set fair for exciting years ahead.

Over the past years I have been determined to strike a balance between high academic standards and the explicit personal development of students in our care. Our specific focus on Character Development has facilitated the creation of a unique culture and ethos which has resulted in a school with outstanding attitudes and behaviours.

We became an Academy in 2012 but continue to work in close partnership with Hertfordshire LA and other schools, as experience has shown that collaborative working has benefited equally both our students and students at schools in the local area. We lead the “Family Support Network” in our immediate area and are frequently called upon to provide support and assistance to schools facing challenge and difficulty.

After many years of continued improvement in academic standards, we suffered a slight dip in 2017 and 2018 at GCSE level although A level results in 2018 returned to previous high levels. Undoubtedly, distractions caused by the “new build” and recruitment difficulties in key areas has contributed negatively to some aspects of student outcomes and it is certainly a key priority in the coming years to return to a steep upward curve of improvement.

The senior leadership is experienced and stable and we now have a full complement of qualified and committed teachers. Pastoral care and student behaviour continues to be outstanding and we enjoy significant support from our parents and local community. A key strength of the school is the outstanding guidance and challenge provided by the governing body and there is little doubt that the Chair of Governors, Mrs Frances Stickley, is one of the most experienced and committed governors within our region.

I hope you are able to apply for the post and for the right candidate this would be a wonderful opportunity to lead the school to deserved success in the future.

Kind regards

A handwritten signature in black ink, appearing to read 'G. Lewis'.

Headteacher

The Kings Langley School: Job Description (Headteacher)

Title of Post	Headteacher
Grade (including allowances)	Salary negotiable and based on experience/expertise
Reporting to	Chair of Governors
Date	October 2018

The duties outlined in this job description reflect and develop those covered by the latest National School Teachers' Pay and Conditions Document which is available from the Government Website. This job description may be modified by the Governors, with your agreement, to reflect or anticipate changes which are commensurate with the salary and job responsibilities.

In summary, the Headteacher provides central leadership and takes extensive responsibility for the efficient running of the school and maintenance of standards in all areas of provision. The Headteacher is expected to show creativity, initiative and a willingness to employ extensive effort and personal resources to ensure the success of the school at a multiple of levels, including ensuring "a high quality of education". Performance will be measured against specific criteria (see below) but it is clear that the Headteacher takes responsibility for the broad success of the school and its development and position within the local and wider community.

Supporting Strategic Direction and Development

- Develop and deliver their vision for the school with a primary focus on maintaining the school's ethos and culture defined through its "Character Development Programme", and ensure the highest possible standards in teaching, learning and student outcomes.
- Take responsibility in ensuring the day to day running of the school is carried out in an efficient and professional manner in order to support the school's improvement objectives.
- Ensure that robust data and objective information is used to formulate an accurate self-evaluation report of the school's provision and outcomes and where necessary, prepare the school thoroughly for any external assessment, including Ofsted Inspections.
- Taking account of relevant advice, evaluation of performance data and research, develop and formulate the school's improvement plans and determine the efficient deployment of all available resources, human and financial, to ensure objectives are met.
- Work closely with the school's designated lead officer in ensuring that all statutory safeguarding procedures and protocols are discharged efficiently and effectively and that the school community fosters a culture of deep awareness of safeguarding issues.
- Take the lead role in producing a carefully planned financial budget to ensure the adequate and efficient deployment of the school's resources, including teaching and support staff.

- Establish effective communication and liaison with all stakeholders, and in particular parents, to ensure that the school's ethos and culture is fostered and communicated effectively.
- Enhance the ethos and culture of the school and show impact in championing the stated aims of the school through actions, personal commitment, integrity and moral perspective.
- Be a role model in terms of professional dress and appearance, punctuality and attendance. Through personal conduct and participation in community activities, seek to continually provide a positive image of the school and its wider position in the extended community.
- Identify and promote school improvement in a variety of creative and innovative ways.
- Ensure the school has a suite of statutory policies and procedures that are reviewed regularly and which permit the safe, legal and secure discharge of the school's responsibilities and activities.

Learning and Teaching

- Participate in teaching students in the school for at least 2 periods each week.
- As the leading professional in the school, model outstanding teaching skills, high quality organisation and planning resulting in excellent outcomes for students.
- Determine, organise and implement a diverse and appropriate curriculum which meets nationally prescribed standards and expectations and those determined by the governing body.
- Lead on the assessment, monitoring and evaluation of the curriculum and its content in order to determine any necessary interventions or changes in order to realise progress and improvement commensurate with "outstanding" outcomes.
- Provide leadership and direction in the monitoring and evaluation of learning and teaching including Special Educational Needs, identifying strengths and addressing areas for development. The gathering and use of objective, easily understood data is a key part of this activity.
- Provide accurate and concise reports on all aspects of the school's work, outcomes and provision to a range of audiences, including governors. These reports should focus on evidence of the impact of school actions and subsequent effect on student outcomes.
- Uphold and lead on the school's behaviour policy, uniform regulations and code of conduct in a consistent, firm and non-confrontational manner.
- To remain abreast of all relevant teaching and learning developments and innovations and to lead and direct regular and relevant reviews.
- Ensure a consistent approach to standards of behaviour, attendance and punctuality is implemented across the school.

Deploying Resources

- Lead on the selection and recruitment of teaching and support staff in seeking to ensure the best available people are appointed.
- Manage the effective deployment of teaching and support staff in liaison with other members of the Senior Leadership Team
- Lead the school's performance appraisal system to ensure that all staff are held to account and are provided with accurate, assertive and appropriate advice and training in order to promote excellent personal and professional development.
- Lead and attend senior team and other staff meetings as appropriate, contributing actively whenever possible and providing leadership as required.
- Show a clear understanding of employment law, health and safety regulations and equality legislation in ensuring that all staff are led and managed sensitively and assertively. Determine relevant and appropriate courses of action when managing HR issues as they arise.
- Ensure consistent and regular communication with the parent body and wider community ensuring that appropriate arrangements and procedures are in place to foster harmonious and constructive relationships.

Person Specification

The criteria set out below will be assessed in the Application Form, at interview and possibly in references provided.

Your application should seek to demonstrate how you meet the criteria and in particular, those listed as essential.

Qualifications	Essential	Desirable
Honours degree	X	
Qualified Teacher Status	X	
A relevant post graduate qualification		X
NPQH		X
Evidence of preparation for leadership through Continuing Professional Development	X	

Experience and Skills	Essential	Desirable
Significant recent experience in comprehensive secondary school(s) as a Senior Leader	X	
Recent experience in comprehensive secondary school(s) as a Headteacher		X
A proven track record of successful teaching	X	
Experience in post-16 education	X	
Track record of providing inspiration and assertive leadership to staff, students and governors	X	
Experience of raising achievement through improving teaching and learning	X	
Experience of strategic planning and rigorous self and external evaluation to develop the quality of education	X	
Experience of collaborative working with external partners leading to improved quality of education	X	
Financial competency, comprehension and awareness	X	

Knowledge and understanding of current issues and effective practice	Essential	Desirable
Safeguarding of children and child protection	X	
School budget management and financial strategies		X
What makes a school “outstanding”	X	
Effective teaching and assessment for learning in promoting excellence and high attainment	X	
Developments in education research, policy and practice	X	
The roles and responsibilities of an Academy’s Governing Body and the requirements for accountability		X

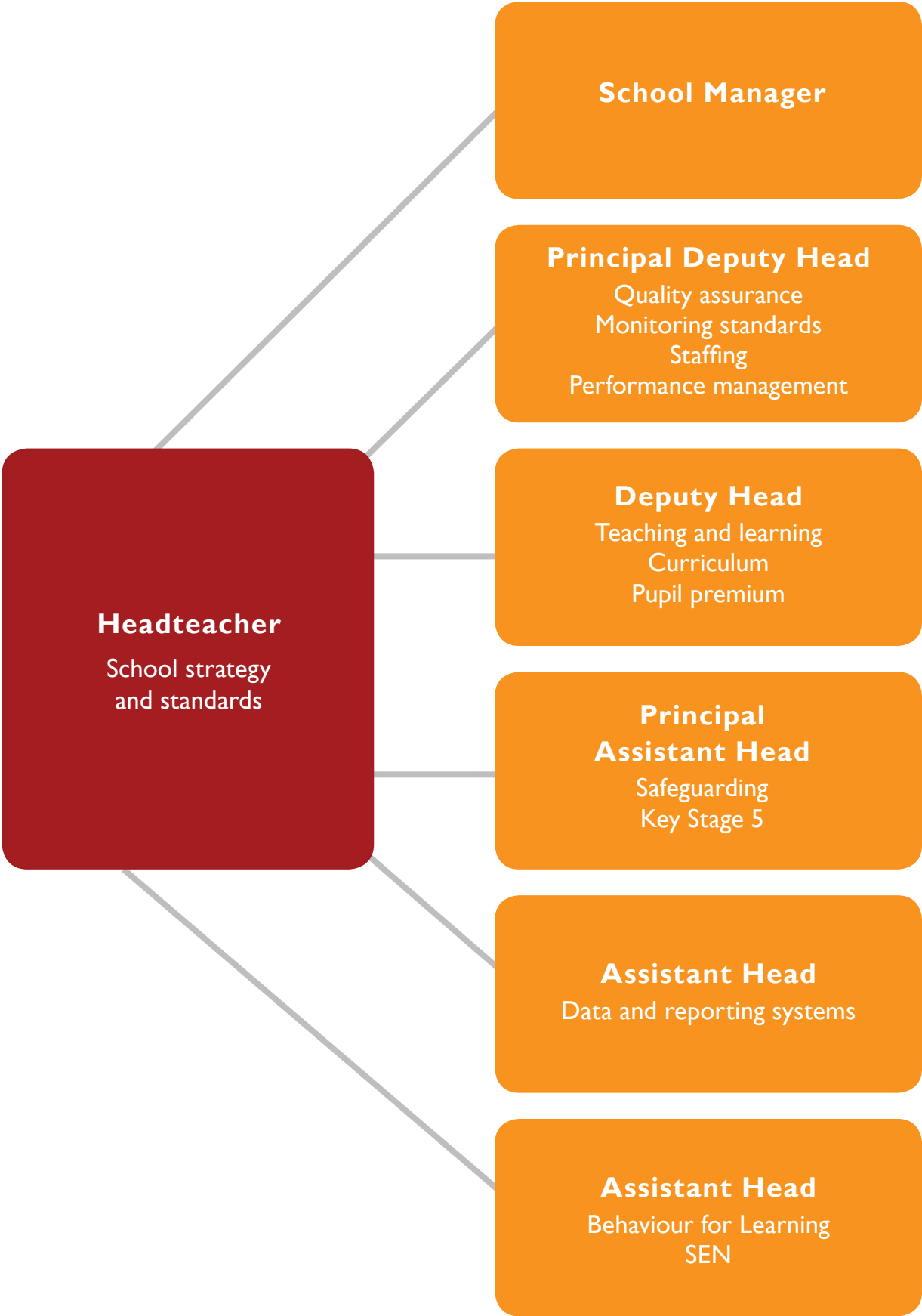
Experience of legal and Human Resource (HR) relating to effective school management		X
Articulate an understanding of a character led, virtues driven culture and ethos		X

Understanding and experience of strategies for enhancing school improvement	Essential	Desirable
Effective intervention for both students and staff	X	
Extensive knowledge of national policy framework including Ofsted	X	
Understanding of output and monitoring data to set targets for improvement	X	
Knowledge and understanding of curriculum content and structure and its impact on achievement	X	

Specific Professional Qualities	Essential	Desirable
An inspirational leader creating opportunities for improvement via challenge and support	X	
A genuine commitment to inclusive education placing the welfare and development of young people in sharp focus	X	
A commitment to equal opportunities and diversity	X	
A commitment to personal development and growth	X	

Personal Qualities	Essential	Desirable
Personal impact, presence and charisma that inspires others to achieve	X	
Excellent communication, presentation and diplomatic skills	X	

Senior Leadership Team Summary



Working at Kings Langley School

Staff Development

Currently there are 69(66.8 FTE) teaching staff and 51 (35.0 FTE) support staff working at the school. Particular attention is paid to staff development and staff participation. There is a comprehensive in-house training programme for all staff and we also support colleagues in attending numerous external events including Herts for Learning's comprehensive programme of training courses. These include induction conferences for NQTs, to help deal with the challenges of the first years; training for leaders on how to prepare for the new curriculum; and everything in between, including subject-specific training.

Each year all staff have an opportunity to review their work and set objectives at an appraisal meeting. There is a robust system of pay progression in place for teaching and support staff.

Support for newly qualified teachers includes a reduced timetable, planned induction programme starting in July and mentor support. The school has a strong partnership with the University of Hertfordshire. We participate in its ITT programme and as a lead school have appointed teachers through School direct (salaried and non-salaried) routes. The school frequently hosts work experience visits for those interested in a career in teaching.



Facilities

Kings Langley School was re-developed under the Priority School Building Programme and we took delivery of a totally brand new school building in September 2016. The school has excellent teaching facilities with each learning area having its own suite of rooms with state of the art technology to support students' learning and enrichment activities.



Completing your application pack

Application form

Using the standard application form provided (CVs are not accepted) please complete all aspects of the form fully. Include your full work history with no gaps since leaving school education. Include all the professional development you have completed, particularly those in recent years which have helped to prepare you for headship.

Personal specification and Personal Statement

When writing your responses it is really important you address each of the requirements in the person specification.

Ensure to evidence additional aspects such as training, qualifications together with your background and experience with the person statement.

Letter of application

As part of your application pack we would like you to describe in no more than 1000 words evidence of the impact you have had as a senior leader on educational standards and provision over the past 3 years.

References

Please make sure your referees are aware of your application and that they are able to provide a swift turn around. Preferred referees are your last two employers and you should provide their official organisational email address for us to contact. One referee is likely to be your current or most recent Headteacher or Chair of Governors.

Important Information

Leadership pay range	Negotiable based on experience/expertise
Start date	1st September 2019
Closing date	Friday 16th November 2018 at 12.00 noon
Visits to the school	To arrange an informal visit to the school, please contact Shurle Woodhouse, SLT's PA, at woodhouses@kls.herts.sch.uk Tel: 01923 264504 ext 205
School website	www.kls.herts.sch.uk
Please submit your completed application form to	Shurle Woodhouse woodhouses@kls.herts.sch.uk

Kings Langley School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check, including the barred list, as well as other pre-appointment checks outlined in Keeping children Safe in Education (2018).