



CANDIDATE BRIEFING PACK

Head of Junior School at
AKS Lytham

United Learning

WELCOME

Thank you for your interest in becoming Head of Junior School at AKS Lytham. AKS Lytham is a vibrant and successful school in a wonderful location. We have a very strong staff team and wonderful students.

When I joined as Headmaster in Summer 2014, shortly after the merger of Arnold and KEQMS, I saw the tremendous potential in taking forward the best of both those former schools. In doing so, we are also creating a new identity, giving great scope for innovation. Links between the junior and senior schools are getting stronger every year, ensuring we move forward with one vision. The new Head of Junior School will be willing to add their own ideas to inspire their colleagues in this ambitious and fast moving educational environment. The Head of Junior School sits on the Whole School Leadership Team along with Headmaster, Bursar and Senior School Deputy Heads.

Across the Group, United Learning aims to ensure that each school can achieve more through working together than any would alone. There is genuine two-way collaboration between academies and independent schools, in which truly talented people working in very different circumstances are learning from one another. The Principals and Junior School Heads meet regularly to share good practice, ideas, experience and problems. Increasingly we are able, as a group of schools, to offer more professional opportunities and support to staff and wider experiences for students than any school could provide alone.

AKS Lytham also works closely with HMC schools: www.hmc.org.uk and Round Square International: www.roundsquare.org. Our work with the latter connects us to schools all around the world and is indicative of our holistic view of education.

This opportunity will offer a stimulating and challenging role for an excellent school leader who shares our values and who has ambitions to make AKS Lytham the best school in the region.

With best wishes

Mike Walton
Headmaster





ABOUT UNITED LEARNING

United Learning is a group of schools which aims to provide excellent education to children and young people across the country. We seek to improve the life chances of all the children and young people we serve and make it our mission to bring out 'the best in everyone' – students, staff, parents and the wider community. We uniquely comprise schools in both the state and the independent sectors. As a charity, our sole focus is on running successful schools. We currently educate over 40,000 students and employ over 7,000 members of staff including over 3,000 teachers.

Through being a group, we can offer more to both staff and young people than any single school could offer alone. The growing range of outstanding group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences. We believe that our Group contains the most developed relationships and practical interaction between independent and state schools in the country, creating benefits for all the schools involved.

United Learning comprises both United Church Schools Trust, which operates our fee-paying independent schools, and United Learning Trust, which operates our state-funded academies.

To find out more about United Learning, please visit our website: www.unitedlearning.org.uk

As part of United Learning, AKS shares the objective of bringing out 'the best in everyone', enabling each student to become a balanced, happy and articulate person with intellectual freedom, confidence, compassion, integrity and a lifelong love of learning.



OUR ETHOS

Our approach to education is underpinned by a sense of moral purpose and commitment to doing what is right for children and young people. We believe in supporting our colleagues to achieve excellence and in acting with integrity in all our dealings within and beyond the Group. We believe the safety and welfare of all children and young people is paramount. We summarise this ethos as ‘the best in everyone’.

This ethos underpins our core values:

AMBITION – to achieve the best for ourselves and others;

CONFIDENCE – to have the courage of our convictions and to take risks in the right cause;

CREATIVITY – to imagine possibilities and make them real;

RESPECT – of ourselves and others in all that we do;

ENTHUSIASM – to seek opportunity, find what is good and pursue talents and interests;

DETERMINATION – to overcome obstacles and achieve success.

As a single organisation, we seek to bring together the best of independent and state sectors, respecting both traditions and learning from each. We believe that each of our schools is and should be distinctive – committed to developing its own strengths and identity while sharing our core values to promote service, compassion and generosity.

This ethos is our expression of our Christian roots, in schools which are fully inclusive and both welcome and respect students and staff of all faiths and none.

OUR FRAMEWORK FOR EXCELLENCE

To achieve our mission, our schools prioritise five key principles:

‘THE BEST FROM EVERYONE’

Our aim is to bring out ‘the best in everyone’. So we must expect the best from everyone, all the time. Every child is a special individual, capable of extraordinary things. Who can know the limits of any child’s potential? So, we expect unreasonably – we constantly challenge children to do what they think they can’t, to persist, to work hard and to be at their best.

From every adult we expect the same: that they are at their best, expect unreasonably of themselves, are determined and resilient and pass those expectations on to the children in all they do. We act with the utmost love, care and good faith – the highest standards come with the greatest attention to the wellbeing of all.

‘POWERFUL KNOWLEDGE’

Our most important purpose is to teach young people things they would not learn outside school, which free them to think and act more powerfully in their lives. Words and numbers are our most powerful ways of representing the world. Mastery of language and fluent mathematical skills are therefore our top priority. We aim to prepare young people to make a success of their lives: a core entitlement to subject-based learning; the development of talents; an understanding of work and society.

Worthwhile learning is often hard. Inspiring teaching is what gives access to difficult concepts and the thrill of intellectual discovery. Powerful knowledge is not static or backward-looking. It includes the ability to critique, challenge the status quo, think and learn.

‘EDUCATION WITH CHARACTER’

Academic success is very important. Exam passes are an important aspect of that. But there is more to a good education. Our schools also aim to develop character, compassion and service. Young people are expected to contribute to their school and to society; to try things which they think they cannot do; to persist in the face of difficulty; to become resilient in overcoming obstacles; to manage themselves; to work independently on things which challenge them; to work with others and in teams; to be courageous and caring; to lead.

We want young people to look back on a joyful schooling which has inspired and challenged them, given them wide opportunity and prepared them for the ups and downs of life.

‘LEADERSHIP IN EVERY ROLE’

Our children are leaders of the future. We expect them to start today – taking advantage of structured opportunities to lead and taking responsibility for themselves and others. Every adult in the school is a leader. In every word, tone and gesture, they set direction and expectation. We expect every adult to take responsibility and the initiative to do what is right for the children.

All those in formal leadership positions create the climate in which others work. They demand the highest standards, build a performance culture, develop their teams and create the space for others to lead. All leaders listen, grow relationships, act with integrity and care and expect the best from themselves and others in building a happy, confident school.

‘CONTINUOUS IMPROVEMENT’

However good we are, we can be better. We constantly look for improvements, and implement them with pace. We look for ideas for improvement inside the organisation and out; we observe one another; we steal good ideas with pride and look to make them better; we work together to improve.

We always look at the evidence, and are rigorous in evaluating impact. We stop or change things which aren’t working; we improve things which are. We aim for high leverage: high impact for low effort and low cost. We constantly look to have more impact for less cost and effort and to spend every pound wisely.

‘CONTINUING PROFESSIONAL DEVELOPMENT’

We believe that successful organisations make a priority of developing their staff; all the more so in education, where the people of the organisation are its most important asset. While the development of all staff is important, we make support and professional development of Head teachers/Principals and senior leaders a particular priority, given the impact that leaders have on the life of staff and students alike.

We work on the basis that each of us, however effective, can always improve. As Head of the Junior School you would set personal development objectives with the Head of Independent Schools each year, and would be supported to achieve them. You would be asked to take a role in supporting the leadership of the organisation, working with other Leaders in the Group – and sharing ideas and practice with one another. You would have the benefit of accessing a range of networks, including the Group Education Forum which brings together Heads and Principals from across the Group six times a year. United Learning has also commissioned training programmes from major universities. You would participate in 360 degree feedback as part of your development.

We believe that schools are at their best when autonomous and able to develop a distinctive ethos, reflecting the needs of their students and the context within which they work. The Group can get behind the work of Heads/Principals and leaders in schools through creating strong networks, providing outstanding educational support and professional development, and by taking the strain of professional functional support. We aim to ensure that the technology, finance, HR and data support is provided more effectively and efficiently than would otherwise be possible, so that you can focus on educational leadership.

As a newly appointed Head of the Junior School, you would benefit from a comprehensive induction programme.





THE SCHOOL

Stunning coastal location in Lytham St. Annes. AKS is a non-selective co-educational day school from nursery to sixth form.

Our school provides high standards of teaching, outstanding pastoral care, and a wide co-curricular programme, in a magnificent and historic building with a stunning aspect over the Ribble Estuary and Irish Sea. The school grounds are surrounded by biologically diverse dune ecosystems and we are less than a two minute walk from the picturesque and wildlife abundant Fairhaven Lake. Our impressive campus has also benefitted from a multi-million investment programme, with brand new buildings, refurbished facilities, and state-of-the-art technology throughout, establishing a strong and stable independent school for current and future generations of young people. Formed from the merger of Arnold and KEQMS in 2012, our school has over 300 years of respective heritage.

THE VACANCY

We are seeking a dynamic leader with clear vision, to take the school into its next phase, building on the considerable success of previous years.

The appointed candidate will have demonstrated the charisma, enthusiasm and rigour to take the strengths that currently run throughout the school and successfully deploy these to maximise its potential.

He or she will have a sound understanding of high expectations manifested in excellent educational standards as well as a proven track record in achieving these. He or she will also have a comprehensive understanding of how best to demonstrate these and gain advantage in a crowded market.

This role provides an excellent opportunity for an ambitious leader looking for the opportunity to take a school with significant potential to the highest level.



JOB DESCRIPTION

The Head of Junior School will lead, motivate and inspire pupils, staff, parents and the wider community, to ensure every student is confident in himself/herself, is respectful of others, achieves well and gains the skills and qualifications to succeed in life and at work.

As a senior leader within United Learning, the Head of Junior School, together with the Headteacher, Local Governing Body (LGB), will be responsible for establishing and implementing the vision and direction for the Junior School. The Head of Junior School will ensure that United Learning’s ethos and values are deeply embedded and visible amongst pupils and staff, and that the school brings out ‘the best in everyone.’

Broadly, the responsibilities of the role are as detailed below:

EDUCATIONAL LEADERSHIP AND MANAGEMENT

- Developing a shared expectation of outstanding teaching and learning;
- Creating and supporting an aspirational and innovative culture of learning in the Junior School;
- Creating a climate for learning and a system of monitoring and intervention that enables all pupils to thrive;
- Setting high educational standards in the Junior School:
- Designing and implementing the curriculum and the broader pupil experience;
- Setting and monitoring against targets for pupils’ achievement;
- Ensuring the welfare and safety of all pupils from all groups, including their safeguarding

STRATEGIC LEADERSHIP AND MANAGEMENT

- Defining and delivering the vision and objectives of the Junior School and the School Strategic Plan as agreed with the Local Governing Body, Headteacher and the Head of Independent Schools;
- Leading the Junior School in partnership with the Headteacher and the LGB and key senior leaders in the School;
- Agreeing, communicating and delivering aspirational short and medium term aims within the context of the longer term vision;
- Developing and maintaining the values of United Learning in the Junior School;
- Contributing professionally to the broader United Learning agenda.

PEOPLE LEADERSHIP AND MANAGEMENT

- Leading on all staffing issues in the Junior School, and liaising with the Headteacher over the appointment and development of staff;
- Ensuring a culture of working together to achieve high standards throughout the Junior School;
- Managing performance and ensuring that staff receive appropriate support in order to achieve those high standards;
- Undertake effective planning to ensure that the staffing needs for the Junior School are proactively identified and that plans are in place to ensure appropriate succession;
- Creating a climate of reflective practice and professional development that enables all members of staff to flourish and achieve their very best;
- Developing the capacity within the senior and middle leadership teams;
- Promoting equality and fairness for all staff;
- Taking responsibility for one’s own professional development as the Head.

FINANCIAL AND BUSINESS MANAGEMENT

- Working closely with the Headteacher and Bursar to ensure budgets are set and managed within guidelines agreed with the LGB and the Group through the Head of Independent Schools and Chief Financial Officer;
- Monitoring of actual spending against budget;
- Liaising with the Principal to Implement key Group-wide policies and strategies (eg in relation to compliance, finance, HR and IT);
- Ensuring that efficient administrative systems are implemented and managed;
- Managing and utilising the site and facilities to their full value for the school, the Group and the Community;
- Ensuring that safeguarding and health and safety policies are fully implemented and managed.

LINKS WITH COMMUNITY, BUSINESS AND THE UNITED LEARNING GROUP

- Developing strong and effective partnerships with parents;
- Developing a thriving sense of school community to include present and past pupils and parents;
- Creating proactive, entrepreneurial and effective links with the community including, for example, with business, feeder schools, other local schools and with local churches;
- Making a strategic contribution to the development of the Group.

REPORTING

- The Head of Junior School reports to the Headteacher, who is responsible to the overarching Charity Board through the Chief Executive;
- The Local Governing Body, and its Chair in particular, will also work closely with the Head of Junior School and Headteacher in relation to its responsibilities to act as a ‘critical friend’ to the school;
- The Head of Junior School will be key to driving the Junior School forward and further developing local partnerships;
- The Head of Junior School will keep the Headteacher fully informed on the progress of the Junior School and will submit reports for consideration as appropriate;
- The Head of Junior School will participate in an annual review as part of the agreed appraisal process.

EDUCATION AND TRAINING

PERSON SPECIFICATION

- Educational and professional qualifications appropriate for the role of Head of Junior School. Such qualifications would normally include a degree from a recognised university, professional qualifications (for example PGCE) and ideally a further post graduate qualification;
- Evidence of professional development across career to date.
- Demonstrable success in a leadership role in a comparable organisation and through significant periods of development;
- A proven track record of creating a rich learning environment through creating a strong climate for learning;
- A proven track record of achievement in raising standards through, for example, using target setting, data analysis and curriculum innovation to improve and monitor performance;
- Evidence of the ability to develop excellent relationships with young people and adults;
- Experience in leading and developing colleagues and effective teams;
- An in-depth understanding of school leadership and school improvement needed to achieve outstanding student progress and personal development;
- 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;
- A thorough understanding of the local and wider school market, the competition and the ability to devise a relevant and targeted marketing strategy from analysis of this information. The ability to analyse, adapt and implement the marketing plan using online and offline channels;
- A clear understanding of and commitment to the development of the United Learning values, ethos and the Framework for Excellence;
- Clarity of vision with the ability to communicate it in a compelling and engaging way;
- An adaptable leadership style which encourages leadership from others and celebrates success;
- Determination and resilience;
- Sensitivity and wisdom in managing relationships with students, parents and staff;
- High level 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 and across the Group;
- Openness, sense of humour, energy and enthusiasm.

HOW TO APPLY

For your application to be considered, we will need you to:

REGISTER YOUR PROFILE

Use our online portal via: <https://unitedlearning.current-vacancies.com/Jobs/Advert/1041885>

COMPLETE AN ONLINE COVERING LETTER

(You will be prompted to do so after completing your profile), which explains your motivation for applying and outlines your suitability for the role including how you satisfy the requirements of the Person Specification. Please confirm in your letter that you are available for the interview dates (see below) around which there is no flexibility. This supporting statement should be no longer than 4000 characters.

In line with our practice on safer recruitment, we will take up references for all those candidates who proceed to interview, as well as asking candidates a standard application form.

UPLOAD YOUR CV, ENSURING THERE ARE NO GAPS IN YOUR EMPLOYMENT HISTORY

Please include two referees – one of whom must be your current or most recent employer – education and employment history)

The deadline for receipt of applications is midnight on **Sunday 5th November.**

THE SELECTION PROCESS

The selection process will be as follows:

All applications will be acknowledged by email. If you have not received acknowledgement that your application has been received within two working days of sending it, please contact Lizzie Bingham by telephone on 01832 684511 or by email – lizzie.bingham@unitedlearning.org.uk

The selection process will take place on Tuesday 21st and Wednesday 22nd November. You will need to be available for both dates. Please note that there is no flexibility around these dates. More information will be provided nearer the time.

Candidates will be offered full feedback on their application and/or interview.

FURTHER INFORMATION

To arrange an information discussion with the Head please email Elaine Cope at Elaine.Cope@arnoldkeqms.com to arrange a mutually convenient time. To arrange an informal visit to the school please contact Elaine Cope in the first instance.





TERMS AND CONDITIONS OF EMPLOYMENT

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The below outlines United Learning's normal terms of conditions of employment for the position of Junior School Head Teacher. The final detailed terms and conditions are subject to agreement between United Learning and the successful candidate and will be reflected in the formal employment contract.

EMPLOYER

United Church Schools Trust

POSITION

AKS Junior School Head Teacher with responsibility for the whole Junior School

REPORTING LINE

Head of AKS School

LOCATION

AKS or such other nearby place operated by the school or to which the school may relocate.

START DATE

Easter 2018/September 2018

STARTING SALARY

The salary will be commensurate with the significance and importance of the post and the experience of the successful candidate.

ILL HEALTH

United Learning's sick leave and pay policy will apply. The policy allows for a three years' sliding qualification period, at the end of which you will be entitled to full pay for 100 working days and half pay for 100 working days.

HOLIDAYS

You are entitled to take holidays during the normal school holidays except where your presence is required for proper execution of your duties. United Learning would expect you would not have less than six weeks of the year without any work involvement.

TEACHERS' PENSION SCHEME

The Junior School Head Teacher is eligible to be a member of the TPS.

FEE REMISSION

A generous fee remission package is offered, should your children attend AKS school.

HEALTH INSURANCE

The Junior School Head Teacher is eligible to be a member of United Learning's medical insurance scheme, currently with BUPA. It is also possible for other family members to be included within the policy but, when this happens, there is a charge.

NOTICE PERIOD

Two terms' notice

RELOCATION

Assistance with relocation is negotiable and may be available up to a maximum of £8,000 on the basis of receipts relating to actual relevant expenditure.

SAFEGUARDING

United Learning is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. DBS (previously CRB) check is required for all successful applicants.



Where teaching is better shared

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