



CANDIDATE BRIEFING PACK

Headteacher of AKS Lytham



United Learning
The best in everyone™

unitedlearning.org.uk

LETTER FROM THE CHIEF EXECUTIVE

Thank you for your interest in becoming Head of AKS Lytham.

Six years ago, we created AKS Lytham by merging Arnold and KEQMS schools. Under the leadership of Mike Walton, AKS has developed to an extraordinary extent. Mike saw the tremendous potential in taking forward the best of both those former schools. In doing so, he has created a new identity for the school, giving scope for innovation and enhancing the links between the Junior and Senior Schools, creating a whole school approach to learning and development.

The school is part of the Round Square network of schools who believe in new approaches to teaching and learning that broaden horizons and challenge students to go beyond their comfort zone. AKS has created an environment where young people are given the time, motivation, support and opportunity to achieve beyond traditional expectations.

We are looking for an energetic and charismatic Head who can lead the next stage of school's development, building on the work that has already been started, enhancing on strong academic results and the varied co-curricular opportunities, whilst at the same time bringing new ideas and approaches that will generate excitement and energy in the school.

The new Head will inspire confidence from staff, pupils and parents and have a strong track record of success and impact. 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.

I am conscious that you may have questions about whether leading a school within United Learning is different from leading a free-standing school. Our aim is to appoint leaders and give them space to lead. We like to think that the challenge, support and development we offer to heads are more informed, professional and useful than might be available in an isolated school – not least because they draw on a peer group of other, highly respected independent school heads in the group. We do ask heads to contribute their knowledge and wisdom to supporting other schools in the group – and create opportunities for schools, heads and teachers to share ideas and practice and to learn from one another – so leaders in the Group tend to value collaboration with respected peers.

I hope that you are interested in the role and I look forward to discussing it with you through the process.

With best wishes

Jon Coles

Chief Executive



THE SCHOOL

Stunning coastal location in Lytham St Annes, on the prosperous Fylde Coast. AKS is an independent non-selective co-educational day school from nursery to sixth form.

Our school provides high standards of teaching, excellent academic results, 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 2-minute walk from the picturesque and wildlife abundant Fairhaven Lake. Our impressive campus has also benefitted from a multi-million pound 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.

LYTHAM ST ANNES

Lytham St Annes is a seaside resort on the Fylde coast of Lancashire, on the Ribble Estuary. Made up of the two towns of Lytham (founded in 600BC) and St Annes (founded in 1875), the dual seaside towns are nestled along a picturesque stretch of coastlines lined with well-tended lawns, a boating lake, pretty parks and 4 golf courses, the most notable being Royal Lytham & St Annes Golf Course, which has hosted the Open Championship 11 times, most recently in 2012. With many small independent shops and restaurants, the residents are well serviced.

Lytham and St Annes both have railway stations, which connect to Preston which has direct links to London, Manchester and Glasgow. Every year Lytham hosts the Lytham Festival, the highlight of the annual calendar for the area. Now in its 10th year, this year will see Stereophonics, Kylie, Michael Ball, Sheridan Smith Human League and Rod Stewart perform over 5 nights.





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. We currently educate over 40,000 students and employ over 8,000 members of staff including over 3,500 teachers.

As 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 the website: www.unitedlearning.org.uk

As part of United Learning, AKS Lytham will share 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



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 Heads 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. The new Head of AKS will set personal development objectives with the Head of Independent Schools each year, and would be supported to achieve them. The Head of AKS would also be asked to take a role in supporting the leadership of the whole organisation, working with other leaders in the Group, and sharing ideas and practice with one another. They will have the benefit of accessing a range of networks, including the Group Education Forum which brings together school leaders from across the Group six times a year.

United Learning has also commissioned training programmes from major universities. We provide 360-degree feedback as part of professional development. We believe that schools are at their best when they are 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 senior leaders 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 school leaders can focus on educational leadership.

The newly appointed Head of AKS will also benefit from a comprehensive induction programme.’

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.



JOB DESCRIPTION

The Head of AKS School will lead, motivate and inspire students, 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, together with the Local Governing Body (LGB), will be responsible for establishing and implementing the vision and direction for the School. In leading the School, the Head will ensure that United Learning's ethos and values are deeply embedded and visible amongst students 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 an expectation of outstanding teaching and learning, which staff share and support;
- Creating and supporting an aspirational and innovative culture of learning in the School;
- Creating a climate for learning and a system of monitoring and intervention that enables all students to thrive;
- Setting high educational standards within the School;
- Designing and implementing the curriculum and the broader pupil experience;
- Setting targets for student achievement and monitoring progress against these targets;
- Ensuring the welfare and safety of all students.

STRATEGIC LEADERSHIP AND MANAGEMENT

- Defining and delivering the vision and objectives of the School and the School Strategic Plan as agreed with the LGB and the Head of Independent Schools;
- Leading the School in partnership with 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 School;
- Contributing professionally to United Learning more broadly, including both supporting and learning from other schools.

PEOPLE LEADERSHIP AND MANAGEMENT

- Leading on all staffing issues, including the appointment and development of staff;
- Ensuring a positive working culture for all staff, dedicated to achieving high standards throughout the School;
- Managing performance and ensuring that staff receive appropriate support in order to achieve high standards;
- Planning to ensure that the staffing and succession needs for the School are identified and managed;
- 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 Head.

FINANCIAL AND BUSINESS MANAGEMENT

- Working closely with the Business Manager 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;
- Implementing key organisational policies and strategies (e.g. 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 to the school, the Group and the community;
- Ensuring that health and safety policies are fully implemented and managed.

LINKS WITH COMMUNITY, BUSINESSES AND ACROSS UNITED LEARNING

- 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 community groups and churches;
- Making a strategic contribution to the development of the Group.

REPORTING

The Head of AKS reports to the Head of Independent Schools.

The Local Governing Body, and its Chair in particular, will also work closely with the Head in relation to its responsibilities to act as a ‘critical friend’ to the School. This relationship with the Chair and LGB will be key to driving the School forward and further developing local partnerships.

The Head will keep the Head of Independent Schools fully informed on the progress of the School and will submit reports for consideration as appropriate.

The Head will participate in an annual review as part of the agreed appraisal process.



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.

The candidate will have a sound understanding of high expectations manifested in excellent educational standards as well as a proven track record in achieving these.

The candidate 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.



PASSION POSITIVITY POTENTIAL

PERSON SPECIFICATION

EDUCATION AND TRAINING

- Educational and professional qualifications appropriate for the role of Headteacher of the 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.

EXPERIENCE

- Demonstrable success in a leadership role in a comparable organisation and through significant periods of development;
- A proven track record of securing excellence in an educational establishment;
- A proven track record in raising pupils' achievements;
- Evidence of the ability to develop excellent relationships with staff, members of the local community, parents and pupils aged 3-18 years of age;
- Experience in leading and developing colleagues and effective teams.

KNOWLEDGE, SKILLS AND QUALITIES

- An in-depth understanding of school leadership and school improvement needed to achieve outstanding pupil 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;

- An understanding of expectations of all phases of education;
- A thorough understanding of school markets, the analysis required to develop those and the skills to implement successful marketing strategies.

PERSONAL QUALITIES

- A clear understanding of and commitment to the development of the United Learning values, ethos and the Framework for Excellence;
- Belief in equality of opportunities for all pupils and staff regardless of culture, gender, ethnicity, sexual orientation or religious identity;
- 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 pupils, parents and staff;
- High level interpersonal and communication skills with the capacity to influence at all levels;
- High expectations of pupil achievement, conduct and behaviour;
- A commitment to collaborative working, both within the school and across the Group;
- Openness, a sense of humour, energy and enthusiasm.

HOW TO APPLY

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

1

REGISTER YOUR PROFILE including referees one of whom must be your current or most recent employer – education and employment history using our online portal via: [CLICK HERE](#)

2

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 date (see below) around which there is no flexibility. This supporting statement should be no longer than 8,000 characters.

3

PLEASE PROVIDE US WITH 2 REFEREES WHEN PROMPTED TO DO SO. 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 to complete a standard application form. The deadline for receipt of applications is midnight on Sunday 17th February 2019.



THE SELECTION PROCESS

We will treat all enquiries, formal and informal, in confidence. 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 Demi Butler on demi.butler@unitedlearning.org.uk. Shortlisting will occur on Monday, 25th February 2019.
- The selection process will take place on Tuesday, 26th March and Wednesday, 3rd April 2019. You do need to be available for both dates.
- Candidates will be offered full feedback on their application and/or interview.

Further information

To arrange an informal discussion with the Head of Independent Schools please email Lizzie Bingham at Lizzie.Bingham@unitedlearning.org.uk to arrange a mutually convenient time for a telephone conversation. To arrange an informal visit to the school please also contact Lizzie Bingham in the first instance.



TERMS AND CONDITIONS OF EMPLOYMENT

United Learning’s normal terms of conditions of employment for the position Headteacher at AKS Lytham. 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 Learning

POSITION

Headteacher, AKS Lytham, with responsibility for the whole school

REPORTING LINE

Head of Independent Schools

LOCATION

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

START DATE

September 2019

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 as Headteacher. United Learning would expect you would not have less than six weeks of the year without any work involvement.

TEACHERS’ PENSION SCHEME

The Headteacher is eligible to be a member of the TPS.

HEALTH INSURANCE

The Headteacher 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.

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. An enhanced DBS (previously CRB) check is required for all successful applicants.



Where teaching is better shared

unitedlearning.org.uk

United Learning's normal terms and conditions of employment apply for the position of Headteacher of AKS Lytham. 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.