

## **ARCHBISHOP TENISON'S SCHOOL (OVAL)**

A co-educational Church of England Secondary School (11 – 18)

### **Headteacher recruitment: Information pack.**

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Please also see our website at: [www.tenisons.com](http://www.tenisons.com)



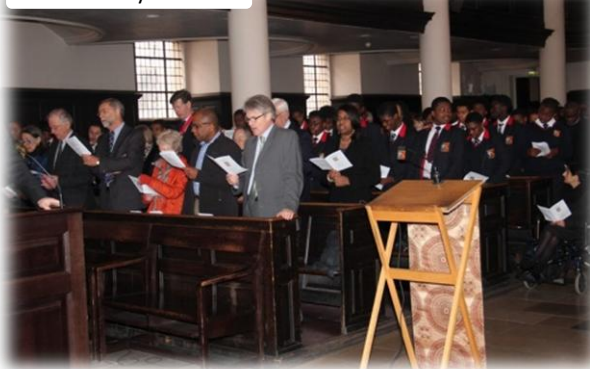
Dear Applicant

Thank you for your interest in the post of Headteacher at Archbishop Tenison's School (Oval)<sup>1</sup>.

Founded as a boys' school, by Thomas Tenison in the crypt of St Martin-in-the-Fields church in 1685 when he was the vicar, it moved to Trafalgar Square (now the site of the National Gallery) and then Leicester Square. In 1928 the school was relocated opposite the Oval, in a building designed by AHR Tenison. Girls have been admitted to the sixth form for a number of years and since September 2015 also to year 7.

The annual Founder's Day service is held in St Martin-in-the-Fields church in March, attended by the whole School. The church also has an annual service for its two Schools (St

Founder's Day service



Martin-in-the-Fields High School for Girls was founded by the church in 1699) on a Sunday, so that the congregation also does not lose sight of a part of the history of the church. Each year a few sixth form students undertake work placements at the Cafe in the Crypt, beneath St Martin-in-the-Fields, working in the shop, box office and restaurant. This provides them with invaluable experience and some return to work there during university holidays.

In the past the School has been oversubscribed; the PAN is 92 (460 in years 7 – 11), with currently about 100 in the sixth form. The successful candidate will need to be able to market the school very effectively to the feeder primary schools and local community in order to ensure that Tenison's is once more the secondary school of choice in the area.

Volleyball in the gymnasium (top of main building)



Remembrance Day service (Great Hall, 2016)



As a smaller than usual secondary school, pupils are known to staff individually and this, together with its strong Christian ethos, provides a firm foundation for the excellent pastoral care which is offered throughout the School. We pride ourselves on providing a caring and nurturing environment for everyone, encouraging consideration and respect for each other and giving students every chance to flourish. Loving thy neighbour is a tenet of many faiths and we welcome staff and students of all faiths.

<sup>1</sup> Not to be confused with the school of the same name in Croydon, also founded by Thomas Tenison.

I am sure you will already have seen the Ofsted report (October 2016) on our website, which identifies areas of strength in spite of the overall grading. A robust Local Authority action plan that will secure rapid improvement in outcomes is already in place and many of the early elements have already been implemented. A great deal of progress has been made since the inspection under strong leadership from a consultant headteacher; this was recognised in the Section 48 inspection (SIAMS) which took place in January 2017. The report stated that 'The distinctiveness and effectiveness of Archbishop Tenison's School as a Church of England school are good'. In particular, it was noted that there had been key management changes since the Ofsted inspection and that work was in hand to bring about rapid improvement with regard to improving students' attainment and progress. Religious education and collective worship were assessed as outstanding; leadership as good; and meeting the needs of all learners as satisfactory. Recognising this improvement has provided impetus and encouragement to address the shortcomings of the main Ofsted inspection.



Skiing trip 2016



Ofsted reported that pupils considered the School to be a safe and welcoming environment in which they felt they could talk to staff about any concerns they may have. Behaviour is good and pupils are typically highly respectful of staff and one another. This was echoed in the SIAMS report, which stated, 'Good behaviour and respectful, caring relationships expressly linked to its Christian and inclusive foundation, leads to a real sense of belonging and community'. We believe that these characteristics form the unique selling point of the School.

An order has been issued for the School to become an academy; currently it will be as part of the Southwark Diocesan Board of Education (SDBE) Multi Academy Trust (MAT). A date for this transition has not been set. The DfE has made clear that the transition will happen 'when the time is right for the School'. The successful candidate will be closely involved with setting the date and will be expected to drive the necessary change for the School to emerge as an academy.



Asha Philips - Team GB 2016

The School has an excellent working relationship with Lambeth, the Local Authority, and the SDBE, both of whom have always been extremely supportive particularly so as we work through the current challenges. We also work very closely with the Archbishop Tenison's School Foundation which is the guardian of the School's Christian ethos, nominates the majority of Governors and is responsible for paying the annual ground rent to the leaseholder, The Duchy of Cornwall. In addition, the School is fortunate to be supported by a number of city livery companies.



The successful candidate will need drive and enthusiasm to lead the School forward so that it can deliver excellent outcomes for students, both academic and pastoral. This is undeniably a huge challenge, but also a fantastic opportunity for you to shape the future direction of the School.

I look forward to meeting you

Yours faithfully

Simon Tenison

Chair of the Governing Body



Main entrance 1928



Great Hall 1928

## **ARCHBISHOP TENISON'S SCHOOL (OVAL)**

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### **Headteacher: Job Description**

**Salary range L25 to L31 (£77,719 - £87,973) plus 25% discretionary allowance.**

*This job description should be read alongside the range of duties and responsibilities of Headteachers as set out in the current School Teacher's Pay and conditions Document.*

Your role will be to work with the governing body, parents, staff, Diocesan Board of Education and Local Authority to improve outcomes for students rapidly and lead the School to successfully establish itself as an academy. You will build on the strengths identified in the recent SIAMS inspection and immediately address the areas for development identified in the Ofsted report. You must have the commitment, enthusiasm and energy to undertake the duties of this post.

The Headteacher's main duties are:

#### **Strategic leadership and direction**

To provide strategic leadership and direction so that students achieve the highest standards of educational attainment and reach their full potential – intellectually, physically, socially, culturally, morally and spiritually.

#### **Vision and values for the School**

- To create a shared vision and strategic plan, informed by rigorous and accurate self-evaluation, which inspires and motivates students, staff, governors and all members of the School community, ensuring high quality learning is at its heart.
- Ensure that the School's Christian ethos and values are at the heart of a fully inclusive, whole School community.

#### **Inspirational leadership**

- To model outstanding leadership behaviours which build a high performing culture of academic excellence.
- To develop robust, transformational, leadership throughout the School, by inspiring all staff and promoting teamwork, collective responsibility and accountability.
- To develop resilience in staff to overcome challenges, particularly organisational change.
- To establish a professional learning community in which staff thrive whilst addressing any under-performance in a robust manner, in order to uphold teacher standards.
- To lead whole school worship and any additional major celebratory events.

To be a reflective practitioner and take responsibility for own professional development.

#### **Delivering and modelling excellence in teaching and learning to provide continuous improvement**

- To set and promote the highest expectations and standards of teaching, to monitor and evaluate its effectiveness in learning outcomes, providing interventions for

students and development pathways for staff where necessary, as well as encouraging a mutually supportive ethos amongst the staff.

- To maximise the learning of all students and securing high educational standards by delivering a challenging curriculum designed to involve, engage and enthuse.
- To ensure the highest standards of achievement for all students through high expectations and diminishing any gaps between identifiable groups.
- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning
- To monitor, review and evaluate the work of the School and prepare for future inspections.
- To meet the needs of all students, taking into account their experience, interests and aptitudes, relevant legislation and codes of practice such as DSEN and the Equalities Act 2010, so that each student fulfils their potential.
- To provide a rich extra-curricular programme which develops students spiritually, morally, socially and culturally.
- Create an outward-facing school which works with other schools and organisations to develop and share best practice in order to secure excellent academic and social outcomes for all students.

### **Partnership and collaboration**

- To enhance and develop the School's existing partnerships with other schools, especially those within the Diocese and Local Authority area.
- To develop strategic and local links with the wider community, using all available communication channels and marketing tools to promote the school.
- To create and maintain an effective partnership with parents/ carers to secure excellent academic and social outcomes for all students.
- To engage with the Governing Body so that it understands its role and delivers its functions effectively.
- To maintain effective partnerships with key supporters, such as St Martin-in-the-Fields Church where the School was founded and various livery companies who assist the School in a variety of ways.
- To maintain an excellent working relationship with the Archbishop Tenison's School Foundation.

### **Operational management**

- To establish and maintain clear and effective systems and structures to secure the efficient operational management of the School.
- To ensure the necessary policies and procedures are created, maintained, updated and implemented.
- To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority
- To create an environment that promotes the safety, health and wellbeing of pupils and staff at all times.

- In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedures and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.
- To implement the School's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the School's service
- To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

### **Budget and financial management**

- Take ownership for the robust budget and financial management of the School's budgets and resources, effectively and within scope.
- To identify changes that might be introduced to the curriculum or other aspects of the School's operation which might deliver budgetary efficiencies enabling resources to be allocated to priority activities that are currently unfunded.
- To establish options for securing future income and maximise opportunities for revenue earning activities, such as commercial lettings.
- To establish investment opportunities in educational resources, new activities and the capital development of the School.

### **Data Protection**

- When working with computerised systems to be aware of responsibilities at all times under the Data Protection Act 1998 for the security, accuracy and significance of personal data held on such systems.

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### Headteacher: Person Specification

Category	Criteria
1. Qualifications	<ul style="list-style-type: none"> <li>a. <b>Qualified Teacher Status</b></li> <li>b. <b>Demonstrable records of continuous professional development (CPD) (essential).</b></li> <li>c. NPQH, MBA or other management qualification (desirable).</li> </ul>
2. Experience knowledge and skills	<ul style="list-style-type: none"> <li>a. <b>Evidence of being an outstanding classroom practitioner within a multicultural school.</b></li> <li>b. <b>Substantial senior management experience at headteacher/ deputy headteacher level, ideally in a secondary school.</b></li> <li>c. <b>Experience, knowledge and skills to develop a high performing culture in all aspects of School activity, including academic outcomes, the quality of pastoral care for everyone and professional skills amongst staff.</b></li> <li>d. <b>Experience of managing change successfully, encouraging innovation and empowering others to deliver the vision.</b></li> <li>e. An understanding of educational issues and challenges, including the statutory legal and financial frameworks.</li> <li>f. Experience of successful financial planning and budget management.</li> <li>g. Demonstrate the skills to use Information Communication Technology (ICT) very effectively as a tool for management and educational purposes.</li> </ul>
3. Personal qualities	<ul style="list-style-type: none"> <li>a. Be resilient, hardworking, extremely self-motivated and action orientated.</li> <li>b. <b>Be able to uphold and promote the Church of England character, ethos and worship of the School (essential).</b></li> <li>c. Be a practicing Christian of any denomination (highly desirable) who understands the importance of their active Christian faith and how this relates to upholding and promoting the Church of England character, ethos and worship of the School.</li> <li>d. <b>Show strong strategic vision and a clear understanding of the direction and guidance needed to deliver the vision.</b></li> <li>e. <b>Be inspirational and model outstanding leadership behaviours which build a high performing culture.</b></li> <li>f. <b>Be proactive and able to deliver results at a whole school level, whilst also setting ambitious targets to engender and embed a high performance culture.</b></li> <li>g. Make informed and effective decisions, even when these involve tough choices or considered risks, communicating these as clear direction.</li> <li>h. Able to delegate effectively and hold others to account for</li> </ul>



	<p>delivering high performing standards.</p> <p><b>i. Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.</b></p> <p>j. Able to show respect for individual differences, as well as being culturally aware and sensitive.</p> <p>k. Actively listen, empathise and take account of differing views, respond constructively and respect other opinions, whilst also being able to defend own views coherently and calmly.</p> <p>l. Communicate clearly and effectively, in speech and in writing, to a variety of audiences including pupils, parents, governors and the wider community.</p>
4. Operational management	<p><b>a. Proven ability to devise, implement and monitor effective measures for improving the performance of the school and the attainment of students based on rigorous self-evaluation, inspection reports and all relevant data.</b></p> <p>b. Routinely challenge staff and pupils so that they can reach their full potential and achieve the highest standards of educational excellence.</p> <p><b>c. Able to build strong partnerships with staff, pupils, parents/ carers and the wider community.</b></p> <p>d. Able to establish and maintain clear and effective systems and structures to support the efficient operational management of the School.</p> <p><b>e. Able to use the performance management framework effectively, to monitor and evaluate staff performance to ensure individuals progress in relation to the teaching and learning standards.</b></p> <p><b>f. In a climate of change and uncertainty, able to lead and manage the staff, curriculum delivery, administration and resources of the School effectively to ensure every individual is able to achieve their full potential.</b></p> <p>g. Work closely with the governing body to embrace their support and challenge, for the benefit of the School and pupils.</p>

#### Important Note:

The person specification above outlines the key skills and experience required for this position. The selection panel will assess each candidate against the criteria listed above. Candidates will be expected to demonstrate knowledge and understanding of each area and be able to provide evidence of having applied this knowledge and understanding in the school context.

Shortlisted candidates will be selected entirely on the basis of the extent to which they meet the above selection criteria **i.e. criteria in bold text** in their application form. The selection panel will use the following assessment tools; application form, interview/assessment activities; references and other employment checks.